



**ADDENDUM 1A – REVISED PROPOSAL FORM
July 11, 2023**

This Addendum provides answers to questions submitted by the July 5, 2024 deadline.

Position	Full Loaded Hourly Rate 1 ST Year	Full Loaded Hourly Rate 2 nd Year	Full Loaded Hourly Rate 3 rd Year
Master Facilitator (Mid to Senior Level Audience)			
Professional Facilitator (Non-Supervisor and Entry-Level Supervisory)			

Proposers are encouraged to provide additional labor categories that they may offer to provide additional services using additional pages.

Required Document Checklist

Items	Acknowledgment/Attached	
Attachment A: Terms and Conditions	YES_____	NO_____
Attachment B:: Non-Collusion Affidavit	YES_____	NO_____
Attachment C: References	YES_____	NO_____
Attachment D: COG Cooperative Rider Clause	YES_____	NO_____
Proof of Insurance (ACORD Form 25)	YES_____	NO_____
*Exceptions Taken	YES_____	NO_____

*If any exceptions are taken, including the Terms and Conditions, please attach them on separate sheet(s) at the end of the proposal submission. **It is imperative that exceptions be indicated with the submission in order to evaluate the responsiveness of the Proposal. COG will not accept exceptions requested after the submission of Proposals.**

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
RFP 24-016 MEETING FACILITATION AND RELATED SERVICES II

Addendums (if applicable)

Acknowledgement

Addendum #1

YES_____ NO_____

Addendum #2

YES_____ NO_____

Addendum #3

YES_____ NO_____

Others _____

YES_____ NO_____

Signature Section

I have read, understood, and agreed to the terms and conditions of all contents of this RFP. The undersigned agrees to furnish the commodity or service stipulated in this RFP as stated above.

SIGNATURE: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____