



April 19, 2023

# Addendum #1 - Request for Proposals

## Notice to Prospective Proposers

### CTA22029 Communication Support Services

Based on questions received, the Conservancy is modifying the Request for Proposals (RFP) for CTA22029 Communication Support Services to provide clarifying information on how proposers may develop a proposed budget to complete the Scope of Work. Added text is shown in italicized and underlined font (additions).

The Proposal Instructions in subparagraph “f) Budget” on page 7 of the RFP are modified to read:

#### **“f) Budget**

Provide a proposed budget to complete the Scope of Work. As previously stated, the total budget for the anticipated contract term, June 1, 2023, to December 31, 2025, cannot exceed \$100,000.

For purposes of developing a cost proposal, proposers may anticipate dedicating the following percentages of time to the activities described in the Scope of Work. These percentages are approximate and the amount of time the selected contractor will dedicate to each activity may vary significantly over the course of the contract, as determined by the Conservancy’s needs.

<b><u>Activity</u></b>	<b><u>Hypothetical % of Time</u></b>
<u>Document layout and graphic design</u>	<u>60%</u>
<u>Translation for documents and videos</u>	<u>10%</u>
<u>Narration for videos</u>	<u>10%</u>
<u>Photography and videography</u>	<u>20%</u>

Funding for future fiscal years is contingent upon appropriation by the Budget Act. The Conservancy will reject any proposal with a total budget exceeding \$100,000.

The Conservancy reserves the right to amend the contract for either time or budget.”

All other terms and conditions of the original RFP shall remain the same.

Aga Kuligowski  
Contract/Procurement Analyst

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