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**LOS ANGELES COMMUNITY COLLEGE  
DISTRICT Contracts Office  
770 Wilshire Boulevard, 6th Floor  
Los Angeles, California 90017**

**RFQ Number: REQUEST FOR PROPOSAL (RFP) NO. 21-04 STUDENT FINANCIAL COLLECTION  
MANAGEMENT SERVICES**

**Addendum Number: 1**

**Date: JUNE 21, 2021**

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFP, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE BIDDER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE BIDDER/PROPOSER FROM ANY OBLIGATION UNDER ITS BID/PROPOSAL AS SUBMITTED. THE BIDDER/PROPOSER SHALL IDENTIFY AND LIST IN ITS BID ALL ADDENDA RECEIVED AND INCLUDED IN ITS BID; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE BID NON-RESPONSIVE.

## **NOTICE OF REQUEST FOR PROPOSALS (RFP) NO. 21-04 SCHEDULE CHANGES**

You are hereby notified of upcoming changes in the RFP schedule. The District has deemed it necessary to delay certain due/response dates that were published in the RFP schedule to accommodate recent issues and developments.

It is hoped these schedule changes will afford a more complete RFP response. **The new schedule has yet to be determined.**

Please be sure to **check the website for the revised schedule** and any other addenda issued at:

<http://www.laccd.edu/Departments/BusinessServices/Contract-Services/Pages/Bids-And-Proposals.aspx>

NOTE: It shall be the responsibility of the Proposer to check the website or to appropriately inquire with "DISTRICT" for any addenda issued. All addenda issued by DISTRICT shall become part of the RFP and the Proposer shall acknowledge, in writing, receipt and incorporation of all addenda and clarifications in its response. Specifically, Proposer's acknowledgement of the addenda must be declared in the proposal in Exhibit D.

Failure of the Proposer to receive addenda shall not relieve the Proposer from any obligation under its proposal as submitted. The Proposer shall identify and list in its proposal all addenda received and included in its proposal. The Proposer's failure to identify and list in its proposal all addenda received and included in its proposal may be asserted by the "DISTRICT" as a basis for determining a proposal as non-responsive.

### **Please be reminded: UNAUTHORIZED COMMUNICATIONS**

Proposers shall not, prior to Award, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named above) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) any trustee, officer, employee, or representative of the District; or (2) any consultant, or employee of a consultant, providing the District with assistance, advice, or professional services relating to the matters covered by the RFP Documents

or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in disqualification.