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

**RFP Number: REQUEST FOR PROPOSAL (RFP) NO. 24-03  
PROGRAM MANAGEMENT SERVICES**

**Addendum Number: 4**

**Date: April 5, 2024**

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

**PROPOSAL DUE DEADLINE HAS BEEN EXTENDED TO: MONDAY, APRIL 15, 2024, 2:00 P.M.**

**PLEASE NOTE:**

It is the sole responsibility of the proposer to ensure that the proposal is delivered on time. Any proposal received after the stated deadline, may, at the sole discretion of the District, be returned without consideration. It is the practice of LACCD not to consider late offers unless it is determined that a selection cannot be made from among the proposals received on time. LACCD shall not be responsible for, nor accept as a valid excuse for late proposal delivery, any delay in mail service, or other method of delivery used by the proposer. **Proposals submitted via fax, telephone or e-mail will not be accepted.** If hand-delivered, ample time should be allowed for delays caused by downtown Los Angeles traffic and parking. LACCD does not provide parking accommodations to proposers submitting proposals. All proposals must be firm offers subject to acceptance by LACCD and may not be withdrawn for a period of 120 calendar days following the last day to submit proposals. Proposals may not be amended once submitted to LACCD, except as permitted by LACCD.

**CLARIFICATION(S) REQUESTED BY POTENTIAL PROPOSERS:**

<b>NUMBER</b>	<b>QUESTION</b>	<b>EDUCATIONAL SERVICES CENTER RESPONSE</b>
<b>1</b>	2.3.9.2 (RFP p. 6) states: " <i>Information relating to pricing and staffing levels and pricing shall be included in the Staffing and Pricing Proposal only and not in the Technical Proposal.</i> " Question - Does this mean that everything called out for in Part 6 of Attachment 4 is to be submitted only in the separately Sealed envelope?	Proposers are directed to carefully follow and meet all requirements for the Two Package Submission set forth in the RFP Instructions, Section 2.3.9, including submitting the Staffing and Pricing Proposal (Section 2.3.9.1) in a separate envelope from the Technical Proposal (Section 2.3.9.2). Further requirements for the Staffing Plan and Pricing Proposal are set forth in further detail in Attachment 4, Part 6, pgs 18-20.
<b>2</b>	2.4.4 (RFP p. 10) states: " <i>In the event that Award is made by the District to a Proposer, or to any firm related to or affiliated with such Proposer, that has such a contract, such contract must be terminated within thirty (30) Days of request by District.</i> " Question - Does this restriction apply proposer's subconsultants too?	The District understands this question to focus on the potential impact of a PMO contract award on a subconsultant currently under contract to a MATOC or BTOC prime where the subconsultant is not part of the successful PMO proposer's team. As current District subconsultants are likely aware, the District already regularly refreshes its approved subconsultants and MATOC/BTOC task orders and contracts in what the bond program refers to as an "open season" process which allows qualified and experienced subconsultants opportunities to propose to partner with different MATOC/BTOC prime contractors and/or subcontractors for the benefit of the program. Accordingly, the District will work to ensure an "open season" proposal process is timely made available if the District, in its sole discretion, determines such a process will benefit the program following completion of the PMO RFP process.

NUMBER	QUESTION	EDUCATIONAL SERVICES CENTER REPOSE
3	<p>Part1, 1.0.1.2 (RFP p. 153) states: <i>"Within each of the two packages containing the Technical Proposal and Staffing and Pricing Proposal shall be included one (1) paper original, marked "Original" and seven (7) paper copies, marked "Copy", along with a copy of the entire Proposal in electronic form on CD, flash drive, or other similar storage device."</i> Question - Should the electronic format device file include both the Technical Proposal and the Attachment 6 info described below, or should the Attachment 6 portion be on its own electronic format device in that separately sealed envelope?</p>	<p>Proposers are directed to carefully follow and meet all requirements for the Two Package Submission set forth in the RFP Instructions, Section 2.3.9 and Attachment 4, Part 1, Section 1.0.1.2, which states what must be "Within <b><u>each</u></b> of the two packages..."</p>
4	<p>1.2.1.1 (RFP p. 154) states: <i>"an organization chart showing the job titles reporting responsibilities and organization of all proposed Key Personnel and Subconsultants;"</i> Question – How, if at all, should we show Subconsultants in an Org Chart for 6 Key Personnel that are all required to be Proposer's employees?</p>	<p>Proposers are directed to carefully follow and meet all requirements for Subconsultants as explicitly detailed in Attachment 4, Section 1.2.2.1 – 1.2.2.4, including the requirements of 1.2.2.1, which states that As described further therein, Subconsultants should be identified by firm name <b><u>only</u></b>.</p>

<b>NUMBER</b>	<b>QUESTION</b>	<b>EDUCATIONAL SERVICES CENTER RESPONSE</b>
5	Part 6, Section 6.0 (RFP p. 170). Question - This paragraph and sub-paragraphs 6.0.1, 6.0.2, and 6.0.3, are different from those same named paragraphs on p. 5 and 6 of this RFP. Which versions of these paragraphs should we follow?	Proposers are directed to carefully follow and meet all requirements for Staffing Plans. The provisions of the RFP, Section 2.3.8, are not intended to be inconsistent with the Staffing Plan requirements set forth in further detail in Attachment 4, Part 6, pgs 18-20. To the extent that a Proposer believes any provision of the RFP Instructions might be inconsistent with Attachment 4, the requirements of Attachment 4 should be explicitly and fully complied with.
6	Is the 100-page limit inclusive of the Staffing Plan and Pricing Proposal?	No, the page limit set forth in the RFP Instructions, Section 1.0.4, states that "...the Technical Proposal shall not contain more than..." the 100 pages.

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**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:

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