# ADDENDUM TO RFP DOCUMENT

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

**ADDENDUM IDENTIFIER: 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.

**[TITLE OF ADDENDUM]**

*Information about addendum…*

-- END OF ADDENDUM A --

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