



## Addendum 2

### RFP 23-24-10 HR Consultant

### July 24, 2024

The following highlighted items have been amended or updated:

#### 1. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Due Dates
1. Issue RFP	June 20, 2024
2. Acknowledgement of Receipt Form	July 3, 2024
3. Deadline to submit Written Questions	July 17, 2024
4. Response to Written Questions	July 22, 2024
<b>5. Submission of Proposal</b>	<b>July 29, 2024</b>
6.* Proposal Evaluation	July 31, 2024
7.* Selection of Finalists	July 31, 2024
8.* Oral Presentation(s)	August 6, 2024
9.* Best and Final Offers	August 8, 2024
10.* Town Council Approval of Award	August 27, 2024
11.* Finalize Contractual Agreements	TBD
12.* Contract Awards	TBD
13.* Protest Deadline	September 12, 2024

\*Dates indicated in Events 6 through 13 are estimates only, and may be subject to change without necessitating an amendment to the RFP.

**ALL OTHER INFORMATION NOT ADDRESSED IN THIS ADDENDUM REMAIN UNCHANGED.**

#### **Bailey Andrea**

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**PROSPECTIVE BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON PAGE 2 (BID FORM). FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF THE BID PROPOSAL.**