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DATE: February 6, 2024

SUBJECT: AMENDMENT #1

**REQUEST FOR PROPOSALS: HISTORICAL ASSET DIGITIZING
SERVICES, RAMP ID # 208524**

FROM: Felicia Ansley, Contract Administrator

The Harbor Department's aforementioned Request For Proposals (RFP) is amended through this notification as described below.

Section 2.5, "Consultant's Qualifications", is **revised** to state:

At least one member of the Consultant's project team must have the following qualifications:

1. A Bachelor's degree in Archival Studies, Archival Science or Library Science, and at least ten (10) years of experience with photographic archival and handling of assets from large institutions (such as museums, historical societies or libraries), or
2. A Master's degree in Archival Studies, Archival Science or Library Science, and at least five (5) years of experience with photographic archival and handling of assets from large institutions (such as museums, historical societies or libraries).