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## **NOTICE TO ALL FIRMS**

Date: September 1, 2022

To: All Prospective Bidders

From: Candida Poinsette  
Purchasing Agent

Re: **Addendum# 1** - RFP C1553 – Executive Search Consultant, VP of Communications and External Relations

**Q1:** The selection of the search consultant says: "Week of September 23, 2022." The 23<sup>rd</sup> is a Friday so would that be September 19 – 23?

**A1:** Selection of firm is expected to be the week of September 19, 2022.

**Q2:** The RFP goes on to say that work will commence within 10 days of the signed contract and that the search should conclude by October 28, 2022. **Can you please confirm that you wish for this to be (roughly) a four-week search assignment?**

**A2:** Yes, we wish to complete the search within that time frame.

**Q3:** Please confirm bid due date September 6, 2022 or September 9, 2022

**A3:** Bid is due September 9, 2022.

**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 \_\_\_\_\_