



Central Purchasing

T. W. Sawyer, CPPO
Purchasing Agent

November 10, 2016

ADDENDUM NO. 2 - TO ALL BIDDERS

Reference – REQUEST FOR PROPOSALS (RFP) #2014
ATHLETIC TRAINERS

Dated: November 14, 2016

Due Date: November 21, 2016, 3:00 EST

Item #1: Several questions have been asked in reference to the RFP, and we have included our answers on the ATTACHMENT of this Addendum.

Item #2: SEE ATTACHMENT

All other terms and conditions remain the same.

Note: A signed acknowledgment of this addendum must be received by this office either prior to the due date and hour or attached to your proposal. Signature on this addendum does not constitute your signature on the original document. The original document must be signed also.

Sincerely,

Janet Haney

Name of Firm

(Printed Name)

(Signature/Title)

Date

Janet Haney
Management Analyst
Phone: (757)890-3680



ATTACHMENT

Item #2:

- A. The following questions were submitted, and our answers are provided in **bold** text after each question. The requested documents are attached following the question/answer pages.
1. Can you tell me specifically what type of financial statement you all are looking for from each offeror as requested in 5.10 of the RFP? **We are looking for a balance sheet, something that shows assets, liabilities and owner's equity and a profit and loss sheet showing income and expenses. If you have audited financials from the previous calendar year, that would work fine.**
 2. Can you clarify section 2.3 of the RFP please? 2.3 The Contractor(s) shall make up training sessions missed from absences. **This statement means that the contractor will supply a "substitute athletic trainer" whenever the normal athletic trainer is absent.**