



CITY MANAGER'S OFFICE
CITY OF NEWARK

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November 11, 2024

RFP NO. 24-04
MUNICIPAL PLANNING SERVICES

ADDENDUM #2

PROJECT INFORMATION

- A. Name: Municipal Planning Services
- B. Owner: City of Newark, Delaware
- C. RFP Number: 24-04
- D. Date of Addendum: November 11, 2024
- E. Questions Deadline: 5:00 p.m., Monday, November 11, 2024
- F. Bid Submission Deadline: 2:00 p.m., Tuesday, November 19, 2024

NOTICE TO BIDDERS

- A. The Bidder shall acknowledge receipt of this Addendum with their submitted proposal.
- B. The deadlines for questions and receipt of proposals are unchanged by this Addendum.

RESPONSES TO QUESTIONS SUBMITTED VIA EMAIL

Question 1:	Per Clause 24(c), can you please confirm there won't be any PII records housing requirements for this project?
Response 1:	Regarding Clause 24(c) of RFP 24-04, we confirm that there are no planned requirements for the awarded consultant(s) to house or retain PII records through the projects listed. Any personally identifiable information (PII), such as names and addresses of utility account holders, would be accessed only temporarily for the specific purpose of cross-referencing records in support of the rental license database audit. This task does not involve storing or maintaining PII data beyond the initial comparison, meaning there are no anticipated PII housing requirements associated with the projects listed in this RFP. As such, cyber liability insurance coverage is not expected to be required for this project and does not need to be shown with proposals.

END OF ADDENDUM #2