

**FLORIDA STATE UNIVERSITY  
PURCHASING DEPARTMENT  
A1400 UNIVERSITY CENTER  
TALLAHASSEE FL 32306-2370**

**ADDENDUM ACKNOWLEDGMENT FORM**

**DATE: September 11, 2009**

ADDENDUM NO . 3 Competitive Solicitation Number ITN 5341-3

TITLE: Mobile Communications

**INSTRUCTIONS TO RESPONDERS:**

Attached is additional information pertaining to the Competitive Solicitation. Please read this information carefully and incorporate it into the terms, conditions and specifications submitted with the original solicitation and any prior addendum's. **This cover sheet must be signed by the individual signing the solicitation and returned with this solicitation.**

**CERTIFICATION:**

This is to certify that I did receive the referenced addendum and have incorporated the terms, conditions, and specifications listed therein into the attached Competitive Solicitation.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
TITLE OF ABOVE

**Note:** Information for ITN 5341-5 Mobile Communications:

1. Negotiation Agenda (attached)

*Note: Agenda is subject to change.*

2. Example of a Cellular Contract (attached)

3. Submit the following by **Monday, September 14<sup>th</sup> Noon:**

- a. Coverage maps (including City of Tallahassee and FSU's campus)
- b. List of Fees (including but, not limited to fees associated with orders, repairs, billing, taxes, government, etc.)

*Note: Response should not reference websites nor be longer than 2 pages.*

ITN 5341-5 Mobile Communications (Cellular Voice & Data Service, Equipment, and Accessories)

**Agenda for Negotiations**

1. Introductions (5 minutes)
2. FSU's Opening Remarks (5 minutes)
3. Company's Opening Remarks and Proposal Summary (10 minutes)
4. Discussion of Proposal (35 minutes)
  - a. Contract Term & Conditions, Length, Attainment/Minimums
  - b. Data & Voice Plans (including text messaging, pooled option), Pricing, Fees, Early Termination
  - c. Coverage - City of Tallahassee and FSU's campus
  - d. Equipment, Demos, Features
  - e. Account Management
  - f. Billing, Reports, & Web-based Portals
5. Review of Discussion (10 minutes)
6. Next Steps (5 minutes)
  - a. FSU's Submittal to Company and Due Date
  - b. Vendor's Reply to FSU and Due Date
  - c. Next Meeting