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| ADDENDUM <<Addendum\_Number>>, REVISED SCHEDULE OF EVENTS |

Date: «Date»

To: All Bidders

From:  «Buyer\_Name», Buyer

«Agency\_Name»

RE: Addendum for «Invitation\_to\_Bid\_**OR**\_Request\_for\_Proposal» (Choose one) Number «RFP\_**OR**\_ITB\_Number» (Choose one) to be opened «Opening\_Date» at 2:00 p.m. Central Time

#### Schedule of Events

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change. It is the Bidder’s responsibility to check the State Purchasing Bureau website for all addenda or amendments.

*Right Click the first number below and click "Set Numbering Value" to be the corresponding number with what is in the original schedule. (Delete these instructions when completed.)*

| Activity | Date/Time |
| --- | --- |
| 1. 1
 | (Scheduled event activity to be changed). | **~~Line thru old date~~****Enter new date in Red**  |
|  |  |  |
|  |  |  |

This addendum will become part of the ITB/proposal (Choose one) and should be acknowledged with the «Invitation\_to\_Bid\_**OR**\_Request\_for\_Proposal». (Choose one)