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DATE: April 2, 2024

**SUBJECT: AMENDMENT #1
ON-CALL INFORMATION TECHNOLOGY SERVICES
REQUEST FOR PROPOSALS**

FROM: Felicia Ansley, Contract Administrator

The Harbor Department's Request for Proposals for On-Call Information Technology Services is amended through this notification as described below.

1) **DELETE** the sentence in Section 3.5.5A (Page 11) that states:

"Proposers who do not qualify as a LBE may receive a maximum 5% for identifying and utilizing LBE subconsultants".

The 5% preference for utilizing Local Business Enterprise subconsultants is not applicable to on-call (or as-needed) contracting opportunities. This language was inadvertently included in the RFP. LBE consultant preferences are determined by the percentage of the total amount of compensation proposed under the Agreement, which cannot be determined for on-call assignments.

The 8% preference for LBE Prime consultants is still applicable for this on-call contract opportunity.