

**Sites Project Authority
Request for Proposals No. 25-03
Purchasing Office Lead**

Addendum 01

The following provides an addendum to the subject RFP.

Revision to 2.0 Anticipated Scope of services and minimum requirement, 3rd bullet:

Current language - The work location is generally remote, with in-person attendance as required in Maxwell, CA, and various locations, mainly within California. Upon completion of investor commitment, it is expected this position will need to be located in proximity to Maxwell and will need to be present in the Maxwell office at least once a week and more often as necessary.

Revised language - The work location is generally remote, with in-person attendance as required in Maxwell, CA, and various locations, mainly within California. **This is primarily a remote position.**

For specific questions regarding the position, you can contact hiring manager Shayleen O'Connell at soconnell@sitesproject.org.

This schedule replaces 6.0 Tentative schedule.

Activity	Date
Release of RFP and post to Sites Authority PlanetBids.	May 14, 2025
Respondents' submission of written questions.	May 23, 2025
Response to written questions posted as an addendum in PlanetBids.	May 28, 2025
Proposals due to Sites Authority.	June 16, 2025, at 2:00 p.m. PST
Selected Respondent(s) interviews held.	During the week of June 30, 2025
Conclude negotiations of Contract terms with highest rated Respondent.	June 27, 2025
Sites Authority Board meeting to consider approval of contract.	July 18, 2025
Initiate Start of Contract.	~ July 21, 2025