



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 "A"
February 15, 2018

Dear Proposer:

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

Questions due date has changed from Friday, February 8, 2019, to **Thursday, February 21, 2019, 4PM to Echa Schneider, Digital Communications Coordinator**, via email at **Rschneider@cityofberkeley.info**.

Proposals due date has changed from Thursday, February 28, 2019 to **must be received no later than 2:00 pm, on Thursday, March 14, 2019**. 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 “A”

**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 | 02/28/19 |
| <input type="checkbox"/> Proposals due from potential bidders | 03/14/19 |
| <input type="checkbox"/> Interviews scheduled with finalists | 03/25/19 |
| <input type="checkbox"/> Finalists interviewed | 04/09/19 |
| <input type="checkbox"/> Complete Selection Process | 04/18/19 |
| <input type="checkbox"/> Award of Contract | 04/30/19 |
| <input type="checkbox"/> Sign and Process Contract | 04/30/19 |
| <input type="checkbox"/> Notice to proceed | 05/04/19 |

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