



El Paso County
Contracts and Procurement Division
15 East Vermijo Avenue
Colorado Springs, Colorado 80903
REQUEST FOR PROPOSAL RFP #23-009
Addendum #1 – January 5, 2023

**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION
AND MUST BE ACKNOWLEDGED**

Request for Proposal 23-3009 – El Paso County Federal Consultant - dated December 21, 2022

CLARIFICATIONS:

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

ADMINISTRATION:

- The question period has expired
- Responses should follow the Response Format on pages 21-22 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
 - Submittal Properly acknowledged (Cover Sheet)
 - Addendum(s) Acknowledged
 - Required Documentation
 - Evaluation Criteria Documentation
 - Submission Form
 - Completed W9
 - Questionnaire

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

RESPONSE TO QUESTIONS:

- 1. Are all deadline times listed in RFP-23-009 Mountain Time (MST)?
 - A. Yes, all times listed for RFP-23-009 are to be considered Mountain Standard Time (MST).
- 2. Are respondents required to provide responses to the questionnaire on the lines provided in the document? Or can a respondent provide the responses to the questionnaire on separate typed and formatted pages?
 - A. Responses to questions from solicitation Questionnaire can be responded to in a separate, typed document. Please attached responses with the original Questionnaire Form in your proposal.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Request for Proposal and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____	Fax: _____
Address: _____	City/State/Zip: _____
Contact Person: _____	Title: _____
Email: _____	Phone: _____
Authorized Representative's Signature: _____	Date: _____
Printed Name: _____	Title: _____
Email: _____	Phone: _____