**RFFP ADDENDUM #1**

Date of Addendum: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes to Preparer of Addendum:**

1. Delete any sections below that do not apply for a specific addendum and renumber accordingly.
2. Delete all Yellow highlighted text from the Addendum.
3. Complete the project related information in the header of the Addendum.
4. Have the Addendum reviewed and approved by CPO’s Contracts Manager or Contracts Administrator prior to distribution.

**NOTICE TO ALL POTENTIAL RESPONDENTS**

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| The Request for Final Proposals (RFFP), is modified as set forth in this Addendum. The original RFFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFFP. Respondent shall take this Addendum into consideration when preparing and submitting its Final Proposal, and shall acknowledge receipt of this Addendum in the space provided in the Final Proposal Form. |

**OUTREACH PLAN AND FINAL PROPOSAL FORM SUBMITTAL DEADLINES**

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| Note to Preparer of Addendum: Consult with the Contracts Manager/Contracts Administrator for guidance in completing this section.  The Final Proposal submittal deadline(s) remain the same and are not changed by this Addendum.  Or  The submittal deadlines for the Outreach Plan and Final Proposal Form have been changed as noted herein, and modifies the submittal deadlines stated in the RFFP, paragraph 6 of section 00 22 13. The new submittal deadlines are as follows:  Outreach Plan: [Date] at [Time]  Final Proposal Form: [Date] at [Time] |

**1.0 –RFFP**

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| Note: Changes should be in the order they appear in the RFFP to make it easier to read. If necessary, consult with the Contracts Manager/Administrator for assistance in developing this section of the addendum. Delete this yellow highlighted “Note.” | | |
| Item | Section | Description of Change |
| 1.1 |  |  |
| 1.2 |  |  |
| 1.3 |  |  |

**2.0 – QUESTIONS AND ANSWERS**

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| Note: Questions and answers should be provided only when they are necessary to clarify what is already in the Contract Documents. If a question results in a change to the documents, these changes should be noted above and not included in the Question and Answer section. Delete this yellow highlighted “Note.”  The following questions and answers are provided as a matter of information to clarify issues raised about the RFFP. To the extent that changes to the RFFP are required based on the questions received, the RFFP has been modified as noted above in the RFFP section of this Addendum. | |
| Item | Questions and Answers |
| 2.1 | Question:  Answer: |

**3.0 – INFORMATION**

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| The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the RFFP. | |
| Item | Description |
| 3.1 |  |

**END OF ADDENDUM**