



January 17, 2025

**Sonoma County Water Agency
Supplement to Request for Proposals**

Deadline for Submission

2:00 p.m., Wednesday, January 22, 2025

**RE: SUPPLEMENT NO. 02 TO REQUEST FOR PROPOSALS FOR CONSULTATION SERVICES
RELATED TO RECORDS MANAGEMENT PRACTICES**

This Supplement forms a part of and modifies the Request for Proposals dated
December 18, 2024.

1. INTRODUCTION

1.1. No changes.

2. PASS/FAIL REQUIREMENTS

2.1. No changes.

3. BACKGROUND

3.1. No changes.

4. MINIMUM QUALIFICATIONS

4.1. No changes.

5. LOCAL SERVICE PROVIDER PREFERENCE

5.1. No changes.

6. LIVING WAGE

6.1. No changes.

7. ACCESSIBILITY STANDARDS

7.1. No changes.

8. SUBMITTAL OF PROPOSALS

8.1. No changes.

9. EVALUATION

9.1. No changes.

10. CONTACTS

10.1. No changes.

11. QUESTION(S)/ANSWER(S)

11.1. Sonoma Water responses to questions are for the purposes of interpretation and clarification of the Request for Proposals and shall not be construed as changing, superseding, or contradicting any express term in the Request for Proposals. Questions received are listed below.

- a. Question: I am responding to this RFP and need the Agency's records retention schedule.
- b. Question: In order to determine how much work this will be, and if I want to submit a bid, can you provide me with the Agency's organization chart and current records retention schedule?

Answer: Documents requested in questions a and b above are attached to this Supplement 2. See Attachments 3, 4, and 5 below.

Sincerely,

Brad Sherwood
Assistant General Manager –
Business Services & External Affairs Division

Encs.

c: Silvia Hogan
Lacey Trinh

Attachment 1

No changes.

Attachment 2

No changes.

Attachment 3

Common Accounting and Administrative Records Retention Schedule #7
for Sonoma County Water Agency

Full document is available at: [https://www.sonomawater.org/media/PDF/Projects/RFQ/SCWA
Common Accounting and Administrative Records Retention Schedule 7.pdf](https://www.sonomawater.org/media/PDF/Projects/RFQ/SCWA/Common%20Accounting%20and%20Administrative%20Records%20Retention%20Schedule%207.pdf)

Attachment 4

Retention Schedule for Sonoma County Water Agency

Full document is available at: https://www.sonomawater.org/media/PDF/Projects/RFQ/SCWA_Retention_Schedule.pdf

Attachment 5

Sonoma County Water Agency Organization Chart

Sonoma County Water Agency Position Allocations: 262

Updated: August, 2024

