

ADDENDUM 1

Request for Proposal: RFP# 2023-11-30-D
**WORKPLACE BUSINESS COMMUNICATIONS AND
FUTURE PROOFING INSTRUCTOR**

Addendum Issue Date: December 8, 2023
RFP Closing Date & Time: December 22, 2023 (17:00 EST)

To All Potential Bidders:

Addendum 1 is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby an official document of the RFP. Please attach this addendum to the original RFP package. As per the RFP, the bidder shall acknowledge receipt of any and all addendums, if any, by listing the Addenda by number(s) and date(s) in their proposal.

The title of RFP# 2023-11-30-D was revised from “*Workplace Business Communication and Soft Skills Instructor*” to “*Workplace Business Communications and Future Proofing Instructor*”.

The term “*Future Proofing*” replaces the term “*Soft Skills*” throughout the RFP.

Please note the original RFP document will not be revised and reissued.

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