



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

# Addendum No. One

**Date:** August 14, 2023

**RFP No:** FY24-805-06 Graphic Design, Public Relations,  
Marketing, and Advertising Services

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This Addendum #1 to the Request for Proposals for Graphic Design, Public Relations, Marketing, and Advertising Services contains the following clarifications and changes to the RFP Document:

- Scheduling a Pre-Proposal Meeting
- Changes to the RFP Document

## **PRE-PROPOSAL MEETING**

Please be advised that there will be a Pre-Proposal Meeting on August 16, 2023 at 10:00 A.M. **This will be a hybrid meeting.** For those who wish to attend in-person, the meeting shall be held in the Airport Administration Office on the third floor of the terminal building, at One Airport Road, Suite 300, Manchester, New Hampshire. For those who wish to attend remotely, please e-mail Carol Armstrong at [procurement@flymanchester.com](mailto:procurement@flymanchester.com) to request a link to the meeting.

## **CHANGES TO RFP DOCUMENT**

### **Section 4.1(b)(ii) – Criterion 2: Past Performance and Industry Experience**

Please note that Section 4.1.(b)(ii) of the RFP is hereby amended to include the following:

Respondents should also use this section to demonstrate Respondent's knowledge and experience in establishing, maintaining, and operating information booth and/or kiosks.

### **Section 5.2 – Tentative Solicitation Schedule**

Please note that the "Deadline for Questions" under the Tentative Solicitation Schedule in Section 5.2 of the RFP is hereby deleted and replaced with the following:

Deadline for Questions August 17, 2023 at 2:00 P.M.

***ALL OTHER DATES IN THE TENTATIVE SOLICITATION SCHEDULE WILL  
REMAIN UNCHANGED AND IN FULL EFFECT***