



ADDENDUM ONE

January 20, 2016

RFP NUMBER: 14-15-118

RFP TITLE: Graphic Design & Layout Services

DUE DATE/TIME: January 26, 2016 / 2:00 p.m.

The following clarifications/modifications/requirements are made part of the above referenced RFP and shall be adhered to in responding to this solicitation.

Q1 Can companies from outside the USA apply for this?

A1 Yes.

Q2 Do we need to come over there for meetings?

A2 Yes, in-person meetings are mandatory.

Q3 Can we perform the tasks related to the RFP outside the USA?

A3 Yes.

Q4 Can we submit our proposals via e-mail?

A4 No, only hard copy proposals will be accepted.

Q5 Schedule A (General Conditions for Responses) says the cost proposal must be submitted separately, but the RFP says it is to be included in the technical proposal.

A5 Schedule A, section 3.g. reads "In a separate, sealed envelope . . . unless otherwise specified in the solicitation documents." As cost will be a factor in the evaluation of proposals, the cost proposal should be included in the technical proposal as specified in the RFP (Section V. Proposal Content, B. Cost Proposal Content).

Q6 For the cost proposal, should totals, estimates on hours, or gross receipts tax (GRT) be included?

A6 No, only the hourly rate is needed for the cost proposal.

END OF ADDENDUM ONE