



City of Carlsbad, New Mexico  
RFP # 2017-03  
Addendum 2

3/23/17

**Addendum Notice – Pre-Audit Preparation Services**

The City of Carlsbad has been asked the following question(s) regarding RFP 2017-03 and offers the following response in blue text:

Question 1: Since the RFP is not specific, who should the Organizational References (Appendix F) be submitted to?

The RFP states on page 23, Section E, that the references should be submitted to the designee listed in Section I, Paragraph D. Section I, Paragraph D on page 2 of the RFP document lists the Procurement Manager as the designated contact for the procurement. Please have your clients submit their reference questionnaire (Addendix F) to the Procurement Manager, Matt Fletcher at the following email address:

[msfletcher@cityofcarlsbadnm.com](mailto:msfletcher@cityofcarlsbadnm.com)

**Matt Fletcher**  
**Purchasing Manager**  
**City of Carlsbad**  
**575-234-7905**

If you have any questions, please feel free to contact me at 575-234-7905 or email me at [msfletcher@cityofcarlsbadnm.com](mailto:msfletcher@cityofcarlsbadnm.com).

**Please return a signed copy of this addendum notice with your bid.**

X \_\_\_\_\_  
Name of Representative

Date: \_\_\_\_\_

