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**Addendum #2**  
**RFP# 21-20, Continuity of Operations Plan Development**  
**April 3, 2020**

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**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide clarification and to answer the questions received on Request for Proposal No. 21-20, Continuity of Operations Plan Development.

**BID SUBMITTAL INFORMATION:**

Health and safety are of the upmost importance to the City during this time. During the time COVID-19 is active, in order to reduce travel and personal interactions, we are requesting that all solicitation documents be submitted electronically.

**Instructions on how to submit your solicitation documents electronically:**

- Log onto: <https://app.smartsheet.com/b/form/6965ef2e80e84fa6b2426b2a0f226441>
- Complete online form with “Your Information”
- Use the drop-down arrow to select “Project You Are Bidding On”
- Drag and drop your files into the “Upload Files Here” box

Once complete, hit “Submit”

**NOTE:** Once solicitation documents have been submitted, in order to retract the documents, an email from your company must be sent to the address listed under that solicitation on the City’s website. Retractions can only be made on open solicitations.

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Question 1: Should we provide a detailed technical approach in our proposal for Phase 2 – which is an optional phase?

***Answer to Question 1: Yes, it is expected that a detailed technical approach is provided in your proposal for the alternate items listed under DETAILED SPECIFICATIONS, ALTERNATES, pg. 18. In addition, pricing for these items must be included in Exhibit A - Proposal Price Sheet.***

*End of Questions and Answers*

*All other dates and terms and conditions remain the same in this Request for Proposal.*

*End of Addenda*