



**Chesterfield County, Virginia
Procurement Department**

9901 Lori Road, Room 303 – P.O. Box 51 – Chesterfield, VA 23832-0001
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September 22, 2023

ADDENDUM #1

Request for Proposal #ADMN24000076

Subject: Translation Services, Interpretation Management Systems and Related Products

This Addendum supplements, modifies, deletes from, or adds to the original Request for Proposal noted above and all of the requirements of the addendum are herein made a part of the RFP and any resulting contract documents. Please sign and return this addendum to the Procurement Department, 9901 Lori Road, Room 303, P. O. Box 51, Chesterfield, VA 23832-0001. **Proposals, changes to a response, or addenda shall not be accepted via fax machine or by internet e-mail.**

This Addendum consists of 1 page.

Please make the following changes/clarifications/additions:

A pre-proposal meeting will be held on **September 29, 2023**, at **2:30 P.M EST**. The meeting will be held via Microsoft Teams at this [link](#). Attendance at this pre-proposal conference is not mandatory, but all who are interested in this RFP are welcome to attend.

My signature below acknowledges receipt of this Addendum and certifies that my proposal submission includes all information, modifications, additions or deletions pertaining to the Addendum and the RFP.

COMPLETE LEGAL NAME OF OFFEROR: _____

SIGNATURE: _____

DATE: _____

Prepared by:
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Procurement Manager