



## MEMORANDUM

**TO:** RFP 24-002  
**FROM:** Jennifer R. Madrid, Purchasing  
**DATE:** July 31, 2023  
**RE:** **Addendum: RFP 24-002-01**

---

### I. Question and Answer

1. Does the page limit of 10 pages include a cover page, TAB 4: PRICING attachment that is to be submitted separately, and copies of financials, certificates and licenses, advertisement (attachment 6)? **Attachments (Financials, Pricing, Cover Page, Licenses, Certificates) are separate from the 10 page limit.**

2. Are certificates of insurance required with the proposal submission or following award? **Yes, certificates of insurance is required in the submittal package**

3. Could you please confirm that offerors may submit *either* four hard copies via carrier *or* one electronic copy via Vendor Registry? Or are respondents required to submit both four hard copies and one electronic copy via Vendor Registry? **If submitting hard copies, it is required to have four copies. If submitting via Vendor Registry, only submit one copy.**

**\*Offerors must acknowledge this amendment in Attachment 1 when submitting proposal.**