



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

December 6, 2022

RE: Addendum #1: **RFQ 12212022KM Executive Search Consultant Services**

Dear Respondents:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated December 1, 2022. The Contractor must acknowledge receipt of this Addendum on the **Appendix –B - Addenda Acknowledgement Form**. Failure to do so may subject the Respondent to disqualification.

ITEM #1 – APPENDIX A - SPECIAL TERMS AND CONDITIONS FOR RFQ, PAGE 22, ITEM C - APPEAL OF CONTRCT AWARD DECISION

Initial Request for Qualifications language

- 1) The Procurement Director shall issue a decision in writing. Any decision of an award protest may be appealed to the CFO within seven (7) days of issuance of the decision by the Procurement Director.
- 2) Any decision of an award protest may be appealed to the Superintendent within seven (7) days of issuance of the decision by the Chief Financial Officer.
- 3) The Superintendent will evaluate the issues involved and render a decision. The decision of the Superintendent is final.

Replacement Request for Qualifications language

- 4) The Procurement Director shall issue a decision in writing. Any decision of an award protest may be appealed to the CFO within seven (7) days of issuance of the decision by the Procurement Director.
- 5) Any decision of an award protest may be appealed to the General Counsel and Chief Legal Officer within seven (7) days of issuance of the decision by the Chief Financial Officer.
- 6) The General Counsel and Chief Legal Officer will evaluate the issues involved and render a decision. The decision of the General Counsel and Chief Legal Officer is final.

Thank you,
Procurement Services