

CITY OF CHARLOTTESVILLE
OFFICE OF CITY COUNCIL



DATE: December 10, 2021
ADDENDUM NO. 2 (1 page, total)
ISSUED BY: Kyna Thomas, Clerk/ Chief of Staff for City Council
SOLICITATION REFERENCE: **RFP #22-81**
RFP TITLE **CONTRACT FOR CITY MANAGER SERVICES**
DEADLINE FOR RECEIPT OF PROPOSALS: 12/14/2021, 4:00 P.M.

This Addendum #2 has been issued to address the following questions received from a potential offeror:

Question: If encrypted/ password protected, is the password/key, as well as the delivery method (i.e., a secured link to the document for download with a password/key?), at the submitters discretion or will you dictate delivery method and protection credentials?

City response: The password/key as well as the delivery method is at the offeror's discretion.

Question: What communication method would you prefer for receiving and confirming the encryption credentials per the requirement?

City response: The preferred method for receiving and confirming the encryption credentials is electronic mail, sent separately from the electronic transmittal of the proposal. The credentials should be sent by electronic mail to the City's representative for this RFP (Kyna Thomas, Clerk/Chief of Staff for City Council).

---END OF ADDENDUM #2---

Note: A signed acknowledgment of this addendum must be received at the location indicated on the solicitation either prior to the solicitation due date and hour or attached to your bid/proposal. Signature on this addendum does not substitute for your signature on the original bid/proposal document. The original bid/proposal document must also be signed.

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ACKNOWLEDGEMENT BY OFFEROR:

Print Name:

Signature:

Title:

Date: