



City of Pawtucket, RI

***** Addendum #1 *****

RFP # 25-033 - City Marketing Services - REBID

February 7, 2023

The attention of bidders submitting proposals for the above-referenced project is called to the following Addendum to the Request for Proposals indicated above. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in, and form a part of the proposed Contract Documents for the work.

Inclusion of this Addendum must be acknowledged in the spaces provided in the document entitled "Request for Proposals 25-033 - City Marketing Services - REBID". Failure to acknowledge any and all addenda in the above specified bid form may be cause for rejection of the bids by the Owner on the grounds that it is not responsive.

This addendum consists of two (2) pages plus one (1) attachment.

Item 1: Questions and Answers:

Q1: Could you provide guidance on the following?

- Any estimated or allocated budget range for the contract.
- Whether there is a maximum budget cap for proposals.

- If the City has preferred pricing structures (e.g., fixed contracts, retainer-based, or project-based pricing).
- Whether there are any restrictions or guidelines on billable expenses (e.g., travel, media buying, production costs)

A1.: (answers in red)

- Any estimated or allocated budget range for the contract.
- **This contract will be on-call services only. The fiscal scope of the requested services may vary widely depending on the nature of the work and the City's available budget**
- Whether there is a maximum budget cap for proposals.
- **As noted in revised Pricing Proposal (Attachment 1): The pricing proposals should be strictly submitted on a rate-per-hour principle. This will give the City the information it needs to budget properly.**
- If the City has preferred pricing structures (e.g., fixed contracts, retainer-based, or project-based pricing).
- **See revised Pricing Proposal (Attachment 1)**
- Whether there are any restrictions or guidelines on billable expenses (e.g., travel, media buying, production costs)
- **The City will not reimburse for travel. Other valid associated costs are of course considered the City's responsibility. The vendor is expected to clearly account for all costs incurred before submitting to the City for reimbursement.**

Item 2: Submission Deadline:

Please note the revised deadline from Section 1.0 of the RFP below. All bids must arrive by this date:

RFP Submission Deadline: ~~February 23, 2025~~ February 27, 2025 at 12:00 PM



Peter Wingate

Purchasing Director

ATTACHMENT 1: REPLACES PAGE 19 of RFP 25-033

Pricing Proposal

25-033

1: All Pricing: Having examined RFP # 25-033, we propose to enter into a contract to perform Consulting Services per the bid specifications for the costs listed below:

A: Provide your firm's Consulting hourly rates, where applicable, in the chart below.

Principal/Management	_____	\$ _____	/hr:
Associate/Assistant	_____	\$ _____	/hr:
Other (identify)	_____	\$ _____	/hr:
Other (identify)	_____	\$ _____	/hr:
Other (identify)	_____	\$ _____	/hr:

Check here and add on a separate sheet if any additional pricing proposals

Bid Form Signature

(Bidder Name – Please Print)

By: _____
(Signature) (Print)

Title: _____ ***BID FORM MUST BE SIGNED***