



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 17-11094-C
FOR
AUDIT SERVICES – CANNABIS DISPENSARIES
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM “A”
11/21/2016

Dear Proposer:

Please note the **due dates** for Questions and Proposals have been changed due to incorrect email address for project manager. Corrected email address for Questions is RRiche@cityofberkeley.info. New due date for submission of Questions is revised from November 21, 2016 to November 30, 2016. New due date for proposals is December 15, 2016. Please see Addendum A for details in the revised section VIII Schedule.

Proposals/bids must be received no later than 2:00 pm, on Thursday, December 15, 2016. All responses must be in a sealed envelope and have “**AUDIT SERVICES – CANNABIS DISPENSARIES**” and **Specification No. 17-11094-C** clearly marked on the **outer most mailing envelope**.

Mail or Hand Deliver To:
City of Berkeley
Finance Department/General Services Division
2180 Milvia Street, 3rd Floor
Berkeley, CA 94704

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Shari Hamilton
General Services Manager

Addendum “A”

**Specification No. 17-11094-C
FOR
AUDIT SERVICES – CANNABIS DISPENSARIES**

Due to an incorrect email address for the project manager Rosario Riche questions were not able to be submitted from potential respondents regarding **Specification No. 17-11094-C, AUDIT SERVICES – CANNABIS DISPENSARIES**. Correct email address is Rriche@cityofberkeley.info.

In an effort to provide the same information to all, Section VIII SCHEDULE due dates are updated and highlighted below:

VIII. SCHEDULE (dates are subject to change)

- | | |
|--|-------------------|
| <input type="checkbox"/> Issue RFP to potential bidders: | 11/8/2016 |
| <input type="checkbox"/> Questions Due | 11/30/2016 |
| <input type="checkbox"/> Issuance of any addenda | 12/5/2016 |
| <input type="checkbox"/> Proposals due from potential bidders | 12/15/2016 |
| <input type="checkbox"/> Complete Selection Process | 1/12/2017 |
| <input type="checkbox"/> Council Approval of Contract (over \$50k) | 2/14/2017 |
| <input type="checkbox"/> Award of Contract | 2/15/2017 |
| <input type="checkbox"/> Sign and Process Contract | 2/25/2017 |
| <input type="checkbox"/> Notice to proceed | 2/26/2017 |