

MONTGOMERY COLLEGE - OFFICE OF BUSINESS SERVICES  
REQUEST FOR PROPOSAL (RFP) TITLE: PAYROLL TAX SERVICES  
RFP NUMBER: E924-005  
RFP CLOSING DATE AND TIME: November 15, 2023 @ 3:00 PM



**ADDENDUM #1**

Issued: November 10, 2023

**PURPOSE OF ADDENDUM:**

- Change RFP closing date from November 10, 2023, to November 15, 2023 @ 3:00pm EST.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. If proposal has already been submitted, send signed acknowledgement under separate email. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE:** All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Time on **November 15, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature