



NOTICE TO ALL FIRMS

Date: November 23, 2021
To: All Prospective Bidders
From: Candida Poinsette,
Purchasing Agent
Re: Addendum Number 4
IFB # C1520 – Communication Agency Services

Q1. I wanted to get in touch with a question regarding the requested “documents evidencing financial viability.” Would it be possible for our finance team to email those documents in a separate, password-protected file rather than including them in the package we send with the other pieces requested in the RFP? This is their preference for sharing financial documents, to ensure security and confidentiality.

A1. Yes.

THIS ADDENDUM IS PART OF THE CONTRACT DOCUMENT AND SHALL BE INCLUDED WITH YOUR REQUEST FOR PROPOSAL SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.

Signature

Print Name and Title of Authorized Representative

Print Name of Company/Partnership/Individual

Date