



**ADDENDUM NUMBER 2
TO
REQUEST FOR PROPOSALS # 08-26**

Request for Proposals (RFP) Title: **Strategic Communications and Branding for Sustainable Economy Initiatives**

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Solicitation Coordinator: Daniel Spero, CPPB
Senior Procurement Specialist
Professional Services
Portland Development Commission
(503) 823-3291 (office)
(503) 865-3738 (fax to email)
SperoD@pdc.us (email)

I. PURPOSE OF THIS ADDENDUM

The purpose of this Addendum is to answer a question the Portland Development Commission (“PDC”) received regarding the above-referenced Request for Proposals (“RFP”) and to modify the Project Schedule as set forth in the RFP.

II. GENERAL INSTRUCTIONS

- This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP.
- Where inconsistent with the original RFP, or any previous Addendum to the RFP, this Addendum shall govern.
- It is the responsibility of all Proposers to conform to this Addendum.
- Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged and can only be modified if in writing.

III. Changes to the RFP

To allow for a more flexible and organic approach to complete the Scope of Work for the project, the “**Project Schedule**,” as set forth in Section IV (B) of the RFP, is hereby modified as follows:

Except for the “Anticipated Contract Execution Date” and “Stakeholder work session...,” all other timelines referenced in the Deliverable Due Date column in Section IV (B) of the RFP can be rearranged to align with industry best practices. Additionally, the Project Schedule has been extended by two (2) additional weeks and the due dates for deliverables now have increased flexibility. The intent of these changes is to align industry best practices and the communications needs of the three Initiatives to receive higher-quality work products. Precise timelines for the deliverables that meet this intent must be included in the Proposer’s “Project Approach and Methods” section of the proposal.

IV. Questions and Answers about the RFP

Question 1. Can you provide the name of the firm conducting the strategic visioning for the **Organization** (referenced in Section IV (A) (1) (c) of the RFP)?

PDC Response: Pyramid Communications, Inc. is the firm selected to provide strategic visioning services for the **Organization**.

Note: This Addendum does not change the Proposal due date.

END OF THIS ADDENDUM