



Manchester-Boston Regional Airport  
One Airport Road, Suite-300  
Manchester, New Hampshire 03103

## Addendum No. Three

Date: July 14, 2020

RFQ No: FY20-805-65 Air Service Development ("ASD") Consulting Services

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The following clarifications, changes, additions, and/or deletions are hereby made to the RFQ:

### Question 1:

Given the rising number of COVID-19 cases around the country and the likelihood that cases will continue to rise over the next two weeks, we respectfully request the ability to participate in the interviews remotely via video conferencing. In addition to ensuring the safety of our staff and the selection committee, we believe a remote presentation will prove valuable to MHT, as air service development interactions with airlines are likely to be held remotely as well for the foreseeable future. Demonstrating our effectiveness in remote presentations should give MHT confidence that we can perform at a high level in future airline interactions. Please let us know your determination as soon as possible.

### Response:

MHT will allow virtual participants at your upcoming interview; however, the Principal in Charge (PIC) and the Project Manager (PM) must be present and the total number of participants cannot exceed five (5). If you choose to have virtual participants, their name must be shown on the screen (not just a phone number) and if more than 5 individuals log in, we will ask you to remove them from the meeting. You will be able to use your computer and present on our screen with our Barco ClickShare.

The only exception to the above requirement is that if either the PIC or PM are not able to attend the live interview for medical reasons. Should this be the case, then the consultant is free to substitute an appropriate replacement, but two members must be present at the interview.

Please note that Addendum No. Three (3) will be the final Addendum issued prior to scheduled interviews. We would respectfully request that any additional questions be raised at your upcoming interview.

Respectfully,

Cheryl Keefe  
Property and Contract Coordinator