

## Addendum No. 1

**Issue Date:** 03/14/2024

**Project Name:** REWARDS & RECOGNITION

**Project Number:** 298-RFP-Recognition-FY24

### **TO: Prospective Applicants**

This addendum forms a part of the **Request for Proposals** and modifies the original Project Number **298-RFP-Recognition-FY24** only to the extent specifically noted below. Failure to acknowledge this addendum in the submittal may subject the submitter to being deemed non-responsive.

This Addendum is posted on the City procurement website at [www.ashevollenc.gov/bids](http://www.ashevollenc.gov/bids). This is *the official source* of this addendum. All addenda and attachments shall be published to the same location.

**This Addendum consists of 2 pages in total.**

**This Addendum is to address Changes and Responses to Questions.**

### **Clarifications/Changes**

The original RFP stated the deadline to submit proposals is Tuesday, 03/19/2024.

This is now changed to **Thursday, 03/21/2024 at 5:00 pm EDT.**

### **Answers to Questions**

1. Question: How many vendors are competing in this RFP process?

Response: The RFP is open to all vendors that meet the minimum requirements.

2. Question: Would you provide us with a breakdown of your employees' demographic (in-office, remote, blue collar, etc.)?

Response: You can find our demographic information on our workforce dashboard: <https://www.ashevollenc.gov/equity-dashboard/workforce-equity/>

3. Question: Would you provide us with your brand guidelines?

Response: Here is a link to our website where you can see material that reflect our brand: <https://www.ashevollenc.gov/>

4. Question: How many employees do you have at the City of Asheville?

Response: 1,256 (does not include temp/seasonal employees or City Council)

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I understand that failure to confirm the receipt of addenda may be cause for rejection of this Proposal.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

- End -