

# **Request for Proposals - To Manage/Operate the Conference Center Niagara Falls Niagara Falls, New York**

## **Addendum No. 1**

Issue Date: April 17, 2008  
Issued by: USA Niagara Development Corporation

**1.) Revise page 11, Section VI. of the RFP (TIME AND PLACE OF SUBMISSION) by revising the fourth paragraph on this page to read as follows:**

“Respondents are required to submit one (1) original and ~~four (4)~~ **nine (9) copies** of their proposal prior to 3:00 P.M. local time on May 9, 2008. Proposal packages shall be firmly sealed in an envelope or box, and contain the Respondent’s name and return address. Any proposal that arrives after the deadline date and time will be time stamped and returned, unopened to the Respondent.”

**2.) Revise page 12, Section VI. of the RFP (TIME AND PLACE OF SUBMISSION) by adding the following new paragraphs at the end of the section on:**

“USA Niagara Development Corporation has scheduled interviews with RFP respondents to be conducted on **Wednesday, May 21, 2008**. Respondent teams must make this date available to undertake an interview in which they will provide an overview of their submitted proposal and respond to questions. In-person attendance at the interview is mandatory.

The Interview Committee will include, but will not be limited to, representatives from USA Niagara, its parent corporation Empire State Development, and the City of Niagara Falls. The interviews will be conducted at:

**USA Niagara Development Corporation  
222 First Street (formerly known as Rainbow Blvd North)  
7th Floor, Main Conference Room  
Niagara Falls, New York, 14303**

For efficiency in conducting multiple interviews, USA Niagara will make available audiovisual equipment (laptop computer [PC], electronic slide project [PC-formatted], and screen wall) for use by each respondent teams at their discretion. Should a team determine that they need to (in case of Mac technology) or wish to use their own audiovisual equipment, they should contact USA Niagara to ensure that we will adequately facilitate this.

Depending on the number of responses received, USA Niagara reserves the right to pre-screen responses based upon the evaluation criteria listed in the RFP to establish a “short list” of RFP respondents that would be interviewed. In such a case, respondents that do not make the short list will be notified by close of business on Wednesday, May 14, 2008.”