



County of Sacramento

August 2, 2023

To: Prospective Proposers

From: Sherrie Antonio
Airport Economic Development Specialist
Sacramento County Department of Airports

**Subject: Addendum #1 – Digital Transformation Consulting Services
Request for Qualifications and Experience - Sacramento International
Airport**

Addendum #1 to the Digital Transformation Consulting Services Request for Qualifications and Experience (RFQ&E) includes answers to questions received by the deadline.

The Sacramento County Department of Airports (Department) received eleven (11) questions regarding the RFQ&E. 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 County. No spelling or grammatical corrections were made to any question.

1. Is this engagement subject to use tax if the services are delivered by a firm with its' headquarters located in another state?

Answer: Consulting services would be subject to sales/use tax in California if there is no transfer of property (sales or installation of equipment). Based on the scope of work in the RFQ&E, the selected contractor would only provide consulting services, and no sales or installation of equipment by the consultant is anticipated.

2. In what format do you wish exceptions to the master agreement to be submitted?

Answer: Any exceptions to the standard agreement template provided as attachment two (2) to the RFQ&E should be submitted as an attachment

and included in both the PDF and Word copy of the SOQ&E submitted as a response to the RFQ&E. Showing desired deletions, additions, or edits to template language in track changes is desired and would facilitate a streamlined review process but is not required. Exceptions to the standard agreement do not count against the total page count.

3. In page 6 of the pdf, under "Deadline" the RFQ states that we must submit one (1) digital copy of the submittal in both Adobe Acrobat and Microsoft Word, or a compatible program. We sometimes work in InDesign as this allows for more creativity with the SOQ layout. Is InDesign a compatible program or are we limited to Adobe and Word?

Answer: The digital copy must be submitted in both PDF and Microsoft Word file formats.

4. SOQ&E Format - In page 6 of the pdf, under "Deadline" the RFQ states that we must submit a digital copy of the SOQ&E by email to Antonios@saccounty.gov. However, in page 7 of the PDF under section VII. B. "Required Documentation and Forms," the RFQ&E states the department must receive one (1) un-bound reproducible original SOQ&E marked "original" and five (5) printed and bound copies of the SOQ&E, as well as a digital pdf copy on a portable media device. Can you please confirm whether the SOQ&E needs to be printed and delivered, if so, to what location, OR if we need to submit the SOQ&E via email to the contact provided?

Answer: The SOQ&E does not need to be printed and physically delivered; only the electronic copies need to be submitted.

5. Can we include tabs/section dividers and if so, are they included as part of the page count?

Answer: Yes, section dividers may be included. Dividers do not count against the total page count.

6. Can you clarify whether the goals for minority and female participation listed on page 16 of the pdf under the requirement for affirmative action/equal employment section are goals the consultants/contractors must meet with their internal workforce OR whether these are MBE/WBE subcontracting goals?

Answer: The Department's general goal is 6.24% but there is no specific requirement for this agreement. DBE participation is encouraged, but proposers that are DBEs are not given preferences in the Department's evaluation process or selection for contract award. DBE participation is reported to the FAA for informational purposes only.

7. Is there a DBE goal for this contract?

Answer: The Department's general goal is 6.24% but there is no specific requirement for this agreement. DBE participation is encouraged, but proposers that are DBEs are not given preferences in the Department's evaluation process or selection for contract award. DBE participation is reported to the Federal Aviation Administration for informational purposes only.

8. Are there any limitations on the billing rates?

Answer: The total maximum payment amount to Contractor is \$500,000. Billing rates should consider this maximum payment amount.

9. Assuming that the scope of work is to provide an advisory/consultancy on the digital transformation for the airport, will there be a separate RFP to support the procurement and implementation of the systems?

Answer: Yes.

10. Are there any other systems or technologies besides the ones that are listed in the scope of services section that will need to be added as part of the digital transformation?

Answer: The scope in III. B. of the RFQ&E called the topics listed "possible areas of digital transformation" and, in the course of providing advice on those topics, the selected contractor may provide advice on other areas of digital transformation. The total maximum payment amount would still apply to any such additional work.

11. Do you anticipate work needed to be done onsite or remotely?

Answer: The Department anticipates a mix of onsite and remote work.