**AMENDMENT TO REQUEST FOR PROPOSAL**

**TCC Guided Pathways Marketing**

**REQUEST FOR PROPOSAL NO. 203-1 AMENDMENT NO. 2**

Dated: November 9, 2023 Effective Date: November 9, 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 qualifications for Request for Proposal No. 2023-01 TCC Guided Pathways Marketing:

# CHANGE:

In section ***1.4 QUALIFICATIONS***, move “Mandatory 10 years of experience as a firm in branding, messaging, communication design and graphic design, preferably with higher education institutions” from “Minimum qualifications” list to “Preferred qualifications” list. Section now reads as follows:

***1.4 QUALIFICATIONS***

Minimum qualifications:

* Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
* Mandatory 10 years experience for the President/Owner/CEO
* Demonstrate collaboration and service-oriented values with consistent successful project outcomes. Examples will be requested.

Preferred qualifications:

* 10 years of experience as a firm in branding, messaging, communication design and graphic design, preferably with higher education institutions.
* Higher education experience preferred, especially with a community college
* Understands the high-engagement, collaborative culture of a college
* Guided Pathways marketing experience preferred, with proven results. Examples will be requested.

All other terms and conditions of this solicitation remain unchanged.

Signed,

Edward Phipps, RFP Coordinator

Tacoma Community College