



**ADDENDUM #1
RFP #FY 2017-2018-018
FEDERAL LOBBYIST SERVICES**

Please ensure you check the City's website for the latest addendum released for this project. Below finds the link to the City's website: www.cohb.org/solicitations.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM #1 and provide with your Firm's response.

PLEASE NOTE: RFP DOCUMENT, PAGE 24, PROPOSAL FORMAT, # 11 COST PROPOSAL.

CHANGE FROM:

11. Cost Proposal

Firm's proposed costs must be inclusive of all related expenses to provide the services as defined in this RFP. The City reserves the right to reject all proposals that have any variances and/or contingencies. Any variances and/or contingencies must be listed on the Variance form.

CHANGE TO:

11. Cost Proposal

The cost proposal will be evaluated based on the **Total Fee For All Contract Terms** in the Cost Proposal Sheet on page 14. The Cost Proposal Sheet must be utilized for the submission of your Firm's cost. Cost Proposal will be evaluated utilizing the equation seen in the example below:

- Lowest cost proposed gets total points = 30 points
- Lowest cost submitted is \$100,000 and the proposer's proposed cost being evaluated is \$150,000 = so $\$100,000 / \$150,000 = .70$
- $.70 * \text{total \# of points for cost criteria which is } 10 = .70 * 30 = 21$ which would be the total # of points this proposer's cost would receive.

ADDENDUM # 1

PLEASE NOTE RECEIPT OF ADDENDUM #1 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #1:

Company:	
Name:	
Title:	
Signature:	
Date:	

Sincerely,



Andrea Lues, Director, Procurement Department