



**Request for Proposal
Attorney and Legal Services**

**ADDENDUM #1
RFP 2023-01
Issued 06/09/2023**

This addendum is issued to add submission deadline for the Mandatory “Notice to Owner of Intent to Propose” Form.

Attention Potential Bidders:

A. This addendum will be an integral part of RFP # 2023-01. Note: Failure to recognize the existence of this addendum does not relieve offeror from having to abide by revised RFP requirements.

B. RFP respondents must acknowledge receipt of this addendum in the signed letter of transmittal.

C. Notice revisions in the following sections of the RFP.

1) PAGE 9, under Sequence of Events #2. Deadline to Submit Notice to Owner of Intent to Propose. 06/30/2023

Sequence of Events

All parties shall make every effort to adhere to the following schedule:

	Action	Responsibility	Date
1.	Issue of RFP	City of Anthony	06/09/2023
2.	Deadline to Submit Notice to Owner of Intent to Propose	Offeror	06/30/2023
3.	Deadline to Submit Questions	Potential Offerors	07/07/2023
4.	Last Response to Written Questions/RFP Amendments	City of Anthony	07/12/2023
5.	Submission of Proposal	Offeror	07/21/2023
6.	Proposal Evaluation	Evaluation Committee	07/27/2023
7.	Recommendation of Award	City	08/02/2023
8.	Oral Presentation by Finalist (optional)	Offeror	TBD
9.	BOT Approval	City of Anthony	08/02/2023
10.	Award Contract	City of Anthony	08/04/2023



ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS FOR:
RFP #2023-01 **Attorney and Legal Services**

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this RFP the undersigned agrees that he/she has received a complete copy, beginning with the Title Page and ending with Instructions for Offerors. The acknowledgement of receipt should be signed and returned the Procurement Manager, June 30, 2022. Only potential offerors who elect to return the completed form and intend to submit a proposal will receive copies of all offeror written questions and the City's written responses to those questions, as well as any RFP amendments.

COMPANY NAME:

REPRESENTATIVE:

TITLE: _____ OFFICE PHONE: _____

PHONE: _____ EMAIL ADDRESS: _____

FAX : _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

** THE INDIVIDUAL'S NAME AND ADDRESS ON THIS FORM WILL BE USED FOR ALL CORRESPONDENCE RELATED TO THE RFP**

PLEASE RETURN TO CITY OF ANTHONY PROCUREMENT MANAGER BY June 30, 2023 via email bhidalgo@cityofanthonym.org with the **SUBJECT LINE AS ATTORNEY AND LEGAL SERVICES ADDENDUM.**

END OF ANDENDUM

BONNIE HIDLAGO-CHIEF PROCUREMNT OFFICER