

**San Diego Community College District
Executive Recruitment Services**

Request for Proposal (RFP) No. 23-10



**ADDENDUM NO. 1
May 18, 2023**

CERTIFICATION OF RECEIPT OF ADDENDUM

I certify that I have received this addendum on behalf of the company listed below.

Signed: _____ **Dated:** _____

Name and Title: _____

Company: _____

**ADDENDUM NO. 1
TO RFP 23-10**

- 1.0 This addendum is considered to be part of the Proposal. All other terms of the Proposal remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced Proposal. Any information contained herein will be considered part of the Proposal and as such will be used in the evaluation of the responses. Attention all potential bidders, if you have already submitted your proposal prior to the closing date, please review this addendum and re-submit your proposal response, should this addendum modify your initial bid response.
- 2.0 To verify that all Vendors have received a copy of this addendum, please sign the cover page of this addendum and return it with your proposal to:

San Diego Community College District
Purchasing & Contract Services
Attn: Kelly Rosas, RFP #23-10
3375 Camino del Rio South Room 270
San Diego, CA 92108

- 3.0 The information in this addendum is primarily the result of Question and Answer period that closed on May 17, 2023 at 12:00 p.m.
- 3.1 Please note the following key items for clarification within the RFP

If a proposer has previously responded to a similar past recruitment, new team members will need to be identified for this proposal compared to the last recruitment.

Please note the following Protest Period for this RFP:

RIGHT TO PROTEST:

Any prospective or actual bidder, or contractor who believe it has been aggrieved, in solicitation or award of contract, may submit a protest to the Manager of Business Services using the following guidelines:

- a) The protest shall be submitted in writing within five (5) working days after such aggrieved person knows or should have known of the facts giving rise to the dispute.
- b) The protest must be accompanied by a detailed written statement indicating the reason for the protest.
- c) Consistent with San Diego Community College District (SDCCD) Administrative Policy No. 6330.6, the Director of Business Support Services (or designee) has the authority to settle and resolve a protest of an aggrieved bidder, or contractor, actual or perspective concerning the solicitation or award of a contract.
- d) The Manager of Business Services shall issue a decision, in writing within ten (10) working days of confirmed receipt of the written dispute. The decision shall state the reason for the action taken. If a vendor requests to elevate the dispute, the formal process will be recommended.

The right of protest does not prevent the District from proceeding with the award of contract. Bidders may request a copy of SDCCD Administrative Policy No. 6330.6 at any time from the assigned purchasing agent or the Manager of Business Services.

The mailing address for submitting all protests is:

San Diego Community College District
Purchasing and Contract Services
3375 Camino del Rio South, Suite 270
San Diego, CA 92108

- 4.0 It states in the RFP to complete all of the Appendix's A-F; however, there is no Appendix F attached to the email PDF that we received. My RFP document goes from A-E, and then G. Could you please send me Appendix F so that I might complete the submission packet?

Appendix G is really F, the sample agreement. Please make a note of this error. The agreement is a sample for proposing firms to review; please make note that this will be the document used for a final agreement.

https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-services/purchasing-vendors/bid_rfp/bid-and-rfp-opportunities.aspx

- 4.1 Does the 35-page limit include the responses to Appendixes A-F?

The 35 page limit will be for the firms response. All District required documents will not be included in the 35 page limit.