November 5, 2026

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: Addendum #1, RFP # SS-12-26

The purpose of this addendum is to revise the components of the Request for Proposal (RFP) for Sponsorship and Advertising Sales Services. All terms and conditions of the original RFP remain unchanged.

Document to be revised as follows:

I. RFP, page 14, SCOPE OF SERVICES, Section A. Minimum Qualification Requirements, number 1.

Original: 1. Contractor and/or Contractor Personnel shall have demonstrated knowledge, experience, expertise, and ability to complete the overall scope of work specified.

Delete: "and/or Contractor Personnel"

Revised to read as follows:

1. Contractor shall have demonstrated knowledge, experience, expertise, and ability to complete the overall scope of work specified.

Original: 2. Contractor and/or Contractor personnel shall have documented evidence of five (5) years of relevant experience providing similar sales services for at least three (3) businesses similar to the OC Fair & Event Center.

Delete: "and/or Contractor personnel"

Add "and volume" after the word "experience".

Revised to read as follow:

2. Contractor shall have documented evidence of five (5) years of relevant experience and volume providing similar sales services for at least three (3) businesses similar to the OC Fair & Event Center.

II. RFP page 20, Section B. SCORING PROCESS, number 1. Company History and Personnel. b-c.

Original: *Describe the background and professional experience of Bidder's management team. Attach an organization chart including personnel that would be assigned to this contract. Provide a listing of the key staff who will supervise the contract, detailing the qualifications and responsibilities of those key members.*

Add: "and subcontractor if applicable" after team.

Revised to read as follows: Describe the background and professional experience of Bidder's management team and subcontractor if applicable.

To comply with addenda/addendum/RFI requirements, bidders must confirm receipt using **one** of the following methods:

- Reply directly to this email with the confirmation text: *"Received RFI #1, Addendum #1"*, **OR**
- Note *"Received RFI #1, Addendum #1"* in the top right-hand corner of the Financial Proposal Bid Form.

Both options will be accepted as valid confirmation. **Failure to acknowledge Addendum #1, RFI #1 by the bid due date, and time, will result in disqualification.**

Thank you.

-End Addendum #1-