Center of Excellence
8(a) Government Contracting

Bowie Business Innovation Center (Bowie BIC) · Center of Excellence

RFP COE-COMM-001 – Addendum No. 1

Strategic Communications, Public Relations, Impact Storytelling, and Public Affairs Services

Extension of Proposal Due Date · Issued November 2, 2026

1. Purpose

Under Section 10.2 (Modifications) and Section 21.1(g) of RFP COE-COMM-001, Bowie BIC is extending the proposal submission deadline. This Addendum is issued in writing to all known Proposers, including those who have already submitted a proposal.

2. Revised proposal due date (Section 22.1)

Section 22.1 is amended to read: “Proposals must be submitted electronically in PDF format no later than Thursday, November 12, 2026, at 5:00 PM Eastern Time.” The submission period is reopened until that date and time.

3. Proposals already received

- Proposals received by the original November 2, 2026 deadline remain valid and will be considered as submitted. No further action is required.
- A Proposer that has already submitted may, if it chooses, submit a revised proposal or withdraw its proposal before the revised due date, by written notice to the contact in Section 23.0. Section 21.6 applies to the revised due date.
- If a Proposer submits more than one proposal, Bowie BIC will evaluate the most recent complete proposal received before the revised due date.

4. Revised procurement timeline (Section 10.1)

Activity	Original date	Revised date
Proposal Due	November 2, 2026, 5:00 PM ET	Thursday, November 12, 2026, 5:00 PM ET
Proposal Review	November 3–6, 2026	November 13–18, 2026
Interviews (if needed)	November 9–10, 2026	November 19–20, 2026
Award Notification	November 12, 2026	November 24, 2026
Contract Execution	November 13–17, 2026	November 30 – December 4, 2026
Project Kickoff	November 23, 2026	December 7, 2026

Dates after the proposal due date are anticipated and may be adjusted under Section 10.2.

5. Requirements that do not change

- Submission method and format: one PDF by email to the designated contact (Sections 22.2 and 23.0), with the subject line “RFP COE-COMM-001 Submission – (Firm Name)” (Section 22.3).
- Proposals received after the revised due date will not be considered (Section 22.4).
- The question period closed October 23, 2026 and is not reopened. The written responses issued October 27, 2026 remain in effect.
- The scope of work, minimum qualifications, evaluation criteria and weights (Section 9.0), cost range and all other RFP terms are unchanged.

- The restriction on communications in Section 22.6 remains in effect. Direct all communications about this RFP to the designated contact only.

6. Acknowledgment

Proposers submitting after this Addendum should acknowledge it in their proposal. Proposers that have already submitted are asked to acknowledge receipt by replying to the email transmitting this Addendum.

7. Contact

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All other terms and conditions of RFP COE-COMM-001 remain unchanged.