Northern Virginia Transportation Commission

AMENDMENT OF SOLICITATION

REQUEST FOR PROPOSALS (RFP)

ADDENDUM No. 1

Issued: April 18, 2024

Request for Proposal: 24-01	**Title:** State Government Relations Services
Contact: Brittany Sumpter	**Email:** brittanysumpter@novatransit.org

This addendum is hereby incorporated into the solicitation documents of the above referenced RFP. The following items are clarifications, corrections, additions, deletions and/or revisions to the RFP, which shall take precedence over the original documents. ***Bold and Italics*** indicate additions while deletions are indicated by ~~strikethrough~~. Offerors must acknowledge receipt of this addendum by returning a signed original with their Proposal.

DESCRIPTION OF AMENDMENT

The above numbered solicitation is amended as follows:

1. **Section B – Procurement Schedule**

    A. Note the following revisions to the Procurement Schedule:

    REVISE:

12:00 PM, ~~April 17~~ ***May 10***, 2024	Submission of Written Questions
5:00 PM, ~~April 26~~ ***May 17***, 2024	Answers to Material Questions Posted
5:00 PM, ~~May 3~~ ***June 3***, 2024	Proposal Due Date
~~May~~ ***June*** 2024	Interviews (optional)
~~June 7~~ ***July 19***, 2024	NVTC notifies top firm of intent to recommend contract award
~~June 18~~ ***July 29***, 2024	Notice of Award

B. The following is the revised Procurement Schedule:

Date	Activity
April 5, 2024	Issue RFP
12:00 PM, May 10, 2024	Submission of Written Questions
5:00 PM, May 17, 2024	Answers to Material Questions Posted
5:00 PM, June 3, 2024	Proposal Due Date
June 2024	Interviews (optional)
July 19, 2024	NVTC notifies top firm of intent to recommend contract award
July 29, 2024	Notice of Award
July 2024	Contract Signed and Notice to Proceed

2. Except as specifically amended herein, all other terms and conditions of this solicitation remain unchanged and in full force and effect.

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Offerors must acknowledge receipt of this amendment by returning a signed original with the Proposal package prior to the hour and date specified in the solicitation. Failure to acknowledge receipt of this document may be grounds to declare your Proposal non-responsive.

Company_____

Address _____

City _____State_____ Zip Code _____

Name of Person Authorized to Sign _____
                                        Print

Signature_____Date_____