

**December 21, 2018**

**REQUEST FOR QUALIFICATIONS (RFQ)  
PROFESSIONAL SERVICES  
ALCOSAN DIVERSITY INCLUSION PROGRAM**

**ADDENDUM NO. # 04**

All Consultants submitting under the Request for Qualifications (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

**Acknowledgment of RFQ Addendum:** The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Suzanne Thomas  
Procurement Officer  
ALCOSAN

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Consultant Acknowledgement

\_\_\_\_\_  
Date

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**DRAWINGS/FORMS**

1.

**INFORMATIONAL MEETING**

An Informational meeting was held at the ALCOSAN plant for the above project on December 6, 2018 at 10:00 A.M. (EST) in the O&M Auditorium. Any questions raised at this meeting were answered in a separate addendum.

Additional questions have been submitted.

1. One of the items the project wants the consultant to address is “engagement methods”. Can you provide more detail around this topic? Are you referring to engagement during analysis, people engagement, process engagement or engagement of team for implementation, etc.
  - a. Methods that help to facilitate stakeholders, program champions and implementation team awareness, motivation and commitment in the areas of analysis, implementation and sustainability.