



**FINANCE DEPARTMENT**  
**PURCHASING DIVISION**

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May 24, 2018

**Addendum No. One**

**Legal Services for Real Estate Closings and HOME Program  
(Annual Contract)  
RFP No. 18-0023**

**Acknowledgment of receipt of Addenda must be included with sealed Proposal.**

**Initials: \_\_\_\_\_ Company: \_\_\_\_\_**

Vendors are informed that the above subject Request for Proposals (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

**A. City's response to request for clarification**

1. Question: *"In regard to RFP 18-0023, is there supposed to be a Cost Proposal Form in the packet? Also, under PART A: Technical Proposal the Section numbers go from 4 to 6 with 5 being omitted. Do I follow that numbering so it corresponds with the proposal, or do I correct it?"*

Response: **A Cost Proposal Form is not included in the RFP; vendors are to provide pricing based upon what is delineated under Section 7: Cost Proposal, pages 15-16, of the RFP. The incorrect numbering of the Section numbers under PART A: Technical Proposal was an oversight due to the removal of the Section 5: Business Requirements (now PART B of the RFP). The City apologizes for this error. Vendors may number the sections in the correct numerical sequence.**

**B. Addendum Acknowledgement**

Indicate that your company has received this Addendum in the appropriate areas and include with sealed Bid. **Failure to acknowledge receipt of this addendum may render your Proposal "Incomplete".**

Andrea J. McCorvey  
Purchasing Division Manager