



To: Prospective Supplier

From: Kip Smalligan, Strategic Sourcing Specialist, Procurement Services
Ph 616/331-3211 Fx 616/331-3287 smalligk@gvsu.edu

Date: February 20, 2017

Subject: Request for Proposal #217-30
Contract Office Supplies
ADDENDUM #4

GVSU has decided to postpone the office supply RFP 217-30 due to concerns of limited project resources for conversion implementation should it be awarded to a supplier other than our current supplier. There is a major upgrade scheduled for our Accounts Payables workflow/imaging system which will be demanding significant resources in the Controller's Office. There is a chance that this Accounts Payables upgrade project itself may be postponed, in which case GVSU might be able to resume the RFP shortly. We will know if this is the case next month and will notify you at that time. In either case, GVSU will look to resume the RFP at a later date but for now it is postponed indefinitely.

I apologize for this development so late in the process and the inconvenience it causes. If you have any questions, please contact me or you are welcome to contact our Director of Business Services, Doug Wentworth, at 616/331-3846 or wentword@gvsu.edu.