ADDENDUM TO RFP DOCUMENT

**REQUEST FOR PROPOSAL:** [RFP Title /or Number]

**ADDENDUM IDENTIFIER: Conference Q&A**

**DATE of ADDENDUM: [DATE]**

**To All Potential Bidders:**

This addendum revises specific elements of the previously issued bid documents and hereby becomes part of the bid documents identified as **[RFP Title /or Number]**. Please attach this addendum to the documents in your possession.

Per the RFP, **(Section A)**, the Bidder must acknowledge receipt of addenda by signing and returning with the original RFP documents. It is the Bidder’s responsibility to insure receipt of any addenda. Failure to submit a signed addendum may result in rejection of a proposal.

**Bidder Conference Q & A - [DATE OF ENGINEERING AND SALES BIDDER’S CONFERENCE]**

**Q** *Question?*

**A** **Answer.**

**Q** *Question?*

**A** **Answer.**

**Q** *Question?*

**A** **Answer.**

**Q** *Question?*

**A** **Answer.**

**Q** *Question?*

**A** **Answer.**

**Q** *Question?*

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**Q** *Question?*

**A** **Answer.**

**Q** *Question?*

**A** **Answer.**

**Q** *Question?*

**A** **Answer.**

-- END OF ADDENDUM - CONFERENCE Q&A --

Acknowledgement of Addendum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_