ADDENDUM NO. 2

Request for Proposal #1428
Public Relations
January 6, 2020

Date of Original Bidding Documents: December 11, 2019
Date of Addendum No. 1: December 16, 2019

INTENT: This Addendum forms a part of the Contract Documents and modifies the Original Bidding Documents and Prior Addenda, if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject to Bidder to disqualification.

I. Points of Information:

1. **Question** - Would it be possible to provide some information about ACP/Peak Performances’ 2020-21 season? How many concerts/performances/events would you be looking for PR services for? What types of concerts/events/performances are being produced in the future for ACP/Peak Performances? It is a bit difficult to assign a price on the form you have provided without knowing how many concerts/performances/events per year you need PR services for and some more context about upcoming season(s).

   **Answer** - The scheduling for the 2020-2021 season has yet to be completed. However, the size and scope will be consistent with or reflective of the past three seasons, inclusive of the current 19-20 season. The listings can be found here. [https://www.peakperfs.org/kasser-theater-shows/](https://www.peakperfs.org/kasser-theater-shows/)

2. **Question** – On Attachment #1 on the Price Sheet, the hyperlink to the university's policy does not work. Would you be able to provide me the correct link so I can peruse the travel policy before submitting?

   **Answer** – The link to Montclair State University’s Standard Terms and Conditions is as

Additionally, information regarding Montclair State University’s travel policy can be found at https://www.montclair.edu/policies/all-policies/travel-regulations/.

3. **Question** - On Page 2 under Item #5, it references that it is strongly encouraged to attend a pre-bid site visit, but there is no further mention of a date and time for this that I can find within the context of the 23 page document you have attached. Can you please clarify if I'm missing something?

   **Answer** – No pre-bid conference or site visit has been or will be conducted for this effort.

4. **Question** - On Page 21, forms 2, 3, 13, 14, and 15 are not hyperlinked and I was unable to find them on the related link beneath the list. Can you clarify if I am overlooking something here? Are only certain documents necessary to complete here (the Y/N field on the right-hand side of this page is blank in every category)? If so, which ones?

   **Answer** – Only the items listed as “Applicable” are required as part of the bid package. Addendum 1, dated December 16, 2019, updated Appendix #1 to reflect which documents were applicable or not.

II. **Special Notice of Bid Extension:**
   NOT USED

III. **Changes to Prior Addenda:**
   NOT USED

IV. **Changes to Bidding Requirements:**
   NOT USED

V. **Changes to Agreement and Other Contract Forms:**
   NOT USED

VI. **Changes to Conditions of the Contract:**
   NOT USED

VII. **Changes to Specifications:**
   NOT USED

VIII. **Changes to Drawings:**
   NOT USED
Please acknowledge receipt of this Addendum No. 1 via email: salinasc@montclair.edu or fax. The fax number is 973-655-5468.

____________________________________________________________________________
Company Name (please print)                          Date
____________________________________________________________________________
Signature                                               Title
____________________________________________________________________________
Contact Name (please print)

RFP# 1401 Custom Faculty Led Study Abroad Program