



Date: **March 30, 2023**  
Project: **Recording and Transcription Services  
for meeting**

Solicitation No.: **iRPF 23104**  
Addendum No. **Two**

TO ALL PLANHOLDERS:

The enclosed addendum amends the documents for the above referenced Project:

1. QUESTION: Is the vendor required to be onsite to record the meeting? Or would the vendor be able to record remotely?

***ANSWER: The vendor can record on site or remotely, but provide necessary equipment in doing so.***

**END OF ADDENDUM**

We appreciate your participation in this solicitation.

Sincerely,  
*Daniela Patterson*  
Contracting Officer