



# JEFFERSON PARISH

## PURCHASING DEPARTMENT

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR



July 29, 2025

### ADDENDUM # 1

RFP NO: 0503

Receipt Date: August 1, 2025 3:30 pm

**Provide Professional Consulting Services to Update Development Related Ordinances and Design Guidelines for a Comprehensive Unified Development Code (UDC)**

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#### Clarifications:

- 1) **QUESTION:** The RFP requests resumes for an Account Manager and Customer Service Representatives, which seem to fall outside of the SOW. We would like to clarify whether these roles are required. If so, how should we incorporate them into our response?

**ANSWER-** Resumes for an Account Manager and Customer Service Representatives are not required. Please see Attachment "B" and the instructions therein re: the named positions. Resumes should be provided for those positions to which proposers assert are needed to accomplish the SOW.

- 2) **QUESTION:** Is there an established or anticipated budget allocated for this project? If so, could you please share the details or breakdown of the budget, if available?

**ANSWER-** The budget is not available.

\*\*\* DEADLINE FOR INQUIRIES HAS BEEN REACHED \*\*\*

\*\*\* PLEASE REMEMBER TO ACKNOWLEDGE ALL ADDENDA BY NUMBER ON YOUR RFP SUBMISSION"

Sincerely,

Shanna Folse, Purchasing Specialist III  
Jefferson Parish Purchasing Department

#### **RFP SUBMISSION:**

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.