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

**RFP Number: REQUEST FOR PROPOSAL (RFP) NO. 25-05
PROGRAM MANAGEMENT SERVICES**

Addendum Number: 3 – ZOOM PRE-PROPOSAL CONFERENCE

Date: March 18, 2025

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.

A ZOOM PRE-PROPOSAL CONFERENCE MEETING HAS BEEN ADDED TO THE RFP SCHEDULE.

Please review the information below:

DOROTHEA Mc FARLINE is inviting you to a scheduled Zoom meeting.

Topic: PRE-PROPOSAL CONFERENCE

Time: Mar 21, 2025 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://laccd.zoom.us/j/87608029392?pwd=MgOav22l2Z4Drm7u6gMaVAOGT3nL5F.1>

Meeting ID: 876 0802 9392

Passcode: 174776

One tap mobile

+16694449171,,87608029392# US

+16699006833,,87608029392# US (San Jose)

Dial by your location

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)

- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 876 0802 9392

Find your local number: <https://laccd.zoom.us/j/kdTFx9rkSJ>

To effectively prepare for the Zoom pre-proposal conference, it's advisable to:

- Review the RFP document thoroughly: Understand the project scope, requirements, and any specific questions you might want to address during the conference.
- Test Your Technology: Ensure your internet connection, microphone, and camera are functioning correctly to avoid technical issues during the meeting.
- Arrive Early: Joining the Zoom meeting a few minutes early can help address any unforeseen technical problems.
- Prepare Questions in Advance: Having a list of prepared questions can ensure you gain all necessary clarifications during the conference.

RFP MILESTONE (PLEASE NOTE CHANGES)	DATE / DEADLINE
Issuance of Request for Proposals:	Thursday, February 20, 2025
Mandatory Pre-Proposal Conferences:	Thursday, March 13 and Thursday, March 18, 2025; 2:00 p.m. Added: Friday, March 21, 2025 via ZOOM, 1:00 p.m. Meeting ID: 876 0802 9392 Passcode: 174776
Deadline for Pre-Submission Objections:	Wednesday, March 19, 2025; 5:00 p.m.
Requests for Information Deadline:	Monday, March 24, 2025; 5:00 p.m.
Pre-Proposal RFP Addenda Issuance Deadline:	Thursday, March 27, 2025
Proposals Due Deadline:	Wednesday, April 9, 2025; 2:00 p.m.

Announcement of Short-Listed Proposers	Thursday, May 8, 2025
Interviews	Wednesday, May 13, 2025; a.m. (TBD) Thursday, May 14, 2025; a.m. (TBD) Please reserve date
Announcement of Final Ranking and (at District's option) Issuance of Notice of Intent to Negotiate	Monday, May 19, 2025

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