



# ROANOKE COUNTY

## Purchasing Division

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July 27, 2022

### ADDENDUM NO. 1 TO ALL OFFERRORS:

Reference – RFP # 2023-010

Description: 2023-010 - FINANCIAL ADVISORY SERVICES

Issue Date: July 11, 2022

Proposal Due: August 5, 2022

Please see the below responses to questions received:

1. Per the RFP, the proposal should be no more than 25 sheets. However, the requirements requested (financial reports, transmittal letter, attachments, references, specimen contract etc.) far exceed the page limit. What is included in the 25-page limit? Will appendices count towards the page limit?
  - a. **We can waive this requirement but encourage offerors to be concise and not include unnecessary marketing materials.**
2. Are required Forms considered as part of the page limit? For example, the Firm Financials – if those documents are submitted as part of an appendix, will it count towards the page limit?
  - a. **We can waive this requirement but encourage offerors to be concise and not include unnecessary marketing materials.**
3. The RFP requests that current and previous year annual financial reports be submitted as Attachment 2. Our firm's annual financial reports are nearly 200 pages long, and are publicly available on the firm's website. Would inclusion of a link to the financial reports posted online be sufficient, or do we need to include printed copies of the financial reports as part of the (1) original and (3) copies submitted, plus as part of (2) digital copies?
  - a. **A link that is directly available will be allowed as to limit any lengthy paper printouts to be submitted.**

\*\*\*\*Signature page to follow \*\*\*\*

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

Thank you,



W.L. Heath Honaker  
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**\*\*\*\*Signature page to follow \*\*\*\***

2023-010 - FINANCIAL ADVISORY SERVICES

Addendum # 1 Signature Page

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Sign Name:

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Print Name:

Name of Firm:

Date: