



RFP Number: 22-06: **Digital Product Accessibility Evaluation 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	Is the pricing meant to be per hour or per product, or are you truly looking for both?	Pricing is meant to be per hour and per product given the vast scope of work.
2	1.Are you accepting proposals from international organizations?  2.California business license is required so would you accept proposals form a newly registered LLC?	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.  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.



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

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3	Would a deadline extension be allowed to account for processing time to obtain a corporate number issued by the California Secretary of State that indicates a vendor is approved to do business in California?	No. Each Proposer is required to possess at the time of submitting its Proposal, and at all times during the RFP process (and, in the case of the Proposer that receives award, at the time of award, upon execution of the Agreement, and at all times during performance of the Agreement) any licenses required by Applicable Law for the performance of the Agreement.
4	If another wholly owned subsidiary of our company has obtained their California corporate number from the Secretary of State, will that suffice?	No. The company submitting the proposal must obtain their own California corporate number from the Secretary of State.
5	Are there options to provide alternative documentation or evidence that we are authorized to do business in the State of California?	The options are to possess Secretary of State filing recognition or a business license from a city within California as required by the County of Los Angeles.



<b>Number</b>	<b>Questions</b>	<b>Response</b>
6	Will further documentation/direction be provided as to what the specific digital products will be (and the functionality within them). Of the referenced 250+ digital products, will there be a breakdown of how many of which category will be in scope? (I.e.: X amount of websites, X amount of e-text, X amount of videos etc.)	Currently, the quantity is unknown, however include in your response each type of digital product as outlined in the scope. See page 30, Appendix B: Cost Structure.
7	On page 24 in the Cost Structure section, "The fee structure should include the rates of services performed, minimum hourly assignment, special costs, cancellations policies, and payment policies" – is this requesting the estimated minimum number of hours to complete each assignment by each product type?	Depending on the product, you may include a flat per product rate or estimated hours to complete with the hourly rate, or both if applicable to your fee structure.
8	From Appendix B, "The cost per service rate should be itemized, and should include any additional costs", does this mean that the Per Product Rate should be broken out by product type?	<ol style="list-style-type: none"><li>1. The cost per product rate should be itemized by digital product.</li><li>2. Additional services may be included at Proposer's option.</li></ol>