



RFP Number: 24-07: **Local Government Legislative and Lobbying Services and Community Engagement and Partnership Building 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	The submission instructions ask for (1) copy of a USB drive containing an electronic version of the proposal in Microsoft Word format, what kind of USB drive? Do you want a USB drive with a c-port or a USB 3.0?	Please provide a Universal USB drive containing an electronic version of the proposal in Microsoft format, addressing each of the items in the RFP.
2	Related to submission, can we submit the electronic copy as a PDF file instead of Word document because it's easier to format documents when incorporating appendix items into one file as a PDF?	As noted in Section 4 (B) of the RFP, Proposal Submission: The Proposer shall submit to the District one (1) printed original and seven (7) copies of its proposal, together with one (1) copy of a USB drive containing an electronic version of the proposal in Microsoft Word format.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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

Number	Questions	Response
3	When instructions specify that one of the hard copies submitted should have a wet signature, should that signature be in blue ink?	Yes. Wet or Electronic signatures are acceptable.
4	Are insurance certificates required for the proposal or only if awarded a contract?	Yes. Certificate of Insurance is required with the proposal submission.
5	Is there an incumbent firm or firms currently or recently performing the services described in the RFP on behalf of LACCD? If yes, which firm or firms?	Yes. The question is not relevant to being able to provide the best services and most advantageous value to the District.