

January 12, 2017

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS 16-500420

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 4

Request for Proposals (RFP) No. 16-500420 *Excise Tax and Business and Alcohol License Renewal Consulting Services (Multi-Year Contract)* is hereby amended as follows:

- A. Page 7 of 60, V. CONTRACT ADMINISTRATION, A. SUBMITTAL INSTRUCTIONS is amended as follows:
1. One (1) original Technical Proposal stamped “Original” and 6 identical copies of the Technical Proposal stamped “Copy”; and one (1) original Cost Proposal (see Section III.A. for additional instructions regarding submittal of Cost Proposal) must be submitted to the following address no later than 3:00 p.m. on February 17, 2017.
- B. Page 13 of 60, VI. CONTRACT AWARD, B. is deleted in its entirety and replaced with the following:
- An interview list may be created to allow firms the opportunity to respond to questions from the evaluation committee relevant to the submitted proposals. Interview listed firms will be tentatively scheduled between MARCH 9 - 15, 2017. Oral presentations to the evaluation committee shall not exceed one hour in duration.
- C. It is the responsibility of each responder to ensure that he/she is aware of all addenda issued under this RFP. Please sign and include with your submittal. You may call Michelle Butler, Procurement Agent Senior at (404) 687-3581 before the proposals are due to confirm the number of addenda issued.
- D. All other conditions remain in full force and effect.



Michelle Butler, Esq., CPCM
Procurement Agent Senior
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum No. 4 is hereby acknowledged:

(Company Name)

(Printed Name of Responder's Authorized Signer)

(Signature of Responder's Authorized Signer)

(Title)