



SOLICITATION ADDENDUM No. 1

Solicitation Number: RFP 19-03

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Solicitation Due Date: **August 30, 2018 before 2:00 PM** (Local Time)

Addendum 1 Issue Date: August 17, 2018

CITY OF GLENDALE
Procurement Division
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2865

**RFP 19-03
EVENT STAFFING**

As a result of the pre-offer conference held on Tuesday, August 14, 2018, the following revisions have been made to Request for Proposals No. 19-03:

CLARIFICATION:

DELETE: Enable program sustainability by engaging families, neighboring schools, funders, and other community-based organizations from page 4.

DELETE: Paragraph referencing After-School Program:

The City will actively track the performance of the after-school and summer youth programs by holding monthly meetings between a City liaison and representatives of the community partner(s). For each of the meetings, community partners are expected to collect and report the following data (at a minimum):

- Participant information: age/age range, residential zip code, school of record, number of days attended per month.
- Average total daily attendance for the after-school/summer program
- At least one other metric or qualitative assessment proposed by the partner that measures the quality or success of their program in meeting youth needs
- [Optional] Any other demographic information/data collected by the partner organization (such as ethnicity, income level, etc.)

HOW WE CHOOSE

SCORING RESPONSES **REVISED** as follows:

- 40% Experience, proven performance and qualifications
- ~~35%~~ **Program Plan 35% Pricing Structure**
- 25% References

Question: How much should the Performance Bond be for?

Answer: The Performance Bond should be 10 percent of the contract amount. The current contract has a not-to-exceed amount of \$286,300 for the total five years. This is referenced in Paragraph 34 of the Exhibits Package.

All other specifications, instructions, terms and conditions remain the same. The Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____