



Addendum One / RFP 12-2049

ADDENDUM NUMBER ONE

RFP 12-2049

Multicultural Communications and Marketing Services

In the interest of fairness, this information is being provided to all interested proposers. Below is the pre-proposal meeting summary and who attended, followed by any questions received at the meeting and by email and the corresponding answer.

Summary of the Pre-proposal meeting:

Elizabeth Goetzinger, Communications department, and Kate Edlin, Planning Dept. Public Affairs Specialist, convened the meeting. Sharon Stiffler, procurement analyst was also present. All vendors were directed to sign in on the provided form. Sharon Stiffler advised vendors that a summary of the meeting would be available on Metro's website and all known vendors would be notified when the addendum was posted.

Vendors were provided a listing of important dates related to the proposal process:

Feb. 20, 3 p.m.: Question period closes. All questions regarding the RFP must be received by Sharon Stiffler by this time.

Feb. 24, close of business: Proposals due to Metro, 600 NE Grand Ave. Portland, late proposals will not be accepted.

Elizabeth Goetzinger reviewed the Proposed Scope of Work (Section III), the Qualifications and Experience (Section IV) and the Vendors were then directed to review the Proposal Contents (Section VII) of the RFP.

Vendors were asked to review the sample contract provided with the RFP and were reminded to provide any exceptions to that contract as part of their proposal. See Section VII, H. also those Proposing were strongly encouraged to follow submission guidelines related to Section X.

Vendors were also encouraged to visit our website for more information about Metro and what we do.

Pre-Proposal meeting attendees:

David Boe
Jeff Williams
Jason Lim
Victoria Lara
Megan Garbayo
Jonathan Rudolf
Hugo Angriano
Leslie Cummuny
Anthony Veliz
Kim Dover

The following questions were submitted on this solicitation.

None

All other questions raised in the meeting were pertaining to information contained in the RFP and the information set forth above.



Metro

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Issued February 15, 2012

A handwritten signature in cursive script, appearing to read 'Darin Matthews'.

Darin Matthews, CPPO, C.P.M.
Procurement Officer