



### ADDENDUM NO. 3

**DATE:** July 18, 2019  
**TO:** All Prospective Proposers  
**FROM:** Keisha Carnahan  
**SUBJECT:** Addendum No. 3 - RFP P18303 – Service Awards and Employee Recognition

Certain revisions, additions, and modifications are hereby incorporated into the Request for Proposal (RFP) Documents. Proposer must sign FORM 7 - ACKNOWLEDGMENT OF ADDENDA to indicate receipt of Addendum. Please list each Addendum received, sign, date and submit with your proposal in order for your proposal to be accepted.

The Change is as follows:

#### III. RFP SCHEDULE

Delete:

ACTIVITY	DATE/TIME
Issue RFP	June 12, 2019
Pre-Proposal Conference	July 9, 2019 at 10:00 AM PT
Deadline to Submit Questions	July 12, 2019 by 5:00 PM PT
Deadline to Submit Proposal	July 22, 2019 by 2:00 PM PT
Oral Discussion (if required)	Week of July 29, 2019
Best and Final Offer (BAFO), if required by VTA	Week of August 5, 2019

Replace with:

ACTIVITY	DATE/TIME
Issue RFP	June 12, 2019
Pre-Proposal Conference	July 9, 2019 at 10:00 AM PT
Deadline to Submit Questions	July 12, 2019 by 5:00 PM PT
Deadline to Submit Proposal	August 5, 2019 by 2:00 PM PT
Oral Discussion (if required)	Week of September 9, 2019
Best and Final Offer (BAFO), if required by VTA	Week of September 27, 2019