

Template for Agencies to use to notify potential bidders that a bid has been modified/amended in MissouriBUYS.

Send the following e-mail to the vendor’s main contact listed in their MissouriBUYS vendor registration.

Subject: State of Missouri Bid Modification

The following bid solicitation has been modified:

Bid Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_--- DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Modification Date: \_\_/\_\_/\_\_

If you have already submitted a bid, you must review this modification to determine its impact on your previously submitted bid response.

Be sure to revise your previously submitted bid to be in compliance with any specification changes that are stipulated in this modification.

If you do not submit a revised bid, your bid may be accepted without further clarification and you will be responsible for delivering the goods and/or services as specified in this modification at your previously submitted pricing.

Likewise, your previously submitted response could be judged to be non-responsive to the specifications as modified if such non-responsiveness is obvious to the evaluator(s).  In the event that your bid is determined to be non-responsive, it will be eliminated from consideration for award.

Depending on the e-mail software you are using, you can either click on the Internet address listed below, or manually enter the address into your Web browser.  This will take you directly to the MissouriBUYS Statewide eProcurement System website.  From there, you will be able to login, download the official bid document from the Bid Board, and respond by mail.

[https://missouribuys.mo.gov](https://missouribuys.mo.gov/)

If you have any questions regarding this bid, please e-mail the buyer of record at [\_\_\_\_\_\_\_\_\_\_\_\_@\_\_.mo.gov](mailto:____________@oa.mo.gov).