



1300 Mercantile Lane, Suite 108 ♦ Largo, Maryland 20774 ♦ 301-772-2060

## REQUEST FOR PROPOSALS

**NO. A20-001**

**AUDITING SERVICES**

**ADDENDUM NO. 1**

**Pre-Proposal Conference and Proposal Submission**

**ALL OFFERORS:** This Addendum No. 1 contains edits to the Pre-Proposal Conference and Proposal Submission and is considered an ADDENDUM to, and part of, the referenced solicitation for Auditing Services (the "RFP"). The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Issuing Office. **The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.**

**The edits are as follows:**

### **1.3 Pre-Proposal Conference**

The Revenue Authority has amended the section to now read as:

A Pre-Proposal **Conference Call** will be held on **April 9, 2020, from 1:00pm to 2:30pm.** **The conference call information is listed below.** Attendance is not mandatory, but it is strongly recommended. While **participating in the call** is not mandatory, information presented may be very informative; therefore, all potential Proposers are encouraged to **participate in the call** in order to enhance their understanding of the RAPGC requirements and to prepare acceptable Proposals. It is recommended that vendors **have** a copy of the solicitation as it will be a part of the agenda and the RAPGC will not provide copies.

#### **Call in Information:**

**Dial-in Number: (301) 685-6772**

**Conference ID: 425742 # (must press the # key to access call)**

**A maximum of 50 participants can join the call**

## **1.2 Proposal Closing Date**

The Revenue Authority has amended the section to now read as:

To be considered, an original and six (7) paper copies of both the Technical Proposal and the Cost Proposals shall be submitted together in one sealed package and sent to:

Mark Graves, Procurement Officer  
Revenue Authority of Prince George's County  
Finance Unit  
1300 Mercantile Lane, Suite 108  
Largo, Maryland 20774

Proposals shall be received, and time stamped by the RAPGC Finance Unit no later than April 24, 2020, at 1:00 p.m. The submittals must be sealed, and the outside envelope must be clearly marked "RFP No. A20-001 Auditing Services, company name, address, telephone number" and identified as "Technical Proposal and Cost Proposal." The RAPGC shall not accept Proposals sent by fax ~~or email~~.

**The Revenue Authority will accept Proposals submitted via email. The email must be titled "RFP No. A20-001 Auditing Services, company name, address, telephone number". The message of the email must include "Technical Proposal and Cost Proposal". The attachments to the email (Technical Proposal) must be in a "PDF" format and a Microsoft "WORD" document; (Cost Proposal) must be in a "PDF" format. The email must be sent to RAPGC (Procurement Officer – Mark Graves at [MEGraves@co.pg.md.us](mailto:MEGraves@co.pg.md.us)). The sent date of the email must be no later than April 24, 2020, at 1:00pm. The email shall be submitted with a read receipt acknowledgement to the RAPGC Procurement Officer.**

**Late Proposals shall not be considered.** Proposers mailing Proposals shall allow sufficient mail delivery time to ensure timely receipt by the RAPGC Finance Unit. The Proposers shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

THIS RFP ACKNOWLEDGEMENT FOR ADDENDUM NO. 1 CONTAINS MATERIAL CHANGES AND MUST BE ACKNOWLEDGED, SIGNED AND RETURNED WITH ALL PROPOSALS. FAILURE TO ACKNOWLEDGE IN THIS MANNER MAY RENDER THE PROPOSAL NON-RESPONSIVE.

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SIGNATURE

COMPANY

DATE