



March 23, 2020

To: Prospective Proposers

From: Contracts Administrator

Subject: Addendum No. 1 RFP S20032 Auditor General and Internal Audit Services

The following revision is hereby incorporated into the Request for Proposal (RFP) Documents. Each Proposer shall acknowledge receipt of this Addendum using the ACKNOWLEDGEMENT FORM and submit it with their proposal.

1. Reference Section I. INSTRUCTIONS TO PROPOSERS, paragraph A. Table 1 is revised to extend dates and shall read as follows:

Table 1

ACTIVITY	DATE/TIME
Issue RFP Date	March 12, 2020
Deadline to Submit Questions	April 10, 2020 at 4:00 PM
Proposal Due Date	May 4, 2020 at 4:00 PM
Interviews	Week of May 18, 2020

2. Reference Section I. INSTRUCTIONS TO PROPOSERS, paragraph E. SUBMISSION OF PROPOSALS is revised to read as follows:

E. SUBMISSION OF PROPOSALS: All Proposals shall be submitted to the Designated Point of Contact no later than the date and time stated in Table 1.

The Proposer shall submit one (1) copy of the Proposal in an electronic format in the form of a flash drive or email to the Designated Point of Contact.

If sending by email, please note email file size **should not exceed 25MB**.

Flash drive submissions must bear the Proposer's name and address, and be clearly labeled as follows:

“RFP S20032 Auditor General and Internal Audit Services”



All responses, inquiries, and correspondence related to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Proposer submitted as part of the Proposal will become the property of VTA when received by VTA and may be considered public information under applicable law. Any proprietary information in the Proposal should be identified as such. VTA does not typically disclose proprietary information to the public, unless required by law; however, VTA cannot guarantee that such information will be held confidential.