

Addendum 1
To RFP 25-1049 for Executive Coaching Services
Questions and Answers

Issued on September 12, 2024

RFI #	Question/RFI	Answer/Clarification
1.	How many individuals require coaching for this engagement? Is the CFO and Deputy CEO the same person, or two different individuals? Please confirm if there are others unnamed in the RFP who would be receiving leadership services.	The role of “Deputy CEO and CFO” is a promotional role for the existing CFO, adding new responsibilities. There are three (3) corporate officers that will be included in this engagement: <ul style="list-style-type: none"> 1. President & CEO 2. Deputy CEO & CFO 3. COO
2.	Can companies located in other states besides California bid on this engagement? Would it make sense to have a firm from Florida participate? Some sessions can be conducted in person, while others can be conducted digitally.	Yes, Corporation will consider companies outside of California.
3.	It has only been a few months since we started operating as a firm. However, we have years of experience working with leaders and teams. Do you need actual customers in this new firm, or would this be a valid experience?	Corporation will consider your proposal based on the coaching team’s relevant experience with C-suite executives, even if that experience predates your firm’s establishment.
4.	How did Corporation identify coaching companies for this RFP?	Corporation used a variety of sourcing methods to advertise this RFP.
5.	Is there already a preferred or current coaching company in place?	No.
6.	How many companies is Corporation requesting a proposal from?	Multiple companies are sent the RFP for consideration. The RFP is also available to the public through Corporation’s website: Procurement - San Diego Convention Center (visitsandiego.com)
7.	Who has the final decision on contract award?	The evaluation committee is a select group of individuals that Corporation has determined would be best equipped to evaluate the criteria as outlined in Section 1, Subsection 11 of the RFP – Bidder Evaluation.

8.	How much has Corporation budgeted on a per-leader basis or on a programmatic basis?	Corporation anticipates that the total budget for this engagement will likely fall within the range of \$75,000 to \$100,000 for the approximately nine (9) month period, depending on the level of customization and the services provided. Additionally, Corporation is open to considering proposals for ongoing or ad-hoc coaching support beyond the initial engagement.
9.	Do Bidders need to “register as a vendor” on Corporation’s website to receive updates about addenda, or will it be posted to the public under the RFP?	Bidders do not need to register on Corporation’s website. Any addenda issued for this RFP will be posted on Corporation’s website at: <u>Procurement - San Diego Convention Center (visitsandiego.com)</u>
10.	In terms of format, would Corporation prefer Bidders to turn in one (1) document that includes all required information, or attach separate documents for cost proposal, company resume, sample deliverables, bidder qualification statement, etc.?	Corporation prefers one (1) document that includes the completed Bid Form and all required submittals attached.
11.	Is it suggested that Bidders personalize the proposal to match their organization’s colors/graphics?	This is not required.
12.	Is there anything else that needs to be filled out or signed besides the Bid Form, Bidder Qualification Statement, and Business Ownership Declaration?	<p>There are no additional documents that need to be filled out, but additional submittals are required.</p> <p>To provide a complete Bid for this RFP, Bidders must provide a completed Section 3 of the RFP – Bid Form (pages 9-12 of the RFP) along with the following submittals listed within the Bid Form:</p> <ul style="list-style-type: none"> • Cost Proposal • Company Resume • Work Plan, Approach, And Methodology • Sample Deliverables • Client Portfolio and References

This Addendum and all RFP documents are available for download at: [Procurement - San Diego Convention Center \(visitsandiego.com\)](http://Procurement - San Diego Convention Center (visitsandiego.com))