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

RFP Number: 20-04: EXECUTIVE SEARCH CONSULTANT SERVICES

Addendum Number: 2

Date: June 16, 2020

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 FROM ANY OBLIGATION UNDER ITS BID AS SUBMITTED. THE BIDDER 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.

CLARIFICATION(S) REQUESTED BY POTENTIAL PROPOSERS:

NUMBER	QUESTION	EDUCATIONAL SERVICES CENTER RESPONSE
1	Page 14, Section VII, Subsection C states that proposals shall be submitted with: A cover page with the Proposer's name, the title, "RFP 18-15: Student Financial Aid Verification Solution," and submission due date and time. Please confirm whether this is a typo and if this section and our cover page should state "RFP 20-04: Executive Search Consulting Services"	Proposals shall be submitted with a cover page with the Proposer's name, the title, "RFP 20-04: Executive Search Consulting Services" and submission due date and time.
2	In light of COVID-19, will the District accept an electronic submission of our proposal in lieu of the hardcopy submission requested in the RFP?	Proposals submitted via fax, telephone or email will not be accepted.

<p>3</p>	<p>I would like to get clarification on two of the elements described in the scope of services section of the proposal, namely:</p> <ul style="list-style-type: none"> • Provide software, expertise, and assistance with the mailing of individually addressed letters and CEO Profile brochures to all community college chancellors and presidents in the United States. • Mail individually addressed letters to appropriate level administrators in California, and target administrators identified through national databases. <p>Would the Los Angeles Community College District welcome a proposal that did not commit to the services as described, and proposed alternative outreach methods that are aligned with contemporary recruitment best practices?</p>	<p>The District is interested in modalities which will enhance and target the most qualified and diversified workforce. We can certainly review the modalities.</p>
<p>4</p>	<p>The district includes 9 colleges and the scope of work notes the positions are for Presidents and District College Administrators.</p> <p>What range of positions does the "District College Administrators" encompass?</p> <p>Are there specific roles earmarked for recruitment in the coming years throughout the district?</p>	<p>District college administrators include various executive leadership and Sr. Staff positions including deputy and vice chancellor related positions.</p> <p>We have a need to fill college president positions based on incumbent professional desires. The District has averaged at least one college president search a year in the last few years.</p>