

Acknowledgement of Addendum 1 Issued October 23, 2018, by email and posted to the website.

Addendum 1 - The written questions submitted on or before October 16, 2018.

Firm Name: _____ **Date:** _____

Signature: _____ **Title:** _____

Typed/Printed Name: _____

The COMET reserves the right to make modifications or amendments to this RFP, either at the request of an Offeror or upon The COMET's own initiative. If The COMET determines it is appropriate to revise any portion of this RFP, it will issue a written amendment to the RFP. Offerors are required to submit a signed copy of the "Receipt of Amendments" for each amendment issued with their proposals.

This Amendment 1 is hereby issued to answer the following questions and makes amendments to the RFP as identified in the answers to questions as follows:

Questions:

- 1. What is the annual budget for Public Relation services?**
About \$ 81,000 currently.

- 2. Is price intended to be all-inclusive or for basic services with other items treated as project by project?**
An hourly rate for projects and a monthly retainer for services.

- 3. Whether companies from Outside USA can apply for this (like, from India or Canada)?**
Yes.

- 4. Whether we need to come over there for meeting?**
You must be present if required for interviews should the panel request them or in person meetings as required in the contract.

- 5. Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?**
Yes.

- 6. Can we submit proposals via email?**
No. Proposals need to be submitted as requested in Part 1, section C - Procurement Process, number 4 - Submission of Proposals, B - Proposal format.

Part 2: Scope of Services

- 7. Part 2, Scope of Services. Is creating and/or revising route maps included in the scope of work?**
No. That will be handled by the marketing firm.

- 8. Part 2, Scope of Services. Is creating and/or revising marketing materials included in the scope of work?**
No. That will be handled by the marketing firm.

9. **Part 2, Scope of Services. Is web content and/or interactive development included in the scope of work?**
No. That will be handled by the marketing firm.
10. **Part 2, Scope of Services. Is printing including in the scope of work? If yes, how would the cost of using a third-party printer be handled? If yes, would the vendor work directly with the printer or would the vendor supply files to The COMET?**
No. That will be handled by the marketing firm.
11. **Part 2, Scope of Services, item 8 states: "Produce and edit high quality printed and broadcasted communications materials that meet THE COMET public relations and outreach objectives." Will you please define and/or provide examples of what is/could be included in "high quality printed and broadcasted communications?" Also, would this include creating and/or revising route maps?**
No route maps or schedules. Targeted marketing and specific promotions like Stuff-A-Bus, Transit Tuesday, ribbons cuttings, press releases, community meetings, etc.

Please remember all questions need to be submitted in writing and addressed to Virginia Goodson at Virginia.goodson@catchTheCOMET.org or Virginia Goodson, 3613 Lucius Road, Columbia, SC 29201.