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

**RFP Number: REQUEST FOR PROPOSAL (RFP) NO. 23-12
PROGRAM MANAGEMENT SERVICES**

Addendum Number: 1 - MANDATORY PRE-PROPOSAL CONFERENCE

Date: September 22, 2023

NOTICE TO PROPOSERS: THIS ADDENDUM SHALL BECOME PART OF THE RFQ, 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. MANDATORY PRE-PROPOSAL CONFERENCE

Attendance at the Pre-Proposal Conference is **mandatory**. As a result, failure to attend the Pre-Proposal Conference will disqualify a proposer from its submission being considered by the District.

DATE: Tuesday, October 3, 2023
TIME: 2:00 PM

LOCATION: Fine Arts Auditorium
West Los Angeles College
9000 Overland Avenue
Culver City, CA 90230

Attendees will be required to check in upon arrival to the conference by signing the attendance roster. Please be prepared to present a valid Driver's license and business card.

The District will not provide paper or digital copies of the RFP during the conference.

Audio and video recording will not be permitted.

Offerors are cautioned that, notwithstanding any remarks, clarifications, or responses provided at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by written amendment. It is the responsibility of each offeror, prior to submitting a proposal, to seek clarification of any perceived ambiguity in the solicitation or created by an amendment of the solicitation.

Statements and materials discussed at the conference are informational only, are not binding upon the District and do not replace reading, reviewing and complying with this RFP.

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.

CONTACT FOR ALL COMMUNICATIONS IS:

Ms. Dorothea Mc Farline

District Procurement Manager

mcfarld@laccd.edu

WEST LOS ANGELES COLLEGE CAMPUS MAP

