



May 20, 2024

**ADDENDUM NUMBER 1  
TO  
REQUEST FOR PROPOSALS NO. ARTS-100017  
FOR  
STRATEGIC PLANNING, RETREAT PLANNING, AND MEETING FACILITATION SERVICES**

On May 6, 2024 the County of Los Angeles (County) Department of Arts and Culture (Arts and Culture) released a Request for Proposals (RFP) for Strategic Planning, Retreat Planning, and Meeting Facilitation Services.

Pursuant to Section 8, County's Rights and Responsibilities, Subsection 8.3, County's Right to Amend Request for Proposals, Arts and Culture has the right to amend the RFP by written addendum. This Addendum Number 1 amends this RFP as indicated below (new RFP language in **highlight** and revised or deleted language in ~~strikethrough~~ for easy reference).

1. RFP Section 4 – Proposal Requirements and Materials, Subsection 4.2 Proposal Materials, Part 1. Services, a) Background and Experience shall be amended as follows:

**4.2 Proposal Materials**

**Part 1. Services (800 Points Maximum Total)**

**a) Background and Experience** (400 points Maximum) – Provide a summary of qualifications and experience (maximum five (5) pages) conducting strategic planning processes, facilitating meetings, and negotiation/mediation. Include brief biographies of any key staff, consultants, or subcontractors who would work on this project. Include in the summary narrative descriptions of at least three (3) projects where you have conducted strategic planning processes, facilitated meetings and mediated conflict for a government agency, **or political advisory body, nonprofit organization and/or arts and culture organization**. Up to three (3) client feedback and/or letters of recommendation may be attached to this section.

Pursuant to RFP, Section 8, County Rights and Responsibilities, subsection 8.3, County's Right to Amend Request for Proposals, Proposers are reminded that should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. Addendum Number 1 has been made available on the Department of Arts and Culture website at <https://www.lacountyarts.org/> and on the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number 1, there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.