



# Addendum 1

Date: February 5, 2024  
To: RFP Responders  
From: Marianne McKenzie  
Re: Addendum 1  
FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS

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The Evaluation Period for the RFP has been revised and will occur from February 16, 2024 to February 20, 2024. A revised Attachment D is enclosed.

The deadline for submission remains February 16, 2024 2:00 PM Eastern time as listed in Attachment D of the RFP.

Vendors are encouraged to attend the pre-proposal conference on February 7, 2024 as listed in Attachment D. An Addendum with meeting notes will be posted on February 9, 2024. Attendance notification is requested to the contact listed on the cover page of the RFP.

Vendors may also submit questions to the point of contact listed on the cover page of the RFP. A response will be provided in writing on the date listed in Attachment D.

**Attachment D (Revised 2/5/2024)**  
**Request for Proposals**  
**FOCUS GROUP FACILITATOR AND COMMUNITY FEEDBACK ANALYSIS**  
**Request for Proposal Schedule**

RFP Issued	January 22, 2024
Public Notices	January 22, 2024 and January 29, 2024
Virtual Pre-Proposal Conference Microsoft Teams	January 31, 2024, 2PM Local Time <a href="#">Click here to join the meeting</a> Meeting ID: 293 598 387 842 Passcode: bhg5Cx
Questions Due from Vendors to IndyPL	February 5, 2024
IndyPL Distributes via E-mail Responses to Vendor Questions	February 7, 2024
RFP Due ("Proposal Submission Deadline")	February 9, 2024, 2:00 PM Eastern time Electronic proposals delivery at: <a href="mailto:purchasingRFP@indypl.org">purchasingRFP@indypl.org</a> Hard copy proposals delivery at: Library Services Center Reception Desk 2450 North Meridian Street Indianapolis, IN 46208 Electronic proposals delivery at: <a href="mailto:purchasingRFP@indypl.org">purchasingRFP@indypl.org</a>
Proposal evaluations	February 16 – February 20, 2024
Vendor Selection Recommendation to IndyPL Board at their Regular Monthly Public Meeting	February 26, 2024
IndyPL's Written Notice of Intent to Enter into an Agreement	February 27, 2024
Agreement Signed By Target	March 18, 2024
Focus Groups Begin	March 18, 2024
Community Survey Result Delivered for Analysis	April 15, 2024
Final Report and Community Survey Data Analysis Due	April 30, 2024

End of Addendum 1.