



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

Addendum No. Four

Date: August 29, 2023

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

This Addendum #4 to the Request for Proposals for Graphic Design, Public Relations, Marketing, and Advertising Services contains the following clarifications and changes to the RFP Document:

- Changes to the RFP Document

CHANGES TO RFP DOCUMENT

Section II – DESCRIPTION OF WORK

The Description of Work in Section 5.2 of the RFP is hereby amended to include the following:

The City is considering integrating terminal advertising to be part of the scope of work under this procurement process. This responsibility would require the Contractor, or a subcontractor thereof, to assist the City in soliciting and securing appropriate advertisers for the Airport terminal, including, but not limited to, advertising in the terminal building, pedestrian walkway, parking garage, outdoor advertising areas, and digital advertising, subject to approval by the Airport Director.

The City is also contemplating shifting said advertising responsibilities from the Contractor to the City at some point during the term of the Agreement. Should that occur, the Contractor would be responsible for assisting with the transition to the Airport Marketing and Public Relations team.

Please include with your submittal any relevant experience and examples for your organization or from proposed subcontractors who may be assigned this responsibility. Responses to this inquiry will **not** count toward the 50-page limit, as outlined in this RFP. To ensure appropriate time for Respondents to provide a proper response in their Proposals, the City will extend the deadline for submitting questions and submitting Proposals, as described in the below schedule.

Section 5.2 – Tentative Solicitation Schedule

The Tentative Solicitation Schedule in Section 5.2 of the RFP is hereby deleted and replaced with the following:

<u>Solicitation Step</u>	<u>Date</u>
Deadline for Questions	September 6, 2023
Deadline for Clarifications	September 12, 2023

Posting of Addenda Acknowledgement Form	September 12, 2023
RFP Submission Deadline	September 20, 2023 at 2:00 P.M.
Evaluation Committee Meeting	September 27, 2023
Interviews Completed (if necessary)	October 3, 2023
Notification of Intent to Award	October 6, 2023
Operating Agreement Executed	October 20, 2023
Notice to Proceed	October 20, 2023