

**RFP06302023**

**EVENT MANAGEMENT SERVICES**

**ADDENDUM #1**

Section 8. PROJECTED TIMETABLE OF ACTIVITIES has been amended as follows.

**8. PROJECTED TIMETABLE OF ACTIVITIES**

The following schedule will apply to this RFP, but may change in accordance with the UA’s needs.

 **Action/Responsible Party** **Date**

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| --- | --- |
| RFP Released (UA) | 06/30/2023 |
| Submit Questions (Potential Vendors) | 07/26/2023 |
| Submit Additional Questions (Due to RFP extension) | 08/28/2023 |
| Pre-Proposal Conference (Mandatory) | 09/05/2023 |
| Respond to Vendor Question (UA) | 09/18/2023 |
| Proposal Submission Deadline | 9/29/2023 |
| RFP Evaluation Period | 10/02/2023 - 10/16/2023 |
| Down-Selection / Vendor Demo | 10/18/2023 – 10/27/2023 |
| Notification of Intent to Award | 10/30/2023 |
| Contract Negotiations Begin (upon intent to award)\* | TBD |
| Service to commence (upon final legislative approval, if applicable) | TBD |

\*UA places a value on all elements of this RFP. As such, after evaluation of Proposals and selection of Contractor(s), the UA reserves the right to further negotiate with the selected respondent on any or all elements, and to award accordingly.