



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM #1

To: 1001-924-64-3117
RFP for Facilitator for Executive Retreat
Date: February 1, 2010

Question 1: How many members of the SAHA Senior Staff will be participating in this Retreat?

Answer 1: There will be 17 participates.

Question 2: Do any members have disabilities or limitations?

Answer 2: No

Question 3: Is this the first time this group has participated in this type of goal setting and planning sessions?

Answer 3: Yes

Question 4: Are there any current internal issues that could interfere with this process?

Answer 4: No

Question 5: How many hours or days of direct contact do you expect to be required of the process, pre and post facilitation?

Answer 5: We expect the resource to be available by e-mail and phone to assist the Senior staff with issues and questions prior to and after the retreat. A follow-up visit, as indicated in Answer 7, shall be included in your proposal.

Question 6: The RFQ states the resource must be available 7 days prior to the retreat. Does this mean the resource must be on-site?

Answer 6: No, the resource must be available by e-mail and phone 7 days prior to the retreat.

Question 7: Will a trip to San Antonio for review of the report be required?

Answer 7: Include in your cost, a trip to San Antonio for a half day meeting to review the report and assist staff as needed. In addition, the resource must be available by phone and e-mail to assist staff for the contract period of 90 days from PO receipt.

By: Charles R. Bode
Charles Bode, Asst. Director of Procurement

Date: February 1, 2010