



# REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	<b>INSURANCE BROKER SERVICES</b>
Solicitation Number:	<b>RFP #19-11</b>
Addendum Number:	<b>01</b>
Solicitation Coordinator:	<b>Nick Ioanna, CPPB   Procurement Services Coordinator</b>
Contact Information:	<a href="mailto:ioannaN@ProsperPortland.us">ioannaN@ProsperPortland.us</a> (email) <b>(503) 823-5118 (direct)</b>
Issue Date of this Addendum:	<b>March 17, 2020</b>
RFP DUE DATE:	<b>2:00 PM on Friday, March 20, 2020*</b>

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## 1.0 PURPOSE OF THIS ADDENDUM

Prosper Portland, the assumed business name of the Portland Development Commission, the redevelopment and urban renewal agency of the City of Portland, (“Prosper Portland” or “we”) is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to reopen the RFP and modify the proposal due date.

## 2.0 REOPENING OF RFP; REVISED PROPOSAL DUE DATE

Following the Evaluation Committee’s preliminary review of proposals received for the RFP, Prosper Portland due to complications resulting from the spread of COVID-19 and affected business practices. Therefore, the RFP submission period has been temporarily reopened and will close again on Friday, March 20, 2020 at 2:00 PM (Pacific). Any questions about the RFP or submitted no later than noon on Thursday, March 19, 2020.

Any firm that responded to the RFP by the March 16, 2020 deadline is welcome to modify their proposal by contacting the Solicitation Coordinator named above. Any firm that submitted a proposal that does not wish to modify its proposal does not need to take any action; in that case, the original proposal will remain their submitted offer.

## 3.0 GENERAL INSTRUCTIONS

In addition, due to the circumstances surrounding the spread of COVID-19 all RFP submissions should be in a PDF format sent via email to the Procurement Services Coordinator listed above. If this is an issue, please contact Nick Ioanna prior to Friday due date.

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and provisions of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to read this Addendum and modify their proposals accordingly.

**END OF THIS ADDENDUM**