

## MEMORANDUM

To: All Interested Vendors

From: Procurement Department  
Columbus Metropolitan Library

Date: February 20, 2025

Subject: Addendum No. 1  
CML 25-009 Strategic Planning Consulting Services RFP  
Pre Proposal meeting announcement

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A pre-proposal meeting will be held on February 24, 2025, at 3:30 PM for CML 25-009 Strategic Planning Consulting Services Request for Proposal (RFP) via the online platform Microsoft Teams. To attend the Pre-Proposal meeting, please send an email with the attendee email address that would like to attend the meeting to [Procurement@columbuslibrary.org](mailto:Procurement@columbuslibrary.org).

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**All Proposals must be received no later than Noon - 12:00 PM on March 14, 2025, ET.**

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF THE ADDENDA FORM IN THE RFP DOCUMENTS**