



RFP Number: 22-05: **Digital Document and Content Accessibility Remediation Services**

Addendum Number: 1

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 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; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE PROPOSAL NON-RESPONSIVE.

Answers to Questions

Number	Questions	Response
1	Are there any in-person interactions or is this strictly remote?	The intent is that most if not all work would be conducted remotely.
2	Is there a minimal amount of people required for the team?	Per the RFP, there is not a minimum or maximum, however there are years of experience preferred for team members based on their role.
3	Do the forms that require a wet signature or would a digital signature suffice?	All forms require wet-ink signatures.



Number	Questions	Response
4	In Section 5 on page 21, the RFP states, "In your proposal please respond to each question by repeating the question at the top of the section and referring to the question by the numbers used in this RFP." This statement is repeated again in point no. 5 in Section 5.2.2 Required Content of Proposals. Does this requirement only apply to point no. 5 Scope of Services, or would you like each section requirement to be at the beginning of each section in all sections?	Each section of your proposal should contain the question at the top of the section and include the question number that is referenced in the RFP.
5	In what section would the District like for us to include the sample content A-D, as described in Appendix A on page 29, or are they attached separately from the RFP submittal to be tested for accessibility?	Please include sample content A-D as an appendix in your proposal response.
6	1. For the sample remediated Word document and the Word sample to be reformatted, are you looking for the deliverable to be a remediated PDF file? 2.What is implied by "document reformatting"?	1.Yes, provide remediated PDF file. 2. A compliant document.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

Number	Questions	Response
7	<p>1.Are you accepting proposals from international organizations?</p> <p>2.California business license is required so would you accept proposals form a newly registered LLC?</p>	<p>1. No. All Proposers must be licensed to do business in the State of California, as evidenced by registration with the California Secretary of State.</p> <p>2. The Proposer should furnish with its proposal a copy of a current business license issued in California. See Section G-Authorization to Do Business.</p>
8	<p>For new firms starting their digital accessibility services, can we use previous references (not current clients) that would promote the accessibility credibility that the firm would bring?</p>	<p>Each proposer shall include with its proposal, copies of recent letters of reference from no less than three (3) of its current clients.</p>