



# Procurement Services

University of Arkansas at Little Rock

2801 S. University Ave., Little Rock, AR 72204-1099 | (O) 501.916.3144 | (F) 501.916.3425

## ADDENDUM #1

DATE: 9/8/2023  
SUBJECT: FB-24-015

The following change(s) to the above-referenced solicitation have been made as designated below:

- Change of specification(s)
- Additional specification(s)
- Change of bid opening time and date
- Cancellation of bid
- Other

### CHANGE OF FINANCIAL PROPOSAL PACKET

**An additional section has been added to the financial proposal packet for anticipated expenses (refreshments and lodging) related to meetings.**

A. Complete the following information.

I. Total Projected Cost:

Provide the total projected cost (including any amendments and all possible extensions) This must reflect the total amount to be charged for all consulting services outlined in the solicitation, FB-24-015, and the subsequent report writing and editing.

\$ \_\_\_\_\_

II. Calculations of Compensation.

Provide the personnel rate and any anticipated reimbursable expenses for each consultant.

LEVEL OF PERSONNEL	NUMBER	COMPENSATION RATE	TOTAL FOR LEVEL	EXTENDED AMOUNT
<b>TOTAL COST (EXCLUDING EXPENSE REIMBURSEMENT):</b>				

REIMBURSABLE EXPENSE ITEM (SPECIFY)	ESTIMATED RATE OF REIMB.	TOTAL
<b>TOTAL REIMBURSABLE EXPENSES:</b>		

Total Compensation Including Reimbursables: \$ \_\_\_\_\_

- III. Anticipated Meeting Expenses.  
Provide an estimate of all anticipated meeting expenses. Add line items as needed.

REIMBURSABLE EXPENSE ITEM (SPECIFY)	ESTIMATED RATE OF REIMB.	TOTAL
Lodging		
Refreshments		
<b>TOTAL REIMBURSABLE EXPENSES:</b>		

Total Anticipated Meeting Expenses: \$ \_\_\_\_\_

- B. No indirect costs will be allowed.

The signature below signifies that the prospective supplier agrees to provide personnel at the rates listed herein.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
*Use Ink Only.*

**Printed/Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** The specifications by virtue of this addendum become a permanent addition to the above referenced solicitation. It is each respondent's responsibility to thoroughly examine and read the entire solicitation and any Q&A or addenda to this solicitation. Failure of respondents to fully acquaint themselves with existing conditions or information provided will not be a basis for requesting extra compensation after the award of a contract.

If you have any questions please contact Procurement Services at [procurement@ualr.edu](mailto:procurement@ualr.edu) or (501) 916-3144.