

**CITY OF MIDDLETOWN
ADDENDUM # 1
Lead Organizer for Middletown Pride
Middletown, Connecticut**

Date Issued: November 25, 2024

ALL BIDDERS ARE HEREBY ADVISED OF THE FOLLOWING INFORMATION AND/OR MODIFICATIONS TO THE CONTRACT BID DOCUMENTS:

- Responses to questions submitted in writing
- All questions have to be submitted in writing to christopher.forte@middletownct.com no later than **December 4, 2024 by noon** to be considered

INVITATION TO BID

The date set for the receipt of proposals remains the same
*****Friday, December 13, 2024 by 3:00 pm*****

PLEASE VERIFY THAT YOU HAVE RECEIVED THIS NOTIFICATION IN THE SPACE BELOW AND EMAIL THIS PAGE BACK TO THE FOLLOWING EMAIL:

EMAIL: christopher.forte@middletownct.com

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM #1: _____

COMPANY NAME

All bidders are hereby advised of the following amendments to the contract bid documents which are hereby made an integral part of the specifications for the subject project, prepared by the City of Middletown to the same extent as all other documents. All work shall conform to the standards and provisions of same. Bids submitted shall be deemed to include contract document information as shown in Addendum No. 1. General bidders shall notify sub-bidders that may be affected by this addendum as applicable. **Bidders shall be required to acknowledge receipt of this addendum in the space provided on the Bid Proposal Form.**

Failure to acknowledge receipt of this addendum by the bidder may result in the rejection of their bid. Bidders are directed to review changes to all portions of the work as changes to one portion may affect the work of another.

***BIDDER NOTE:** If you have already submitted a bid you shall be required to acknowledge receipt of this addendum under separate cover in a sealed envelope clearly marked with the bid number and description. This acknowledgment must be received by the time and date specified to be accepted by the City.

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QUESTION #1: What is the typical pay range for this role?

ANSWER #1: This position has historically been unpaid. Prospective bidders are required to submit their pay requirements in the form of an hourly rate as part of their RFP submittal.

QUESTION #2: What is the budget of Middletown Pride?

ANSWER #2: In 2024 the total expenses for Middletown Pride (Fiscal Year 2023-2024) was approximately \$206,000, including:

Middletown PrideFEST:	\$100,000
Middletown Pride Grant Program:	\$20,000
Middletown Pride Scholarship Program:	\$10,000
Middletown Pride Community Events Program:	\$21,000

QUESTION #3: What are the key fundraising goals throughout the year, including the target amounts and any expected sponsorship funding?

ANSWER #3: The selected bidder will be required to fundraise enough money to cover all expenditures for the 2024-2025 fiscal year, including maintaining relationships with all partners of Middletown Pride (City of Middletown, Middlesex County Chamber of Commerce, Wesleyan University, Russell Library, and Middlesex Health). For reference, the 2023-2024 fiscal year resulted in approximately \$181,000 in sponsorships.

QUESTION #4: I noticed that insurance is required. Would the organizer need to cover it independently, or will they be reimbursed?

ANSWER #4: Pursuant to the terms of the RFP, prospective bidders will be required to acquire insurance that meets the levels set forth in the certificate of insurance contained in the RFP, or to demonstrate the ability to obtain such levels of insurance by the time the contract is executed. If you or your organization does not currently maintain the required levels of insurance, you can include the cost needed to obtain the insurance in your proposal.

QUESTION #5: Will the organizer receive access to previous sponsor contacts to ensure a smooth transition and continuity of relationships?

ANSWER #5: Yes.

QUESTION #6: Will a content creator for the marketing be provided or will designing and creating also be a part of the job?

ANSWER #6: A content creator for marketing will not be provided. The Middlesex County Chamber of Commerce will be able to provide limited marketing resources for social media, but it is expected that the successful bidder will also be able to create what is needed for marketing.

QUESTION #7: Will templates or documents from previous years be made available to streamline the process?

ANSWER #7: Yes. The successful bidder will have access to all previously created documents and budgets.