



**AMENDMENT #1**  
**REQUEST FOR PROPOSALS**  
**No. 2016-004**

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**Effective:** July 14, 2015  
**Project:** Unified Communications System   
**Issued By:** Wes Rhodes, Procurement Manager  
City of Gaithersburg  
Division of Procurement  
31 South Summit Avenue  
Gaithersburg, Maryland 20877

Please be advised that Paragraph A of Section 3.2 (Pre-Proposal Conference Call) of the Solicitation is hereby amended, such that it now includes instructions for registering for the Pre-Proposal Conference Call. Said Paragraph now reads as follows:

- A. *Attendance of the pre-proposal conference call (hereinafter referred to as "PPCC") for this Solicitation is not mandatory but is strongly encouraged. The purpose of the PPCC is to provide a method for each Offeror to become familiar with the Services and any and all conditions and/or specifications which may, in any manner, affect the Services.*

*Offerors must register to participate in the PPCC. Registration requests shall be submitted: by 4:00 PM on July 29, 2015; and by email to Brian Helms, Business Systems Division Manager, at [bhelms@gaitthersburgmd.gov](mailto:bhelms@gaitthersburgmd.gov). Instructions for joining the PPCC will be emailed to registrants by 5:00 PM on July 29, 2015.*