**AMENDMENT TO REQUEST FOR PROPOSAL**

**TCC Guided Pathways Marketing**

**REQUEST FOR PROPOSAL NO. 203-1 AMENDMENT NO. 1**

Dated: November 8, 2023 Effective Date: November 8, 2023

**PROPOSAL CLOSING DATE & TIME:**

November 17, 2023

2:00 pm, PST

**ISSUED TO: ISSUED BY:**

All Vendors interested in submitting a Tacoma Community College

proposal by the Closing Date & Time 5601 S 19th Street

Tacoma, WA 98466

Dear Vendor:

This Amendment is to update the following estimated schedule of procurement activities dates only for Request for Proposal No. 2023-01 TCC Guided Pathways Marketing:

# CHANGES:

**CHANGE 1: Page 3: ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| Issue Request for Proposals | October 16, 2023 | No Changes |
| Question & Answer Period ends | October 27, 2023 | No Changes |
| Response from AGENCY to submitted questions and requests | November 13, 2023 | **Date Changed** |
| ELECTRONIC proposals due (via email) | November 17, 2023 | **Adjustment to activity description/No change to date** |
| HARD COPY proposals HAND-DELIVERED or POSTMARKED | November 20, 2023 | **Activity added** |
| All electronic proposals evaluated | November 20-30, 2023 | No Change |
| Host VENDOR presentations, interviews | December 11-15, 2023 | No Change |
| Announce “Apparent Successful Contractor” and send notification via fax or email to unsuccessful proposers | December 22-27 | No Change |
| Hold debriefing conferences (if requested) | December 27-29, 2023 | No Change |
| Execute contract with selected VENDOR | January 10, 2024 | No Change |

Change 2: Adjusted section 2.3 SUBMISSION OF PROPOSALS (pg 9-10) of the RFP to reflect the changes described in table above.

***2.3 SUBMISSION OF PROPOSALS***

**HARD COPY AND ELECTRONIC PDF PROPOSALS:**

Consultants are required to submit two (2) copies of their proposal, as well as a digital copy in the format of electronic PDF.

The HARD COPIES must have original signatures. If mailed, the hard copy proposal must be **postmarked by 2 p.m., November 20, 2023**. If hand-delivered, the hard copy proposal must arrive at the AGENCY by 2 p.m., November 20, 2023. The proposal is to be sent or delivered to the RFP Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFP Coordinator.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Hard copy proposals received by the RFP Coordinator after December 1, 2023 at 2 p.m. will result in the disqualification of the consultant. Consultants assume the risk for the method of delivery chosen. The AGENCY assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using facsimile transmission.

The DIGITAL COPY must also arrive by email to the RFP Coordinator at email address noted in Section 2.1. **no later than 2 p.m., Pacific Standard Time or Pacific Daylight Time on *November 17, 2023.***

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

Consultants should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the AGENCY’S e-mail is found to be at fault. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

All other terms and conditions of this solicitation remain unchanged.

Signed,

Edward Phipps, RFP Coordinator

Tacoma Community College