



20 March 2024

**Our Ref:** PR-RFP-00209

Dear Prospective Proponents

**Re: FNCIAS Cost Reference Manual Request for Proposal (RFP) - Addendum #1**

Please be advised of the following changes to the FNCIAS document PS-RFP-00159 - Cost Reference Manual RFP opportunity that was originally posted on March 7<sup>th</sup>, 2024.

General

1. This addendum is issued prior to proposal closing to provide certain revisions as noted herein.
2. All such revisions will become part of the RFP document and the effects shall be included in the submitted proposal and proposed project pricing.
3. The proponent should acknowledge receipt of all Addenda in their proposal submission. An acknowledgement of Addenda issued for this RFP is mandatory for successful submission.

RFP Amendments

1. A copy of the FNCIAS Master Services Agreement (MSA) document is available for review on the FNCIAS Procurement Website. The MSA document will serve as the main contract document between successful proponents and FNCIAS for services related to the Cost Reference Manual. Proponents are encouraged to review the MSA document ahead of proposal submission.
2. Proponents are asked to submit any questions, inquires, or concerns in writing via email to the FNCIAS procurement lead, [jerry.christiansen@fncias.ca](mailto:jerry.christiansen@fncias.ca), by March 28<sup>th</sup>, 2024.
3. Changes have been made to Table 2, Section 8.4 Timeline for Submissions in the original RFP document PS-RFP-00159. The changes are as follows:

Event	Date
Issuance of RFP	March 7, 2024
Receipt Confirmation Submitted (Appendix B)	March 15, 2024
Question Submission Deadline	<b>March 28, 2024</b>
Proposal Submission Deadline	<del>March 28, 2024</del> <b>April 12, 2024</b>
Contract Award Deadline	<del>April 4, 2024</del> <b>April 19, 2024</b>
Kick-off Meeting	<del>April 11, 2024</del> <b>April 26, 2024</b>

Proponents are encouraged to review the updated RFP Document available on the FNCIAS Procurement Website: <https://www.fncias.ca/about-us/procurement/>

Yours sincerely,

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