

## ADDENDA

---

Project: NOR Information Technology Services  
& Support

RFP #: DIST-2-2526

From: Cailynne Abdallah, VTech

To: North of the River Recreation & Park District

Date: 4.16.26

Re: Information Technology Services & Support

---

### 4.15.2026 Addendum #3, Clarifications regarding elements of the RFP:

- Would a summary of certifications and degrees be acceptable? Or are we expected to provide resumes for all staff members who may be assigned to this account, or only key personnel (e.g., account managers and technical leads)?
- Could you please clarify this requirement [Qualifications and Experience #7] in more detail? Specifically, what type of licenses, permits, reports, certifications, or other documentation are you expecting Vtech to provide as part of the scope?

---

### Answers:

1. As stated in the RFP, Proponents are required to provide resumes and qualifications for all staff, employees, or consultants assigned to the project, along with a clear indication of their responsibilities within the firm providing services. A summary of certifications and degrees does not replace the submission of resumes for all assigned personnel.
2. The requirement for “licenses, permits, reports, certifications, and documents” may include, but is not limited to, standard business or professional licensing, relevant industry certifications, or certifications held by the firm and/or assigned staff that demonstrate qualifications to perform the scope of services. Proponents should include documentation that supports qualifications to perform services in the Proposal.

**END OF SECTION**