

**ADDENDUM TO:
REQUEST FOR QUALIFICATIONS
FY 2015 ON-CALL PROFESSIONAL SERVICES**

Addendum Number: 1

Date Issued: February 25, 2014

I. Instructions to Bidders:

This addendum is hereby made a part of the bid packet issued for **FY 2015 On-Call Professional Services**, and therefore must be attached to the bid packet response from bidders.

II. The following are questions and answers concerning the SOQ:

- A. Can the proposal be printed in color?
 - a. No, black and white only.
- B. What is the penalty for submitting the proposal in color?
 - a. It will be rejected.
- C. What is the preferred media for the digital version of the RFQ? A CD or thumb drive?
 - a. Either one will be OK.
- D. Does the ten page limit include the cover and standard forms?
 - a. Cover sheet and standard forms aren't included in the ten page limit.
- E. Does the ten page limit include the table of contents and page breaks?
 - a. Yes.
- F. We previously submitted for Fiscal Year 2013/2014. Will it automatically be renewed or do we need to submit a new response?
 - a. No, you will need to submit a new response.
- G. In Section **3.2 Preparation of Submittal** under paragraph B. Number of Pages and Format (pg. 5) you limit the Response to 10 pages. In case a firm would like to be considered for several categories, does the page limit apply per category each or total or would you like separate responses for each category?
 - a. Submit one proposal with no more than ten pages for all the categories.
- H. Can we include other consultants as part of a team?
 - a. Yes.

Contractor's Signature & Date

Company Name

Note: A signed copy to this addendum is to be returned with the Contractor's qualifications.