ADDENDUM No. 1 TO ALL OFFERORS:

Reference: Request for Proposals: RFP#214-03-Collections
Commodity: Collections Services, Financial
Dated: July 29, 2003
For Delivery To: Longwood University
201 High Street
Farmville, Virginia 23909
Proposal Due: September 15, 2003  2:00 pm

1. As a result of inquiries, we are adding the following information to the Request for Proposal:

2. Reference Cover Sheet, Location Where Work Will Be Performed - It is not a requirement that the awarded vendor(s) establish an office in Farmville, Virginia

3. Reference Page 3, Section II, Statement of Needs, A 1 -
The following figures are for the year end June ‘03
   Tuition and Fees at collections – 112 accounts - $134,336.43
   Perkins at collections – 69 accounts - $86,259.01
   Parking Fines – 63 accounts - $3,129.62
   Library Fines - $15,000 approximately – yr. ’03-‘04
   Telecom accounts - $7,000 approximately – yr. ’03-‘04

   These accounts are with multiple agencies and will continue to be rotated between any agencies acquired.

4. All questions and answers from vendor inquiry if deemed important will be addressed by an addendum and posted on the website. No individual mailings will be made.

5. The present contractors are Todd, Bremer, Lawson, Inc., Rock Hill, South Carolina, commission rate 25% on accounts up to $5,000 and 25% on accounts over $5,000 and General Revenue Corporation, Cincinnati, Ohio, commission rate 22%.

NOTE: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,
James E. Simpson, CPPB, VCO
Director Materiel Management

Name of Firm ____________________________
Signature/Title __________________________
Date ________________________________