



REQUEST FOR PROPOSALS (RFP) #25-011
DEVELOPMENT PARTNER SERVICES

ADDENDUM NUMBER ONE (1)

August 26, 2025

A. INSTRUCTIONS:

1. This addendum shall be included as part of the original Request for Proposals documents and the scope of work required therein.
2. Receipt of this addendum must be acknowledged by return of the fully executed "Acknowledgement of Receipt of Documents," attached hereto, and must be submitted with the bid.

Any bids not including the "Acknowledgement of Receipt of Documents" form may be considered non-responsive.

B. REVISED STATEMENTS:

The following revisions are made in Section VII – SUBMISSION REQUIREMENTS, page 11.

Revised Statement:

Respondents should fully read and comprehend this RFP. Responses received without all of the required information may be rejected.
Proposals must include, in the same order as below, the following information, exhibits and schedules:

Previous Statement:

Respondents should fully read and comprehend this RFP. Responses received without all of the required information may be rejected. **~~Respondents must submit one original plus five copies of their proposals.~~**
Proposals must include, in the same order as below, the following information, exhibits and schedules:

C. REVISED STATEMENT:

The following revisions are made in Item "I. Financial Statement." On page 14.

Revised Statement:

Financial Statement. Provide a current financial statement of the firm prepared by a Certified Public Accountant along with the firm's most recent audit (if any). The statement should show assets, liabilities and net worth of the firm and should include information on all general partners or principal shareholders. Any Respondent who desires for this information to be kept confidential should provide this information in a separate **document** clearly marked "confidential information." Such information will then be held as confidential.

Previous Statement:

Financial Statement. Provide a current financial statement of the firm prepared by a Certified Public Accountant along with the firm's most recent audit (if any). The statement should show assets, liabilities and net worth of the firm and should include information on all general partners or principal shareholders. Any Respondent who desires for this information to be kept confidential should provide this information in a separate ~~sealed envelope~~ clearly marked "confidential information." Such information will then be held as confidential.

D. REVISED STATEMENT:

The following revisions are made in Section IX- PROCUREMENT AND AWARD PROCESS, page 16.

Revised Statement:

A. Amendments to Solicitation.

Any and all amendments to this solicitation shall be issued by an Addendum.

Previous Statement:

~~Any and all amendments to this solicitation shall be sent by certified mail, return receipt requested, and/or by fax, to all potential Respondents who attend a pre-submission conference and/or receive the solicitation materials.~~

END OF ADDENDUM #1

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ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS

All prospective firms for the above-referenced solicitation must sign this acknowledgement form as verification of receipt of the following documents:

- **Addendum #1**

NOTE: Each prospective bidder must submit this form with the submission package. Any bids not including this form may be considered non-responsive.

Acknowledged by:

Company Name

Printed Name of Authorized Company Official

Signature of Authorized Company Official

Date: _____