



**Office of Procurement and Property Management
Department of Environmental Conservation**

Informal Request for Proposal (IRFP)

IRFP # 18-335-21

Addendum One

Public Outreach Technical Support

Date of Issue: February 17, 2021

The IRFP Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed.
2. Remove and Replace.

The Remove and Replace begin on page two. This Addendum is hereby made part of the IRFP and is a total of two pages.

All other terms and conditions for this IRFP remain unchanged.

Issued by: Rick Cottrell
Procurement Officer
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Remove and Replace:

Remove SEC 4.03 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B) in its entirety.

Replace with:

SEC. 4.03 EXPERIENCE AND QUALIFICATIONS (SUBMITTAL FORM B)

Offerors must provide detail on the personnel assigned to accomplish the work called for in this IRFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the IRFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract along with their titles and location(s) where work will be performed.

Offerors must also provide reference names and phone numbers for similar projects the offeror's firm has completed. Reference letters shall be submitted separate from Submittal Form B.

SPECIAL NOTE: The offeror shall not disclose their costs in this Submittal Form. This Submittal Form shall be kept anonymous and must not contain any names that can be used to identify who the offeror is and cannot exceed the page limit (as described in Section 4.01).

End of Addendum