



October 19, 2026

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI #1, Q & A, IFB # GS-03-26

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the IFB for Guest Survey. All terms and conditions of the original IFB notice remain unchanged.

Questions and Answers

Questions:

1. Part V requires a project manager and one qualified alternate point of contact during the data collection and reporting period. Must the alternate contact be an employee of the bidder, or may it be another designated individual approved by the District?

Answer: The alternate point of contact must be an employee of the bidder.

Survey design, translation, and data

2. Does the use of a professional translation service for the Spanish-language survey constitute subcontracting under the no-subcontracting provision in Part V, Section A.1?

Answer: The use of a qualified, accredited professional translation service for the Spanish-language survey is permitted and will not be considered subcontracting for purposes of the no-subcontracting provision in Part V, Section A.1.

3. Will the District provide prior years' questionnaires and response-level data so that longitudinal items and year-over-year comparisons can be maintained?

Answer: Yes. The District will provide prior-year questionnaires and available response-level data to support continuity of survey questions and year-over-year comparisons.

4. Will the District supply the guest email list for post-event invitations, or deploy invitations through its own email system? Approximately how many email addresses were included in the most recent OC Fair survey distribution?

Answer: The District issue post-event invitations through its own email system. The District's database contains approximately 500,000 email addresses.

Fielding and daily reporting

5. How many completed responses did the most recent OC Fair survey receive in total? How many of those were collected during the fair through QR codes, as opposed to post-event email?

Answer: The most recent OC Fair survey received approximately 6,000 completed responses. Responses were collected through both onsite QR codes and post-event email invitations.

6. Since the survey is distributed primarily by email following the event, what data source does the District anticipate the daily reports will draw on during the fair?

Answer: The District requires daily reporting to identify emerging issues and trends while the Fair is in progress, allowing the District to respond to guest feedback and address issues in real time.

7. Would daily topline and business-unit reports delivered through an automated, regularly refreshed reporting format satisfy the daily reporting requirement?

Answer: The District requires both daily topline reporting and specialized/business-unit reporting as specified in the IFB. An automated, regularly refreshed reporting format may be acceptable, provided it delivers all required information, reporting frequency, and business-unit detail specified in the IFB and is approved by the District.

8. Who is responsible for producing, printing, and placing the onsite QR code signage?

Answer: The District will be responsible for producing, printing, and placing the onsite QR-code signage. The selected contractor will be responsible for providing the appropriate QR codes and ensuring that the survey links and codes are functional.

Pricing and the bid form

9. On the Financial Proposal Bid Form, the 50-hour estimate for administration, data collection, daily reporting, analysis, and final deliverables covers 23 fair days with seven to nine daily deliverables each. Can the District share the approximate hours used in prior years for this work?

Answer: The 50-hour estimate provided in the Financial Proposal Bid Form is intended as an estimate for bidding purposes and is not based on a guaranteed number of hours from prior years. Bidders should use their professional judgment and experience to determine the level of effort necessary to fulfill all requirements of the IFB.

10. On the Interim Event Survey Services form, how should bidders calculate the "Total Annual Per Year" figure from the hourly rates listed?

Answer: To quantity for the Interim Event Survey services, the District will calculate the average hourly rate of all listed personnel multiplied by 50 hours per year for all five years.

11. Is the annual planning meeting expected to be held in person, or may it be conducted virtually?

Answer: The annual planning meeting will be conducted virtually.

Insurance and compliance

12. If no vehicles will be used on District property, does the automobile liability insurance requirement in Exhibit E apply?

Answer: Automobile liability coverage is not required if Contractor is not going to be on the fairgrounds operating vehicles. However, if they will be operating vehicles in connection with their operations or services under the agreement, then they would need to provide that coverage.

13. Proof of insurance is required within five days of award in Part V, within fifteen days of award in Exhibit H, and fifteen days before contract start in Part II. Which deadline governs?

Answer: 15 days before contract start.

14. Does use of AI-assisted features built into a standard survey platform (for example, automated text analysis of open-ended comments) require submission of the GenAI Reporting and Factsheet (STD 1000)?

Answer: Yes. The Contractor must complete STD1000 after the contract is awarded-.

Schedule

15. The Tentative Schedule lists the proposed contract start as January 1, 2026. Please confirm that the intended start date is January 1, 2027.

Answer: Yes. The intended contract start date is **January 1, 2027**. The January 1, 2026 date shown in the Tentative Schedule was a typographical error.

This RFI will be incorporated as part of the Contract.

If you intend to submit a bid in response to this IFB, please send an email to ifb@ocfair.com to confirm that you have received this RFI No. 1.

-End RFI #1-

Generative Artificial Intelligence (GenAI) Reporting and Factsheet

Section 1: Bidder / Offeror / Contractor Information

Solicitation / Contract		Number Bidder ID / Vendor ID (optional)	
Business Name		Business Telephone Number	
Business Address	City	State	Zip Code
Contract / Description of Purchase			

Section 2: Disclosure and Factsheet

Will you and/or your subcontractor(s) be using or offering GenAI technology, model, service, or system (collectively, “product”)? ☐ Yes ☐ No (If no, skip to Signature section of this form.)

If yes, provide details regarding the GenAI system. See *GenAI Reporting and Factsheet Instructions* at the end of this form for more information.

Failure to provide information requested on this form may result in disqualification or may void any resulting contract.

1. GenAI Model Name, LLM Version (including number of parameters) & list ALL model names/owners for the solution or offering	
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2. (GenAI powered, or driven), applications / product owner	
3. Product Description	
4. Use Case(s)	
5. Intended Information Domain	
6. Explain how the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.	

Signature

By signing this document, I have identified and reported any GenAI use in the performance of this contract. If any new or previously unreported GenAI use is identified in the future in the performance of this contract, we will complete and submit to the State an updated STD 1000.

SignatureDate

Submit completed form to the awarding department

GenAI Reporting and Factsheet Instructions

Please use the following definitions and instructions to complete the GenAI Reporting and Factsheet:

1. GenAI Model Name, LLM Version (including number of parameters) & list ALL model names/owners for the solution or offering
 - a. Definition: The unique identifier or name assigned to the specific GenAI model or service.
 - b. Purpose: Allows users to refer to and distinguish between different GenAI models.
2. (GenAI powered, or driven), applications/product owner:
 - a. Definition: The name of the organization or entity responsible for creating or deploying the GenAI model or service.
 - b. Purpose: Helps identify the source and accountability for the GenAI system.
3. Product Description:
 - a. Definition: A concise summary of the GenAI model's purpose, functionality, and key characteristics.
 - b. Purpose: Provides a high-level understanding for users and stakeholders.
4. Use Case(s):
 - a. Definition: The intended use or goal of the GenAI model (e.g., image recognition, natural language processing, text summarization).
 - b. Purpose: Helps users assess whether the GenAI model aligns with their needs.
5. Intended Information Domain:
 - a. Definition: The context, subject matter, or domain for which the GenAI model is designed to operate effectively.
 - b. Purpose: Helps users determine if the GenAI model is suitable for their specific use case.
6. Adverse Impact:
 - a. Explain below how you are ensuring the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.
7. Signature:
 - a. The signatory for the Contract shall also sign the STD 1000