

**Addendum #2
East Tennessee State University
Enrollment Consulting Services
RFP 6891**

TO: All Proposers
FROM: Katherine Little Zink
RE: Request for Proposal #6891
Enrollment Consulting Services
DATE: January 9, 2025

This Addendum #2, dated January 9, 2025, is issued as supplemental information and is hereby made part of the final RFP documents.

Institution’s modification to RFP #6891 Enrollment Consulting Services
Schedule of Events:

2 RFP SCHEDULE OF EVENTS

The following Schedule of Events represents the Institution’s best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events will be between 8:00 a.m. and 4:30 p.m., EST.

RFP SCHEDULE OF EVENTS		
<p>NOTICE: The Institution reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. The Institution will communicate any adjustment to the Schedule of Events to the potential Proposers from whom the Institution has received a Notice of Intent to Propose.</p>		
EVENT	TIME	DATE <small>(all dates are Institution business days)</small>
1. Institution Issues RFP		November 25, 2024
2. Disability Accommodation Request Deadline		December 2, 2024
3. Pre-Proposal Comments/Written Questions Deadline		December 6, 2024
4. Institution Responds to all Comments/Questions		December 13, 2024
5. Notice of Intent to Propose		December 16, 2024
6. Proposal Opening	2:00pm EST	January 13, 2025
7. Institution Completes Technical Proposal Evaluations		January 22, 2025
8. Proposer Finalist Presentations		February 3 - 7, 2025
9. Institution Opens Cost Proposals and Calculates Scores		To Be Determined
10. Institution Issues Intent to Award Letter and Opens RFP Files for Public Inspection		To Be Determined
11. Award of Contract		To Be Determined
12. Contract Effective Date		To Be Determined

End of Addendum #2.