



COMMONWEALTH OF VIRGINIA

County of Henrico

Addendum No. 1

Date: November 9, 2020
Request for Proposal: 20-2057-9JOK – Annual Contract for Municipal Financial Advisor Services
Receipt Date/Time: November 17, 2020 at 2:00 p.m.
Subject: Proposal Response Format Change

Ladies/Gentlemen,

Please make the following corrections, deletions and/or additions to the above referenced RFP:

1. Section VII "Proposal Response Format", Item B.4, 2nd Paragraph, revise to read as follows:

Additionally, offerors should provide, at a minimum, documentation demonstrating that they are regularly engaged in municipal financial advisor services of similar size and scope for no less than three (3) years. Documentation should include a list of reference customers (no less than 3) that the Offeror provided municipal financial advisor services in the past or that the Offeror is currently providing these services. Customer information shall include:

- a. Description of scope and nature of the services; and,*
- b. Contact persons and telephone numbers.*

All other specifications and General Terms and Conditions shall remain the same.

Offerors must take due notice and be governed accordingly. Acknowledgement of the receipt of this addendum shall be made in your proposal.

Failure to acknowledge this addendum may result in your proposal being declared non-responsive.

Sincerely,

Oscar Knott, CPP, CPPO, VCO
Purchasing Director
Kno008@henrico.us

ACKNOWLEDGEMENT:

Signature: _____

Print Name: _____

Company: _____

Date: _____