



County of Sacramento

September 13, 2021

To: Prospective Proposers

From: Sherrie Antonio
Administrative Services Officer 1
Sacramento County Department of Airports

Subject: Addenda # 1 - Request for Proposals Organizational Development Consulting Services - Sacramento International Airport

Addenda # 1 to the Request for Proposals (RFP) Organizational Development Consulting Services includes clarification to the minimum qualifications of the RFP.

Section **VIII MINIMUM QUALIFICATIONS** is amended and replaced as follows:

VIII MINIMUM QUALIFICATIONS

The following section describes the minimum required information that must be submitted with each proposal. Incomplete proposals will be rejected. It is the Proposer's responsibility to incorporate all pertinent information to effectively present a proposal and to communicate the Proposer's qualifications. All Proposers are required to thoroughly review all Attachments detailing services required, specifications and required reports.

- A. Successful proposers must have five (5) or more years of continuous experience within the last ten (10) years in providing organizational and leadership development services. That experience must include proven successful change management for at least three organizations, including plans to facilitate the sustainability of organizational development and culture change.
- B. Successful proposers must have applicable expertise and be regularly and continuously engaged in the business of executive coaching, organizational/leadership development, learning behavior, strategic planning, systems thinking and/or related fields.

- C. Successful proposers must maintain insurance and worker's compensation policies that meet or exceed the minimum requirements of the County.
- D. Successful proposers must maintain a qualified business license prior to execution of an agreement.
- E. Submit full and complete answers in response to questions in this RFP, numbered consecutively, with all requested information attached. Use additional forms and provide as much written text as necessary to effectively communicate the proposed concept and qualifications.
- F. Provide written clarification or additional information within two (2) business days of request to any written request for such information by the County during the Proposal review and evaluation process.
- G. Submit a complete proposal.