

**REQUEST FOR QUALIFICATIONS**  
**RFQ25-015 INSURANCE BROKER OF RECORD-RISK CONSULTANT**  
**ADDENDUM NO. 1**

The section regarding submittal procedures is amended as follows:

**Submittal Procedures**

Firms shall submit three (3) hard copy submittals, **in addition** to a thumb drive. Responses must be submitted by 12:00 pm (EST) on **Wednesday, May 7, 2025**. Statements of qualifications not submitted by that time will not be accepted. Statements of qualifications shall not be valid unless sealed in a single envelope or box marked:

City of New Port Richey  
**RFQ25-015 Insurance Broker of Record-Risk Consultant**  
Attention: City Clerk  
5919 Main Street  
New Port Richey, Florida 34652

Proposals are due no later than the date and time noted above. Any proposal received after that date and time will not be accepted. Any individual requiring special assistance must notify the Project Contact in writing 48 hours in advance so that arrangements can be made.