**Addendum #X**

**[Insert Date]**

**Town + Gown Request for Proposals:**

**[Insert Name of RFP]**

Pursuant to Section I, Paragraph C, of the [Insert Requestor Agency’s Name], Request for Proposals (“[Agency Acronym] T+G RFP”), entitled [insert name of RFP], Consultants may make an inquiry or request for a clarification or explanation with respect to the [Agency Acronym] T+G RFP in writing no later than [insert time and date from RFP]. In the event [Agency Acronym] determined that it is necessary to respond to such inquiry or request in writing, such response would be furnished as an addendum to the [Agency Acronym] T+G RFP to all Consultants as described in Section 1, Paragraph D.

This Addendum #X is such an addendum. Paragraph D requires that this Addendum #1 become part of the requirements for the [Agency Acronym] T+G RFP and sent to all Consultants to which the [Agency Acronym] T+G RFP was issued. In addition, Paragraph D requires each Consultant submitting a Proposal in Response to acknowledge receipt of this Addendum #X to the [Agency Acronym] T+G RFP, by attaching an original signed copy of this Addendum #1 to its Proposal in Response.

**Section I: Questions and Answers.**

**Question 1:**

**Answer:**

**Question 2:**

**Answer:**

[Repeat as often as necessary]

**Section 2:** All other terms and conditions in the [Agency Acronym] remain unchanged.

Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[NOTE: to be attached to Proposal in Response]**