

Addendum 1 - Responses to Submitted Questions

1. Are you specifically looking for a consulting group to complete this work? Do you have to be a part of a firm or could you apply as one person?

Response: This RFP is open to all legal business entities (i.e. LLC, Corp, partnerships, sole proprietorships, etc). Entities shall be able to provide documentation of incorporation, if an incorporated entity, and a federal tax ID. We are replacing our current Executive Director (ED) who operates as a sole proprietor and a federal tax ID.

2. Is there a limit to the total RFP submittal package such as number of pages per part, etc.?

Response: There is no specified limit to the proposer's submittal package. Proposers shall include adequate material to clearly demonstrate their approach, qualifications, and cost estimates for the scope (or portion thereof) for which they are proposing. See RFP for details on the acceptable formats for submission.

3. How will phone & mailing address be handled for new contractor? Will the contractor be required to provide the phone number and address? Will all PTBA correspondences be funneled through the selected contractor? Are there expected hours of operation to be available for calls?

Response: The PTBA has a primary contact phone number that can be transferred to the contractor after award. It is anticipated that the contractor that is awarded the "I. General Association Services" will provide an physical address for mail and shipping tasks related to services outlined in the RFP. The PTBA is open to the contractor's proposal of alternate communication tools and services.

4. Can the PTBA provide an expected level of effort required by task or category of services for each month on the contract?

Response: The level of effort will vary over time and task (e.g. conference coordination LOE is significantly higher in the weeks prior to an event and admin service is higher for several weeks after). Proposers shall provide an estimated level of effort by task in their proposed approach (see Example Rate Sheet and Level of Effort Estimate, attached to this Addendum) based on their approach to this contract. The scope of work that is described in the RFP is currently being performed by our ED and some support staff at our annual conference.

5. Are there templates for communication and invoicing available?

Response: Yes. The PTBA has existing templates for invoices, email communications, and is in the process of updating our website. These materials will be made available to the contractor after award.

6. Is there an incumbent contractor?

Response: Yes; however the current contractor is terminating their role with the PTBA as of December 31, 2016. and moving to a new position as Executive Director of American Trails, our partner in the Dayton ITS event. It is not anticipated that the incumbent contractor will be providing services to the organization in the future but will be working with us on the Dayton event and would be available for occasional consultation after that time.

7. Where are special meetings (finance committee, executive committee, etc.) held? How often is it anticipated that meetings would be attended by the contractor per month?

Response: Meetings are typically held via teleconference on a monthly basis, by each committee. Times and dates vary, and the executive committee meets on an alternating schedule with the full PTBA board. In person meetings are held at the PTBA's annual conference, and at an annual board retreat (scheduled for January 14-16, 2017). Board and committee members reside in 5 time zones. See response to question 34 below.

8. Since there is a heavy financial piece, does the contractor need to have a CPA on staff or access to one? Will they be doing payroll for PTBA if applicable?

Response: A CPA is not required for the services through this RFP. The contractor will work closely with the PTBA's Treasurer, and bookkeeper to coordinate related portions of the scope. The PTBA does not have employees or other obligations requiring payroll related services.

9. Will the selected contractor be required to retain financial documents for a defined period of time? If yes, is that timeframe known?

Response: Yes, files and documentation need to be maintained and turned over to the PTBA at the close of this contract.

10. Will the selected contractor need to front the costs for printing/advertising and be reimbursed or is funding set aside for that?

Response: Estimates for the costs of printing and other scope related expenses shall be developed by the contractor (after award, not for the RFP). These shall be presented for review and approval by the PTBA board on timelines developed by the contractor. The PTBA will cover

the costs of approved expenses through a combination of reimbursement and/or direct billing to the PTBA.

11. Are the conferences dependent on outside funding to successfully carry out the events? Several grants are needed for each. What if they don't come through?

Response: Grants are integral to successful workshop and conference activities. If grants do not come through, the PTBA has the flexibility to adjust or cancel events that require grant funding. These include portions of events that require large expenditures on materials and equipment. It is anticipated that the contractor will coordinate grants and conference related budgets with the conference committee and the PTBA board, and seek to explore potential alternate sources of funding for PTBA event and administration activities.

12. Will this contract be up for renewal? Is an annual contract an option? If so, is the same level of effort expected in the July-December 2017 timeframe? (i.e. two events and similar levels of administration service needs?)

Response: At this time the PTBA's focus is on securing services for the duration of this contract. The PTBA reserves the right to negotiate an extension or release a separate RFP for services beyond this timeframe.

Note: *The July-December 2017 timeframe would likely have significantly lower LOE for administrative and conference coordination services. Our spring conference and workshop schedules, and annual membership cycles front load the calendar year with associated PTBA service needs.*

13. Is there an existing contract that could be supplied as an addendum for potential consultants to review prior to developing a proposal?

Response: This RFP was developed from our current contractor's working knowledge of the PTBA and their supporting roles. The details provided in the scope mirror the current contract's language. The contract is not available for review at this time.

14. Is there an existing document that comprehensively outlines the existing information needed for an efficient transition to a new contractor, including banking information (if relevant), web-related platforms administration, work plan for each workshop/conference, database of vendors/exhibitors, grants and reporting, etc.

Response: There is not an existing document that specifically outlines all of the above, but the information is documented to varying degrees and will be conveyed to the contractor upon award. The awarded contractor is to overlap with the outgoing contractor for a period of about 2 weeks. It is expected that these details will be shared b/w parties and with the organization's bookkeeper (contractor as well) during this overlap and through continuing outreach beyond the overlap period.

15. Can an update be provided regarding progress/status, tasks to be undertaken moving forward, and timelines that need to be kept for different aspects of the successful implementation of the Bend Workshop and Dayton ITS?

Response: We are already in progress on both the Dayton and Bend events. Many of the tasks listed in the related scopes have been initiated or are in some state of partial completion.

16. Can the relationship with the bookkeeper and Treasurer be better defined? What are bookkeeper tasks and schedules and what are Contractor responsibilities and schedules? Does the bookkeeper or Treasurer handle payroll for the contractor? Does the bookkeeper handle or prepare information for organizational tax filing, reconciliation of expenditures, etc.? Is this interface between the two entities handled on-line via a book keeping platform, through email of receipts/expenditures, or in some other manner? What is the role of the Treasurer in this process? If the Contractor can handle the book keeping duties as defined, does PTBA wish to have a cost estimate for taking on those duties?

Response: There is no payroll for the PTBA (see response to question 8). The relationship with the Bookkeeper (WSC Associates, LLP) will be negotiated coincident with this contract. Currently the bookkeeper works closely with our contracted director and the finance committee and Treasurer to review our finances. The organization's books are managed through QuickBooks Online, and input and review by the entities listed above. Communication via email, phone and web-based conferencing are commonly used to coordinate these tasks.

The details of this portion of the scope will be negotiated dependent on the contractor's interests, skills and costs associated with financial tasks, and those of the contract bookkeeper. The PTBA intends to continue the current relationship with the WSC Associates, LLP which is contractually responsible to;

- Recording income and expense financial transactions for no more than two financial accounts using Quickbooks Online;
- Reconciliation of financial accounts monthly and provision of the following financial statements no later than the 10th of each month.
 - Statement of Financial Position
 - Statement of Activities.
- Provision of financial reports to Treasurer upon request within 24-48 hours of request.
- Assistance with development of annual budgets, monitoring of budget and provision of monthly reports.
- Participation in monthly finance committee meetings.
- Coordination and assistance of the organization's annual tax filing.

With regard to the PTBA Treasurer, the BYLAWS OF THE PROFESSIONAL TRAILBUILDERS ASSOCIATION, ARTICLE EIGHT– BOOKS AND RECORDS, state:

- **Section 1.** The Treasurer of the Association shall keep correct and complete books and records of account and within four (4) months of the Annual Meeting shall distribute a financial statement to all Members.

The current PTBA Treasurer works with the bookkeeper to prepare and provide financial information and financial concepts for the PTBA board. The Treasurer, sometimes with assistance of the bookkeeper, presents financial reports to the board, helps to interpret and translate the board's questions, goals, or concerns about the financial information or financial situation to the bookkeeper. The Treasurer also seeks to develop, with support and input of the finance committee, the contractor and collaboration from the board, a multi-year budget for the PTBA that incorporates strategic plan goals (see attached) and the current and forecasted financial resources of the organization. There is significant financial uncertainty to these events so maintaining financial projections and making good decisions based on them will be an important tasks for this contract.

17. How are expenditures on behalf of the organization handled? With a PTBA credit card/checking account or by the Contractor with later reimbursement? If the latter, what are anticipated expenditures and what is the reimbursement process? If the former, does the Contractor make expenditures on behalf of the organization or are requests made and fulfilled by the Treasurer or book keeper?

Response: See answer to question 10. Estimates for expenditures on behalf of the organization shall be developed by the contractor, and reviewed by the board or finance committee. Upon approval, the organization will typically handle payments directly. If there are mutual benefits to an alternate arrangement, or a respondent would like to propose an alternate method, details of such should be included in the proposal.

18. What is the current status of grants from FHWA, OR State Parks, REI, Five Rivers Metro Parks, Cabelas, and others? Have grants been submitted at this date and to which entities? If not, what are the submittal dates for each entity? Does PTBA anticipate or desire Contractor to identify and develop grant requests to additional entities?

Response: Grants have been submitted for several of these programs, additional details will be provided to the contractor as part of the contracting phase. Grants are important to the operation of the PTBA; It is intended that the contractor will have the ability to identify, seek, and manage grants for the organization that support the PTBA's values, mission and goals in our strategic plan (see Strategic Plan attachment to this addendum).

19. What format are the budget projections developed in and is that format linked to the Silkstart or QuickBooks platform?

Response: Budget projections have been developed in spreadsheet formats in the past, and overall budget is directly associated with reports generated from Quickbooks. The conference

and finance committees collaborate with the Treasurer and Bookkeeper to develop, review and evaluate multiple scenarios for each event or PTBA activity.

20. Are there budgeted goals for exhibitor/vendor revenue, workshop revenue, etc., what is the current status of revenue, and is contractor payment dependent upon meeting or exceeding those goals?

Response: Targets for revenue by event are developed through the processes presented in our response to question 19. Contractor payment is not dependent upon meeting or exceeding those goals. See also response to question 11.

21. Is there a reason why this is being put forth as a six-month, rather than a year-long or annual renewing (based on performance and desires of the organization/contractor) contract?

Response: See response to question 12. At this time the PTBA's focus is on the immediate needs of the association through June, 2017.

22. What are PTBA "Groups" (mentioned in 2.6) and what is the anticipated level of effort for the Contractor in managing this platform?

Response: "Groups" is the Silkstart name for it's member internal communication system, similar to a forum. Effort involved in managing this system would be similar to any internal forum, or mass email communication system (e.g. Yahoo Groups).

23. What is the overall event goal and organizational goal these events will meet?

Response: The PTBA recently completed a strategic planning process. The resultant strategic plan is included as an appendix to this addendum. These conferences and events support many of our organizational goals, and if successfully run, provide income to the organization. PTBA's primary goals are:

- Promoting professional trail contracting and consulting as cost-effective ways to design, build, and maintain high-quality trails;
- Establishing the importance of sustainable trails realized through skillful trail design, construction, and maintenance;
- Helping trail contractors improve skills and abilities;
- Marketing the services of members to federal, state, and local governments, special districts, non-profit organizations, and private landowners;
- Providing networking opportunities between members and the wider world;
- Serving as the organized voice of private trail contractors with governments and other organizations; and
- Hosting the annual, national-level Sustainable Trails Conference to further the above goals.

24. Are these considered national or regional events?

Response: The Bend conference is a national event, drawing trail professionals, agency, volunteers, and the broader trails construction communities. More information is available here: <http://www.trailbuilders.org/training/sustainable-trails-conference-bend-or-march-12-18-2017>
The American Trails Event in Dayton, OH is an international event. More information can be found here: <http://www.americantrails.org/ee/index.php/symposium/2017> . American Trails organizes this event, and the PTBA contributes a “track” of workshops and related activities including an outdoor component of the tradeshow.

25. How many attendees anticipated in Bend, OR? **Response:** 250-300

- a. How many exhibitors? **Response:** 25-40
- b. How many presenters? **Response:** 40-50
- c. How many sessions/tracks? **Response:** 40 concurrent sessions; 10-12 single and multi-day workshops before and after the core conference..
- d. How many attended in 2016 and 2015? **Response:** The 2016 PTBA conference in Knoxville, TN hosted 243 attendees. The PTBA conference was not held in 2015 (partnered with International Trails Symposium)

26. How many attendees anticipated in Dayton, OH?

Response: 700-1000 attendees. However, PTBA is only presenting the technical “track” for the core conference via single and multi-day workshops before and after the symposium (see also response to question 24). American Trails is organizing the rest of the symposium.

- a. How many exhibitors? **Response:** 20-40 at the on-dirt trade show organized by PTBA.
- b. How many presenters? **Response:** 10-12 for the sessions provided by PTBA
- c. How many sessions/tracks? **Response:** 10-12 concurrent sessions; 10-12 single and multi-day workshops
- d. How many attended in 2016 or 2015? **Response:** The International Trails Symposium (ITS) was not held in 2016. The 2015 ITS in Portland, OR hosted 750 attendees, with 91 participants in PTBA workshops.

27. Is there an existing budget?

Response: Yes, budgets for each event have been developed see responses to questions 19 & 20. The PTBA’s 2017 working budget is available upon request to proposers.

- a. If so, please give detailed breakdown or overall budget for
 - i. Bend **Response:** Gross overall estimated budget for this event is \$100-150K

- ii. Dayton **Response:** Gross overall estimated budget for the PTBA portion of this event is \$20-45K

28. Please provide a budget range for event planning services for both events in total

Response: Event planning services are included in the above event gross budgets. Actual amounts will vary based on the approach, staffing costs (inclusive of direct and indirect rates) of services from each contractor. The PTBA requests a rate sheet by staff and type of service to be provided as part of proposals (see attached Example Rate Sheet and Level of Effort Estimate) and contractor developed estimates of hours and expenses required to accomplish the scope outlined in the RFP.

29. Is there an existing mass email communication platform? **Response: Yes**

- a. If so, which system? **Response:** Mailchimp; however we are open to alternate systems if the proposer has a preferred method or platform.
- b. If not, will the event planning company research and determine platform?

Response: See answer to question 29 a.

30. In reviewing your abstract submission system, does the software allow for building the program inside of the software, or is this done externally?

- a. Will your event planning firm setup the next Call for Presentations for Dayton?

Response: No this is already in process. The contractor will handle this transition with the outgoing contractor, and the conference committee. The PTBA is only responsible for a “track” of workshops at this event. American Trails is organizing the event and managing proposals for non-workshop presentations.

- b. Will training be given to use the system?

Response: See response to question 30a

31. Is the event planning firm overseeing the following:

- a. Food and Beverage
- b. AV
- c. Setup of Registration system
- d. Sponsored events or offsite special events

Response: All of the above will be part of the duties of the contractor at the Bend, OR event. For the Dayton, OH event: Interface with American Trails is required; the PTBA is providing a “track” of 10-12 workshops, and coordination of the outdoor portion of a trade show at the symposium are the responsibility of the contractor. American Trails will provide a.- c. at the Dayton event, with interface from the PTBA as needed for the workshops. The PTBA contractor will coordinate the outdoor portion of trade show, potentially including a.;b.;d. through close coordination with our symposium partners at American Trails.

32. Is the contract finalized for both venues? Or, are you anticipating your event planning firm will facilitate, negotiate and manage both contracts?

- a. Bend
- b. Dayton

Response: The contract is finalized for both venues.

33. Do you anticipate your event planning firm will be working administratively, or setting up, the registration system?

- a. If so, what is the system?
- b. If not, who is the key point of contact for updates/etc. around registration and reporting?

Response: For the Bend, OR event: the contractor will work with the registration system that will be in place as of Nov 30. The system is Silkstart based (<http://silkstart.com/>) and is integrated into the PTBA Member Management system. The contractor will be provided administrative access to this system and key contacts.

For the Dayton, OH event: the contractor will coordinate registration for workshops in the PTBA track with American Trails who will be handling symposium registration. See response to questions 24, 26, 30 & 31 for additional related details.

34. Are committee meetings monthly, weekly, or up to all parties' agreement of frequency?

- a. Who are the committee members/how many?
- b. Will they be different for each event?

Response: It is up to all parties' agreement of frequency. Duration of each meeting varies based on the agenda, typically 30-120 minutes. The committees are made up of PTBA members, and often include a PTBA board member. Currently:

- The Executive Committee (President, Vice President, Secretary, Treasurer, and contract administrator) meets every other month.
- The full PTBA board meets every other month on a complimentary schedule to the executive committee (i.e. odd months for Exec. Committee, even months for full board)
 - The board is currently 12 members (Executive Committee plus 8 at large members)
- Conference/Education Committee meetings are currently held monthly.
 - This committee has 9 members.
 - The Conference Committee is split into two working groups, one 4 member group for Bend and one 5 member group for Dayton; each of these working groups holds its own monthly meeting.
- The Finance Committee meets minimally every two months, depending upon the time of the year.
 - The Treasurer currently serves as the Finance Committee chair and determines the meeting schedule.
 - The Finance Committee has 6 members.
- The Communications Committee meets as needed and consists of 9 members.

- The Membership Committee meets as needed and consists of 6 members.

35. When contacting and soliciting exhibitors, is there a current list of exhibitors/contacts from past events?

- a. If so how many in database? **Response:** Yes, we have a list of over 200 potential exhibitors and their contacts, and a Mailchimp contact database of exhibitors.
- b. If not, is this required research by event planning company? **Response:** Additional outreach by the contractor is intended.
- c. How many exhibitors are anticipated for the event? **Response:** Generally 16-30 exhibitors at each event
- d. Tabletops or Booth spaces? **Response:** Tabletops indoors and 20' x 20' booth spaces in the outdoor demonstration area. Additionally, indoor booths can be utilized at the Dayton event.
- e. Anticipated revenue goals? **Response:** see response to Question 19 & 20.

36. It looks like you are currently accepting submissions by presenters for Bend.

- a. How many sessions do you anticipate receiving for review? **Response:** We typically receive 30-60 session and workshop proposals.
- b. How many did you receive for the 2016 and 2015 event? **Response:** We had 40 presentations and 10 workshops at the 2016 Knoxville conference.
- c. What is the review process, who determines accepts and rejects? **Response:** The conference committee reviews the submitted sessions for relevance, perceived quality, and the topic's relation to the goals of the the PTBA.
- d. What is the process if not enough submissions come through? Are you wanting your event planning firm to help with this, is this committee work, or internal to PTBA? **Response:** We occasionally run presentations and workshops multiple times at a single event as needed for scheduling or demand reasons. Agenda and scheduling of event sessions will be coordinated with the conference committee.

37. Promotional Materials: Would we be working with your own in-house graphic designer, or would we need to provide our own designer?

Response: The PTBA does not have an in-house graphic designer. The PTBA has logos and other marketing and promotional materials in a variety of digital formats (.tif; .eps; .jpg; etc) available for use by the contractor. The communications committee is currently updating several promotional materials and producing a set of 4-6 banner stands for use at the PTBA events and other venues throughout the year. These banner stands will be procured using monies allocated to that committee and are anticipated to be produced by February, 2017. The contractor should propose an approach and estimated costs for addressing additional portions of the scopes related to promotional materials.

38. Does the FHWA co-op agreement have any stipulations or restrictions we should be aware of for fulfillment?

Response: Past FHWA Cooperative Agreements have included:

- Several topical, content and attendance related stipulations
- The FHWA agreement may NOT pay for food or beverages of any kind.

The stipulations will be shared with the contractor after award, and are not anticipated to require significant resources to accomplish.

39. Do you have a draft program of what takes place during the dates listed for

- a. Bend
- b. Dayton

Response: Yes. See the attached:

- 2017BendSchedule-at-a-glance.pdf
- ITS_2015_schedule.pdf

Additionally, Some past PTBA conference and ITS materials are available here:

2016 Knoxville PTBA Conference:

<http://www.trailbuilders.org/training/2016/3/7/sustainable-trails-conference-knoxville-tn>

Agenda/Program: <http://www.trailbuilders.org/conference-schedule>

2015 American Trails International Trails Symposium w/PTBA workshop Track:

<http://www.americantrails.org/ee/index.php/symposium/2015>

Agenda/Program: http://atfiles.org/files/pdf/AT_ITS_Conference_Program.pdf

40. Do you anticipate volunteer conference registration staffing, or is this called out in the event budget as a line item for paid staffing?

Response: In the past we have relied on a combination of staff and volunteers for registration staffing and on-site event coordination. Coordination of volunteers and/or provision of event staff are the responsibility of the contractor. The PTBA, through the conference and finance committees, will work with the contractor to balance their approach based on past experience, current budgets, and contractor expertise and resources.

41. What is the meeting facility in

- a. Bend-Riverhouse
- b. Dayton

Response: For the Bend, OR event: The Riverhouse Hotel on the Deschutes:

<http://www.riverhouse.com/> And, for off site workshops:

- Smith Rocks State Park:
http://oregonstateparks.org/index.cfm?do=parkPage.dsp_parkPage&parkId=36
- Tethero (Private Development)
- Others in development

For the Dayton, OH Event: The Dayton Convention Center

<http://www.daytonconventioncenter.com/> And, for off site workshops:

- Hills and Dales Metroparks: <http://www.metroparks.org/places-to-go/hills-dales/>
- Taylorsville Metropark: <http://www.metroparks.org/places-to-go/taylorsville/>
- Greene County, OH parks: <http://www.gcparkstrails.com/>

42. What is the hotel for

- a. Bend-Riverhouse
- b. Dayton
- c. Will the event planning firm oversee contractual obligations for anticipated room nights?

Response: For Bend OR: The Riverhouse Hotel on the Deschutes: <http://www.riverhouse.com/>

.For Dayton, OH there are multiple hotels associated with the American Trails International Trails Symposium: For more details, see:

<http://americantrails.org/ee/index.php/symposium/2017-hotel>

The contractor will be responsible for monitoring the contractual obligations for the event, and communicating the status to the board and committees. If room nights are forecasted to be “short”, the contractor shall develop strategies with the PTBA to address the shortage.

***Note:** We have seen a shift by many attendees, presenters and staff towards lodging alternatives provided by nearby hotel and motel operators and through services like AirBnB and VRBO.*

43. Are their off-site portions of the event?

- a. If so, where?

Response: Yes. There are single and multi-day workshops typically requiring off-site locations associated with both events. Several of these require both on-site classrooms and off-site locations due to the hands-on nature of the instruction. Generally the off-site workshops are located in nearby parks. See response to Question 41.

44. Do you have a grant writer on staff? Or is this service what you are looking for your event planning firm to provide in conjunction with someone on your staff?

- a. Please provide a sample of what grant reporting obligations need to be made, or have been made in past events.

Response: The PTBA does not have a staff grant writer. If the contractor has a team with such expertise it will be helpful to the successful execution of the contract, however these skills are not required. The documentation and grant obligations required for the existing suite of grants will be shared with the contractor during the transition process.

45. Please define “Source Funding” as seen in B4 of page 8.

Response: Several local entities will be providing funding for materials and equipment necessary for the workshops held in Dayton. The contractor will interface with these entities to

develop budgets for resources and equipment for the workshops and coordinate logistics for materials, equipment and related project inputs. This will be accomplished through coordination with the Dayton Working Group of the Conference Committee, the local entities and workshop instructors.

46. Will proposals be accepted from Canadian bidders?

Response: See response to question 1. All proposals shall use USD for currency. Proposals from outside the US shall demonstrate knowledge of working in the US, and provide details related to any processes, costs, structures, fees or related burden(s) to the PTBA or the contractor that are necessary to facilitate execution of the contract.

47. Do you have a budget range for the event and association management services that you can provide? Alternatively, can you provide a Full-Time Equivalent estimate?

Response: The PTBA is not providing an explicit cost estimate for these services. At present the scope of services outlined is performed by a single full time contractor (sole proprietor), and a volunteer board and associated committees. In the past, the scope was accomplished by a half-time contractor and similar inputs by volunteer board and associated committees.

48. How many conference committees are there and how many volunteers serve on each? How frequently do they meet and what is the duration of meetings?

Response: See response to question 34.

Additional Attachments:

PTBAstrategicPlan-Final-v6.pdf
2017BendSchedule-at-a-glance.pdf
ITS_2015_schedule.pdf

Example Rate Sheet and Level of Effort (LOE) Estimate

Staff Type or ID	Task - Activity(s)	Scope Category(s) *	Hourly Rate**	Estimated LOE by staff type*** (hours)
Example Rows included below				
Admin Staff	Communication, Data Entry, Accounting	I: A-E	\$xx	240

*Categories shall reference scope outline from pages 5-8 of the RFP. The level of detail is at the proposer's discretion.

**Rates shall be inclusive of all overhead and indirect. Project administration, if anticipated should have its own line in the rate sheet.

***Estimates developed by proposer based on scope outlined in the RFP and subsequent addenda, information publicly available about the PTBA or through the RFP's Q&A process.

Acknowledgement of Addenda

Replace Proposal Cover Sheet with the following:

Proposal Cover Sheet

Proposer Information	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Phone #	
Contact Email	
Federal ID #	
Authorized Signature	
Title	

Acknowledgement of the receipt and review of the following Addenda related to the RFP:

Addendum 1: November 25th, 2016 Signature _____

Printed Name: _____

Date: _____