September 30, 2021

To: All Potential Respondents

From: First Last, Purchasing Agent

Subject: RFP0622005101

**Addendum One**

**Please amend the subject RFP to revise the following:**

1. Item 5.1.1 will be moved to Section 5.2.4 and will now be a Scored Specification. It is the preference of the Agency that the Respondent have experience In placing public sector executives.

**Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your offer (do not send back separately).**

I hereby acknowledge receipt of this addendum.

Signature Date

Typed or Printed Name