



REQUEST FOR PROPOSALS

AIRPORT FINANCIAL CONSULTING SERVICES FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS

Proposals Due:

**Tuesday, March 17th, 2026
12 P.M. Pacific Time**

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Attachments:

1. *Sample Agreement for Airport Financial Consulting Services for Sacramento County Department of Airports*
2. *FAA General Contract Provisions for Solicitations*
3. *County of Sacramento Contractor Certification of Compliance Form*
4. *Contractor Identification Form*

February 4, 2026

TO: Prospective Service Providers

FROM: Aubrie Hollars
Administrative Services Officer II
Sacramento County Department of Airports

SUBJECT: **Airport Financial Consulting Services for Sacramento County Department of Airports**

I. SUMMARY AND BACKGROUND

The County of Sacramento (County) owns and/or operates four airports in Sacramento County, including Sacramento International Airport (SMF), through the Department of Airports (SCDA or Department). The Department is issuing this Request for Proposals (RFP) to solicit proposals from prospective service providers (Proposers) for Airport Financial Consulting services.

II. DEADLINE AND PROPOSAL SUBMISSION

Submittals shall be comprised of one (1) digital PDF copy of the Proposal (in a format compatible with Adobe Acrobat) and one (1) digital copy of the Proposal compatible with Microsoft Word in DOC or DOCX format.

- Proposals are due no later than 12:00 P.M. Pacific Time (PT) on March 17, 2026.
- All late responses will be rejected.
- Proposals must be submitted via OpenGov.

III. PURPOSE AND OBJECTIVES

The purpose of this Request for Proposals (RFP) is to engage qualified consultants to provide comprehensive financial, strategic, and operational advisory services to support the Sacramento County Department of Airports. These services will ensure effective management of financial resources, compliance with regulatory requirements, and optimization of revenue streams while advancing the Department's long-term capital and operational objectives. The selected consultant(s) will deliver expert analysis and guidance to

strengthen fiscal sustainability, mitigate risk, and enhance the Department's ability to meet evolving industry standards and stakeholder needs.

1. Financial and Risk Management

- A. Provide independent financial and risk analyses to support informed decision-making.
- B. Develop and validate financial models, forecasts, and sensitivity analyses for operating and capital budgets.
- C. Ensure compliance with applicable regulations, accounting standards, and grant requirements.

2. Capital Planning and Strategic Support

- A. Advise on capital plan development and its impact on operating budgets.
- B. Support strategic planning initiatives to align financial resources with long-term infrastructure goals.
- C. Assist in cost allocation studies and reporting tools to improve transparency and efficiency.

3. Bond Feasibility and Financing

- A. Prepare consultant certifications and reports required for bond issuance under the Master Bond Resolution.
- B. Deliver projections and analyses of air traffic, revenues, and expenses to support financing strategies.
- C. Collaborate with staff to develop rates and charges documentation for bond-related requirements.

4. Rental Car Concession Program Development

- A. Provide strategic, financial, and operational planning for the County's rental car concession program and CONRAC facility.
- B. Advise on best practices, revenue enhancement opportunities, and policy objectives.
- C. Support development of concession agreements, bid documents, and industry engagement strategies.

5. Stakeholder Communication and Compliance

- A. Assist in preparing clear, concise presentations and reports for internal and external stakeholders.
- B. Facilitate effective communication with airlines, rental car companies, and regulatory agencies.
- C. Ensure adherence to County policies and industry standards throughout all phases of engagement.

6. General Financial and Analytical Support

- A. Provide additional financial, analytical, and advisory services as reasonably required by the Department to support its operational, strategic, and regulatory objectives.
- B. Such services may include, but are not limited to, specialized studies, ad hoc analysis, policy evaluations, and other financial or operational consulting tasks that align with the Department's mission.
- C. This provision ensures flexibility for the Department to obtain expert guidance on emerging needs, unforeseen circumstances, or evolving requirements that may not be explicitly defined in the scope above, provided such services are consistent with applicable laws, regulations, and County policies.

IV. ANTICIPATED SCOPE OF SERVICES

The scope of work in each of the subject areas described below is a general guide and is not intended to be a complete list of all services that may be required or desired in that subject area. Given the broad range of possible services, the Department encourages Proposers to submit a response for all subject areas where they meet or exceed the minimum qualifications described in this RFP.

1. Financial, Risk and Capital Plan Management and Analysis:

Provide financial analysis, risk analysis, strategic planning and/or consulting services relating to the Department's finances, risk management and economic impact, including but not limited to sources of revenue, capital and operating budgets and expenditures, risk management and loss control, compliance matters, and other relevant economic indicators. Assigned tasks include modeling, forecasting sensitivity analysis, validation of internal studies, providing independent opinions, and development of reports and presentations. Services that may be requested include the following:

A. Services related to sources of Department revenue:

- I. Prepare analyses of Passenger Facility Charges (PFCs) and Customer Facility Charges (CFCs), including optimal use of revenues.
- II. Advise on various aspects of the Department's rates and charges model, including ongoing updates, compliance with the County's Scheduled Airline Operating Agreement and Terminal Building Lease with airlines operating at SMF (collectively, Airline Agreements), evaluation of the effect of changes to standards from the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), and evaluation of potential future scenarios.
- III. Advise on the County's Airline Agreements, including implementation and interpretation of existing agreements and negotiation of future agreements.

IV. Advise on and support grant compliance and evaluation of airport projects that are or may be funded through federal grant programs.

B. Financial Planning, Capital Plan, Operating Budget and Expenditures:

I. Provide strategic planning services relative to the County's operating budget and financial and capital plans.

II. Advise on operating budget and expenditures related matters, perform analyses and develop financial models as needed.

III. Analyze financial and business implications of proposed updates to the capital plan on operating budget; develop financial models as needed.

IV. Advise on the airline Majority-in-Interest review of capital spending process and perform analyses as needed, as contemplated in the Airline Agreements.

V. Advise on management and reporting tools related to the Department's capital and operating budgets.

VI. Perform cost allocation studies pursuant to Part 200 of Title 2of the Code of Federal Regulations (CFR) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2. Bond Feasibility Services:

Prepare and deliver the Department Consultant's certificate and supporting projections and analysis that are required to meet the applicable test for issuing additional bonds under applicable master bond resolutions. Prepare a related Report of the Department Consultant to be included in the Department's bond offering documents, which will require the consultant to perform the following services:

- A. Obtain actual data on air traffic and traffic-related activities (e.g. jet fuel utilization, rental car and groundside activities), revenues, expenses, and rates, covering all areas of commercial aviation and provide analysis and discussions of trends.
- B. Prepare or validate projections regarding air traffic, jet fuel utilization, rental car and groundside activities, or other related activities, including an analysis and discussion of the County's economic base for supporting air transportation at the County's airports.
- C. Review the Department's planned capital program and its impact on revenues and expenses.
- D. Work with Department staff to prepare an analysis of airline rates and charges and projections per the Airline Agreements.
- E. Prepare rates and charges documents or presentations for review, meetings and distribution in support of the Department Consultant's certificate and report.

3. Rental Car Concession Program:

Assist and support Department management and staff and provide recommendations to develop and implement the County's Rental Car Concession Program in conjunction with its development of new consolidated rental car (CONRAC) facilities at SMF. Services will include strategic business planning, financial planning, and operational planning support. The selected consultant will assist the County with the development of its policies and objectives and implementation strategies and will advise and support the County with the presentation of information to, facilitate clear and concise exchange of information with rental car companies. Specific services required will include, but are not limited to the following:

A. General Services

- I. Participate with members of staff and other consultants in the planning and development of its rental car concession program and facilities.

- II. Plan, coordinate, and attend meetings among County staff, the rental car industry and other consultants.
- III. Assist with the development of meeting agendas and communicate early with participants prior to meetings to improve preparedness and to resolve administrative matters during agenda development. Advise staff concerning anticipated actions and reactions of the rental car industry.
- IV. Advise staff on current best practices and revenue enhancement opportunities at other airports.
- V. Assist staff with coordination, development and review of legal documentation with the County's legal counsel.

B. Strategic Planning

- I. Assist management with determination of strategic business, finance, and policy objectives for the Rental Car Concession Program.
- II. If applicable, develop scenarios relating to changes to the County's current CFC rate in accordance with California's CFC statutes (Government Code section 50474 et seq.); develop CFC sources and uses model and make recommendations regarding sizing and timing of CFC rate changes, if applicable and desirable.
- III. Provide advice and guidance on the impact of Transportation Network Companies (TNCs) on rental car transaction activity and financial projections.
- IV. Attend meetings with staff and rental car industry representatives.

C. Business and Financial Planning, Development and Implementation.

- I. Develop terms and conditions for a “bridging” agreement, in consultation with Department staff and counsel, to cover the period until beneficial occupancy of the new CONRAC facilities.
- II. Identify and recommend approaches to managing new market entrants and small market share operators.
- III. Assist in development of business terms for a new Rental Car Concession Program, including for use in Request For Proposals (RFP), Request For Qualifications (RFQ), and Request For Qualifications and Experience (RFQ&E) specifications and concession and lease agreements to be issued by the Department.
- IV. Prepare a report to the Department describing and summarizing current best practices in regards to Business Terms at other comparable/peer airports.
- V. Provide support to County with the presentation(s) and discussion of business and finance terms with the rental car industry.
- VI. Develop facility space allocation and re-allocation scenarios, and review and provide recommendations to the County regarding any such scenarios presented by the rental car companies.

D. Rental Car Concessionaire Selection Process

- I. If requested, recommend a process for selection of rental car concessionaires, such as public procurement methods, direct negotiations, or other industry-standard approaches.
- II. Recommend and assist with the development and review of concession bid documents and other necessary agreements relevant to the implementation of the rental car concession program, provide samples of relevant documents from other airports; advise and provide information on industry best practices at other relevant airports.

- III. Prepare with Department staff and attend rental car industry meetings and Pre-proposal conference(s).
- IV. Debrief with Department staff after meetings.
- V. Review rental car industry questions and comments on bid specification documents and recommend County responses.

E. Post Selection Phase

- I. Coordinate compliance with participant selection process terms and County policies particularly with respect to facility and space locations and allocations.
- II. Review operational plans and potentially assist in the development of a rental car CONRAC consortium to operate and maintain the facility.

F. General Financial and Analytical Support

- I. Provide additional financial, analytical, and advisory services as reasonably required by the Department to support its operational, strategic, and regulatory objectives.
- II. Such services may include, but are not limited to, specialized studies, ad hoc analysis, policy evaluations, and other financial or operational consulting tasks that align with the Department's mission and industry best practices.
- III. This provision ensures flexibility for the Department to obtain expert guidance on emerging needs, unforeseen circumstances, or evolving requirements that may not be explicitly defined in the scope above, provided such services are consistent with applicable laws, regulations, and County policies.

V. TERM AND EFFECTIVE DATE OF THE AGREEMENT

The Department intends to award an agreement in July 2026. The term of this agreement will be three (3) years, ending on June 30,

2029, with two (2) additional one-year options to extend the term, for a possible total term of five (5) years.

VI. HOW TO OBTAIN A COPY OF THIS RFP

A copy of this RFP and any addenda to it can be found on the following websites:

Sacramento County Department of Airports Website:
http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:
[Procurement Portal](#)

VII. MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE

A Mandatory Virtual Pre-Proposal Conference is scheduled for February 11, 2026, from 1:30 P.M. to 3:30 P.M. PT. The purpose of the conference will be to discuss the requirements and objectives of this RFP. Department representatives will be available to answer questions from interested companies.

Please email Aubrie Hollars at HollarsA@Saccounty.gov to attend the Mandatory Pre-Proposal Conference. Attendance requests will be accepted until 12:00 P.M. on February 10, 2026.

Your e-mail should include your company's name and the names, phone numbers, and email addresses of those who will be attending the conference. Only two (2) representatives from any one (1) prospective proposer will be allowed. Attendance will be verified using this information. Once an attendance request is received, Department staff will send calendar invites to the listed attendees with the necessary log-on information. Failure to attend the Mandatory Pre-Proposal Conference will result in disqualification from further participation in this RFP and consideration for contract award.

VIII. FORMAT OF PROPOSAL

Proposals submitted in response to this solicitation must be prepared in the following format and must address the contents in this Section VIII and Sections IX, X, XI, and XII listed below. The proposal must be signed by an authorized employee or officer to receive consideration.

A. COVER LETTER FOR PROPOSALS

A cover letter must be included with the proposal and must be signed by an individual who is authorized to contractually bind the Proposer. The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Proposer;
2. Name, telephone number, and e-mail address of a designated contact person;
3. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to execute a binding agreement on behalf of the Proposer;
4. Demonstrated understanding of the work to be performed, the commitment to perform the work, and why the Proposer believes it is the best qualified to perform the work;
5. Acknowledgement of any Addenda that may be issued;
6. Acknowledgement that Proposer has reviewed the proposed sample agreement and the Scope of Services contained therein, a copy of which is attached as Attachment 1 to this RFP and incorporated herein;
7. A statement that the Proposer agrees to the sample agreement format, its content and all requirements as presented, including insurance coverage and limits (except as otherwise clearly described in the Proposal; see Section XVIII of this RFP); and
8. State other general information which the Proposer desires to include regarding the Proposer's business organization.

B. EXECUTIVE SUMMARY

The executive summary will list important features of the proposal and must include a statement certifying that the Proposer meets or exceeds the minimum requirements of this RFP.

C. REQUIRED DOCUMENTATION AND FORMS

In addition to the Cover Letter, the following documentation and forms must be completed and attached to the proposal:

1. County of Sacramento Contractor Certification of Compliance Form provided as Attachment 3 to this RFP; and
2. Contractor Identification Form provided as Attachment 4 to this RFP.

D. PAGE LIMITS

Proposals must be typed or printed in a font no smaller than eleven (11) point, on 8.5" by 11" sized pages. The proposal should be concise and must not exceed forty (40) pages, including any marketing materials.

The following items are not included in the page limit count:

1. Cover page;
2. Cover letter;
3. Staff resumes;
4. Contractor team organization chart;
5. County of Sacramento Contractor Certification of Compliance Form; and
6. Contractor Identification Form.

IX. MINIMUM QUALIFICATIONS

The following section describes the minimum required qualifications a Proposer must demonstrate to be eligible to submit a proposal. Proposals that do not meet these minimum qualifications will not be further evaluated or considered.

It is the respondent's responsibility to incorporate all pertinent information to effectively present a proposal and to communicate the respondent's qualifications. All respondents are required to thoroughly

review all Attachments detailing services required, specifications, and required reports.

- I. The Proposer must be registered with the California Secretary of State and permitted to conduct business in the State of California.
- II. The Proposer must have a minimum of five (5) years of airport financial management consulting experience.
- III. The Proposer must have provided airport financial consulting services to at least three (3) commercial airports (medium or large hub) since January 2021 (identify as described in Sections X and/or XII below).
- IV. Proposer must maintain insurance and worker's compensation policies that meet or exceed the minimum requirements of the Department.

X. STATEMENT OF QUALIFICATIONS

The selected Proposer must successfully demonstrate the capability to provide the services described in this RFP. Responses to this RFP should contain sufficient information to demonstrate qualifications and experience and cite previous examples of success and must respond to the following questions and include the following information:

- I. Describe previous work (within the past 5 years) by the Consultant that demonstrates experience specifically related to airport financial consulting services. Make sure to include any aviation and transportation related work performed. For each response provide:
 - A. Date(s) services were provided.
 - B. Identification of team member(s) who were instrumental in providing the described services.
 - C. A brief summary of the services provided and methodology used.
 - D. A summary of the results obtained.

- E. Provide a complete list of all airports for which the respondent is currently providing financial consultant services and briefly identify the specific services provided and indicate the expiration date of the term of the agreement(s).
 - F. Provide a complete list of all clients for which the respondent is currently providing airport financial consultant services and briefly identify the specific services provided and indicate the expiration date of the term of the agreement(s).
 - G. Provide a minimum of two examples of successful financial strategic plans.
 - H. Provide a summary of your firm's experience and qualifications and an explanation of what differentiates your firm from your competitors.
- II. Demonstrated experiences in the areas of:
- A. Feasibility Studies (e.g. Reports of the Airport Consultant) to support the issuance of General Airport Revenue Bonds.
 - B. Financial strategy development including rate covenant impact and financial planning.
 - C. Capital improvement financial assessment and development of new/alternative funding sources.
 - D. Prepared FAA-approved PFC applications that involve leveraging PFCs.
 - E. Preparation of Customer Facility Charge (CFC) proposals.
 - F. Experience in concession financial planning including rental car concession revenue analysis and forecasting.
 - G. Airport rental car concession agreements and CONRAC planning

III. Expert knowledge of, and practice in complying with, FAA regulations pertaining to airport financial management practices, including "FAA Policy on the Use of Airport Revenue", "FAA Policy on Airline Rates and Charges", FAA Grant Assurances for Airport Sponsors,

IV. Key Personnel Experience

A. Identify and provide a detailed resume for the proposed project manager for this assignment, including full work history, special qualifications and demonstrated experience.

B. Provide resumes for each member of your staff or team members proposed to be assigned to this project.

XI. FEE STRUCTURE, PROPOSAL COST, AND SCOPE

Please include the hourly rates for the project with a detailed breakdown of costs for all Airport Financial Consulting services included in the scope of work. Clearly identify any overhead multipliers or other fees not covered by the stated hourly rates, if applicable. Proposer shall include a proposed Fee Schedule for the initial three (3) year agreement and the two (1)-year term extensions. The terms of the resulting agreement will be subject to negotiation with the successful entity. The agreement will be executed using the Department's standard agreement, in the form attached as Attachment 1.

The terms of the resulting agreement will be subject to negotiations between the Department and the successful Proposer. Include anticipated hours for all employees proposed and justification of hours to complete the Scope of Services.

XII. REFERENCES

Provide the following information for at least five (5) clients with direct experience with your company, within the last five (5) years that can be contacted to provide a reference. Please include:

A. Company name;

B. Contact name;

- C. Contact title;
- D. Address;
- E. E-mail address;
- F. Telephone number; and
- G. Services performed.

Note that the Department reserves the right to contact past or current clients not provided by the Proposer and may evaluate those clients with the same consideration as those provided by the Proposer.

XIII. RFP TIMELINE

The table below describes the estimated timeline for the RFP process through award of agreement:

Dates	Event
February 4, 2026	Issuance of RFP
February 10, 2026 12 P.M. PT	Deadline to RSVP for Mandatory Virtual Pre-Proposal Conference
February 11, 2026	Mandatory Virtual Pre-Proposal Conference
February 24, 2026 12 P.M. PT	Deadline for submitting questions
March 10, 2026	Addenda issued if necessary, including Department’s responses to questions
March 17, 2026 12 P.M. PT	Proposals Due
April 14, 2026	Interview with the highest-ranked Proposers
May or June, 2026	Anticipated effective date of agreement with selected Proposer

The Department reserves the right to modify, at its sole and absolute discretion, this schedule and any specific deadlines, including the selected Proposer’s service start date.

XIV. EVALUATION OF PROPOSALS

The RFP evaluation process will include a specific focused review of each proposal by a panel of evaluators. Each proposal will be evaluated against other proposals received. Proposals must be

formatted and headlined in the order of Sections IX – XIII, indicated above, and must clearly answer / describe and or demonstrate all the required information requested herein.

Proposals will be evaluated based on the following criteria in the table on the following page:

Category	Points Towards Overall Score
Completeness of Response	Pass/Fail
Minimum Qualifications	Pass/Fail
Attendance to Mandatory Virtual Pre-Proposal Conference	Pass/Fail
References	Pass/Fail
Experience & Qualifications	40
Approach to Airport Financial Consulting	40
Cost Proposal	20
Total	100

Proposals will receive a final score based on the average of scores from the evaluation panel. The top Proposers based on the final score may be required to attend an in-person interview, which will serve as the basis for the panel’s final decision for award.

XV. QUESTIONS

All inquiries regarding this RFP and any request for clarification of the contents of this RFP must be directed in writing, via e-mail to Aubrie Hollars at HollarsA@saccounty.gov no later than February 17, 2026, at 12:00 P.M. Pacific Time.

Interested parties are hereby notified of the following:

- A. Telephone inquiries will not receive a response.
- B. Proposers are not to rely on oral instructions or clarifications to this RFP.
- C. If modifications to this RFP are necessary, the Department will respond in writing via addendum, which will be posted to the following websites:

Sacramento County Department of Airports Website:
http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:
[Procurement Portal](#)

- D. Interested parties are encouraged to regularly check OpenGov and the Department's web site for possible updates to this RFP.
- E. Contact with or lobbying of any County representative other than Aubrie Hollars regarding this solicitation prior to the notice that the Proposer is or is not recommended for award is cause for disqualification.

XVI. BACKGROUND CHECKS

The selected Proposer's staff that will be working on-site unescorted or who require access to SMF, MHR, and SAC must:

- Pass the Departments background check; and
- Obtain an Airports access badge to conduct work in secured areas.

XVII. CONDITIONS

A. FAA GENERAL CONTRACT PROVISIONS FOR SOLICITATIONS

The contractor shall, at all times during the term of the agreement, comply with the provisions of the "Federal Aviation Administration (FAA) General Contract Provisions for Solicitations" (FAA Solicitation Provisions) and any subsequent revisions, updates, or amendments thereto. The most current version of the FAA Solicitation Provisions are included as Attachment 1 of this RFP.

B. DEPARTMENT'S RIGHT TO NEGOTIATE AGREEMENTS

The Department reserves the right to negotiate agreements with companies outside of the RFP process, even if such companies did not participate in the RFP process. The Department also reserves the right to not execute an agreement with any

Proposers. The Department accepts no liability for any costs incurred by Proposers to prepare and submit responses to this request.

C. PUBLIC DISCLOSURE OF RFP DOCUMENTS

The County will treat all information submitted in a proposal as available for public inspection once negotiations with the selected party have been completed. If copies of proposals are included with Board materials, the County will make such documents available for public inspection once staff has made a recommendation for award.

If a Proposer believes protected data is included in its proposal, the Proposer shall clearly identify the data and provide the legal basis in support of the asserted classification. Proposer must present such information separately as part of its proposal OR type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the proposal which Proposer believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected as such under any applicable law.

In order for the County to assert the confidentiality of any such information in the event a Public Record Act request is received, the Proposer must request, execute and submit a County-prepared written agreement to defend and indemnify the County for any liability, costs and expenses incurred in asserting such confidentiality.

The final determination of whether the County will assert a Proposer's claim of confidentiality shall be at the sole discretion of the County. Any information determined to be non-confidential shall be considered a public record. If the County determines that your information does not meet the criteria for confidentiality, you will be notified of the County's intent to release the public record pursuant to any Public Records Act request.

The Proposer agrees, as a condition of submitting its proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage, which may result from a breach of confidentiality related to the proposal. The Proposer

agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the California Public Records Act, including legal fees and disbursements paid or incurred to enforce this provision.

D. TAXATION

Contractor shall cooperate with the County in all matters relating to taxation and the collection of taxes. It is the policy of the County to self-accrue use tax associated with its contracts. The use tax which is self-accrued will be remitted to the California State Board of Equalization designating the County as the place of business for the purpose of allocating local sales and use taxes.

E. NO CONFIDENTIAL OR PROPRIETARY INFORMATION

All information given to the Department or the evaluation panel in any correspondence, discussion, meeting or other communication before, with or after submission of a proposal, either orally or in writing, will not be deemed to have been, given in confidence and may be used or disclosed to others for any purpose at any time without obligation or compensation and without liability by the Department of any kind whatsoever. Evaluation scoring forms used by the evaluation panel are likewise considered public information subject to the California Public Records Act and will be available upon request after execution of an Agreement for services pursuant to this RFP.

XVIII. NEGOTIATION OF AGREEMENT

The selected Proposer shall execute an agreement with the County of Sacramento, using the standard agreement promulgated by the Office of the County Counsel. Any requested revisions, deletions, or additions, to the language in the attached sample agreement shall be clearly set forth in the Proposal for the Department's consideration. The agreement must be reviewed and approved by County Counsel prior to execution. The final agreement will be executed with electronic signatures via DocuSign.