



County of Sacramento

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October 7, 2021

To: Prospective Proposers

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

**Subject: Addenda # 3 - Request for Proposals Organizational Development Consulting Services - Sacramento International Airport**

Addenda # 3 to the Request for Proposals (RFP) Organizational Development Consulting Services includes answers to questions received by the deadline that were not included in addenda # 2 and an updated RFP timeline.

The Sacramento County Department of Airports (Department) received five (5) questions in response to the RFP that were received by the deadline and not included in addenda #2. Listed below are the submitted questions along with the Department's responses. The questions are represented in the original format exactly as submitted to the Department. No spelling or grammatical corrections were made to any question.

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1. The Given that everyone has a busy schedule, what is the expected frequency of the meetings/workshops; quarterly, monthly or some other pattern?

**Answer:** The Department is considering three to four initial meetings scheduled monthly then transition to quarterly meetings.

2. How much time will participants be able to devote for each training/teambuilding session; full-day, half-day, 2-3 hours?

**Answer:** For the purpose of scope and cost development, plan for half-day meetings for these engagements.

3. Is the platform for delivery of the meetings/workshops to be virtual, in-person or some combination?

**Answer:** Plan for a hybrid model of delivery with all in-person meetings as the primary platform and virtual platform being made available to those who are not able to attend in person.

4. When/if necessary, would the entire team be able to attend a meeting/workshop?

**Answer:** If necessary, yes.

5. In the Org Chart, are the individual in the dashed boxes and dasher reporting lines involved in this project or are they outside contractors?

**Answer:** Most of the staff members in dashed boxes or have a dashed reporting line will be involved in this project.

**Updated RFP Timeline:**

<b>DATE</b>	<b>ACTION</b>
September 1, 2021	Issuance of RFP
September 24, 2021	Deadline for submitting questions
October 1, 2021	Addenda issued (if necessary)
October 22, 2021	Proposal due date
November 5, 2021	Interview invitation letters sent to proposers (if necessary)
November 16, 2021	Proposer interviews (if necessary)
January 20, 2022	Award recommendation letters sent to proposers
January 25, 2022	Recommendations of selection presented to County Board of Supervisors
January 28, 2022	Pre-Agreement meeting (if necessary)
February 1, 2022	Effective date of Agreement with selected proposer