



Procurement Department

## ADDENDUM 1

**File: 2008-918-26-5052**

**Title: Public Relations Consulting Services**

**Please Note the following Changes:**

**The Bid opening has changed to September 29, 2020 at 2:00 p.m.**

**The following questions have been asked:**

**Question 1: What is the budget range for the project?**

**Answer 1: Formal Solicitations are used when the award is expected to exceed \$50,000.**

**Question 2: What is the length of this contract? (Ex. one-year, two-year)**

**Answer 2: A one (1) year firm fixed contract with the option to renew at the sole discretion of SAHA for up to four (4) additional one year periods.**

**Question 3: Who was your most recent agency?**

**Answer 3: The most recent contract was with Creative Civilization.**

**Question 4: Section 3: Should an agency be able to support the contract requirements without the need for additional resources, does the 3% requirement for Section 3 subcontractors still apply? i.e., is the hiring of subcontractors mandatory to satisfy requirements of the contract?**

**Answer 4: It is not a requirement for a Contractor to hire people that are not needed. The Contractor can work with the Section 3 Coordinator to meet their Section 3 goals.**

**Question 5: When will the Non-Mandatory Pre-Proposal Conference take place / will it be virtual this year?**

**Answer 5: Due to ongoing gathering restrictions a pre-submittal meeting will not be held.**



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**Question 6: Do the responses have to be mailed or are they able to be delivered at 818 S. Flores, San Antonio, Texas 78204?**

**Answer 6: They can be mailed, couriered or delivered but must be received and date stamped by SAHA prior to the date and time indicated in the solicitation unless the deadline has been extended by addenda.**

**Question 7: Do we have to be part of section 3 program?**

**Answer 7: Submitting a Section 3 compliance plan is a requirement.**

**Another addendum will be forthcoming to address additional questions that have been asked and are pending answers from the end user.**

**By: Patti Keller**

**Date: September 16, 2020**

**Purchasing Agent**