



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 18-11243-C (Re-Issued)**  
**FOR**  
**Web Content Copywriting Services**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "B"**  
**March 11, 2019**

**Dear Proposer:**

This addenda is to notify the public of the updated schedule (attached).

Proposals due date has been changed from Thursday, March 14, 2018 **to no later than 2:00pm on Tuesday, March 26, 2018**. All responses must be in a sealed envelope and have "**Web Content Copywriting Services**" and **Specification No. 18-11243-C** clearly marked on the **outer most mailing envelope**.

**Mail or Hand Deliver To:**  
City of Berkeley  
Finance Department/General Services Division  
2180 Milvia Street, 3rd Floor  
Berkeley, CA.94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

  
Shari Hamilton  
General Services Manager

**Addendum “B”**

**Questions and Answers for Specification No. 18-11243-C (Re-issued)  
Web Content Copywriting Services**

In an effort to provide the same information to all, listed below is the updated schedule regarding **Specification No. 18-11243-C (Re-issued), Web Content Copywriting Services.**

I. Please note the updated proposal schedule below.

**SCHEDULE (dates are subject to change)**

<input type="checkbox"/> Issue RFP to potential bidders:	01/29/19
<input type="checkbox"/> Questions Due	02/21/19
<input type="checkbox"/> Responses to Questions	03/14/19
<input type="checkbox"/> Proposals due from potential bidders	03/26/19
<input type="checkbox"/> Interviews scheduled with finalists	04/09/19
<input type="checkbox"/> Finalists interviewed	04/25/19
<input type="checkbox"/> Complete Selection Process	04/30/19
<input type="checkbox"/> Award of Contract	05/07/19
<input type="checkbox"/> Sign and Process Contract	05/07/19
<input type="checkbox"/> Notice to proceed	05/08/19

Except as provided herein all other terms and conditions remain unchanged.