



**Mayor**  
David J. Kaptain

**City Council**  
Corey D. Dixon  
Dustin R. Good  
Rosamaria Martinez  
Tish S. Powell  
Carol J. Rauschenberger  
Toby Shaw  
F. John Steffen  
Steven F. Thoren

**City Manager**  
Richard G. Kozal

TO: Interested Bidders

FROM: City of Elgin

RE: Addendum # 1 to RFP 22-065 Elgin Sustainability Commission for Volunteer Recruitment Firms

DATE: November 28, 2022

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The following amends the above referenced Bid.

- 1) What time frame are you anticipating this work to cover? *The RFP requests evaluation on a biannual basis. The Proposal Form (page 3) requests respondents to detail their proposed timeframe for accomplishing the Scope of Work.*
- 2) Please define millennial project volunteerism. That's a new jargonizing phrase to me? *The Sustainability Commission would like to tap into new generations of volunteers, and to do so, anticipates the need for new types of outreach and engagement efforts. Some examples may be educating about volunteer opportunities at schools or utilizing social media.*
- 3) Proposals are due on December 6, 2022 at 5:00 pm in the Purchasing Department at City of Elgin 150 Dexter Court, Elgin, IL 60120.

END OF ADDENDUM #1