



## SOLICITATION ADDENDUM

Solicitation Number: RFQu-22-BWDD-61 Addendum #1 Page 1 of 2

Solicitation Due Date: January 31, 2023 at 3:00 p.m. Local Time

**CITY OF PHOENIX**  
**HSD Procurement**  
**200 W. Washington Street**  
**18th Floor**  
**Phoenix, AZ 85003**

### Professional Resume Development and Related Services


In accordance with the Section I – Instructions, 11. Addenda, the Solicitation is hereby amended as set forth below.

Section IV – Submittals, 3.5 Tab 6 – Other Required Submittals title is hereby revised to Tab 5 – Other Required Submittals.

Section IV – Submittals, 3.5 Tab 7 – Signed Addenda title is hereby revised to Tab 6 – Signed Addenda.

The following questions have been received:

<u>Question</u>	<u>Answer</u>
1. Could you please direct me to where in this document I can see the details about subcontractors? I just want to ensure we understand the guidelines this contract has for subcontractors. I know this contract allows for them, enables us to provide credentials, etc for them, just wanted to be sure we were aware of any other details.	All subcontractor requirements for RFQu-22-BWDD-61 have been outlined in the solicitation document.
2. In Section IV.3.4 It is requesting 3 client recommendations or evaluations from within the past 2 years. However, in section IV.3.5f it calls for 5 references for similar services over the past 2 years. Should we provide a total of 8 recommendations for filling each respective section, or would you prefer one or the other?	In section IV.3.4, <b><u>Tab 4 – Resume and Job Descriptions</u></b> , please provide at least 3 client recommendations or evaluations from client/participants your agency assisted within the past 2 years. Examples are an end of class survey and/or evaluation of the instructor of the Offeror. Offeror shall complete and submit all attachments outlined in Other Required Submittals as indicated in 3.5 Tab 5 – Other Required Submittals.
3. Section IV lists each Tab of the bid proposal besides points. I do not see a Tab 5 requested; it goes from IV.3.4 Tab 4 to IV.3.5 Tab 6. I just want to confirm I am not missing a Tab or any additional information.	This is a typo. 3.5 is Tab 5 - Other Required Submittals and 3.6 is Tab 6 – Signed Addenda.

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<p>4. For Section IV.3.6 I want to confirm we should initial each page of the solicitation and sign the final page adding to the back of the bid proposal.</p>	<p>This section IV.3.6, <b>Tab 6 - <u>Signed Addenda</u></b>, requires Offerors to acknowledge receipt of all solicitation addenda by signing and submitting the entire addenda with the proposal.</p>
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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____
Address: _____
Authorized Signature: _____
Print Name and Title: _____