



## **NOTICE TO OFFERORS**

December 19, 2023

### **AFFILIATED AGENCIES**

*Orange County  
Transit District*

*Local Transportation  
Authority*

*Service Authority for  
Freeway Emergencies*

*Consolidated Transportation  
Service Agency*

*Congestion Management  
Agency*

*Service Authority for  
Abandoned Vehicles*

**SUBJECT: Request for Proposal (RFP) 3-3026 "Diversity, Equity, Inclusion and Belonging Training Services"**

**All Offerors:**

This letter shall serve as **Addendum No. 3** to the above RFP issued by the Orange County Transportation Authority (Authority or OCTA). Offerors are reminded that the proposal submittal due date is at or before **2:00 p.m., December 27, 2023**.

Offerors are advised of the following:

1. The solicitation number was incorrectly posted. The correct solicitation number is **RFP 3-3026**.
2. The Price Summary Sheet has been revised to reflect the correct solicitation number, which is presented as Exhibit B, Revised Price Sheet attached to this Addendum No. 3.

Offerors are reminded to acknowledge receipt of this Addendum No. 3 in their transmittal letter and Exhibit B, "Revised Price Summary Sheet." All changes addressed in this Addendum No. 3 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 3 should be directed to the undersigned at [gtorres@octa.net](mailto:gtorres@octa.net).

Sincerely,

Gina Torres  
Contract Administrator  
Contracts Administration and Materials Management

**ADDENDUM NO. 3 TO  
RFP 3-3026  
EXHIBIT B**

**REVISED PRICE SUMMARY SHEET**

Enter below the proposed price for the tasks described in the Scope of Work, Exhibit A. Prices shall include direct costs, indirect costs, tax, and profits. The Authority's intention is to award a firm-fixed price contract for a five (5)-month term.

**Effective through June 30, 2024**

Task	Description	Fixed-Firm Price
1	Meet with Project Team	\$ _____
2	Present Workshop Content	\$ _____
3	Conduct Pilot Session	\$ _____
4	Deliver Final Draft	\$ _____
5	Facilitation	\$ _____
Total Fixed-Firm Price		\$ _____

The undersigned, upon acceptance, agrees to provide the service in accordance with the terms, conditions, and requirements as contained in RFP 3-3026 and the supporting documents for all prices proposed.

- I acknowledge receipt of **RFP 3-3026** and Addenda No.(s) \_\_\_\_\_.
- This offer shall remain firm for \_\_\_\_\_ days from the date of proposal.  
(Minimum of 120)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FACSIMILE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNATURE OF PERSON  
AUTHORIZED TO BIND OFFEROR \_\_\_\_\_

NAME AND TITLE OF PERSON  
AUTHORIZED TO BIND OFFEROR \_\_\_\_\_

DATE SIGNED \_\_\_\_\_