

March 3, 2021

SOLICITATION ADDENDUM NO. 1
RFP 20-0007
Yearbook Publishing Services

THE FOLLOWING CHANGES/ADDITIONS TO THE ABOVE CITED SOLICITATION ARE ANNOUNCED:

This Addendum modifies the Request for Proposal (RFP) document(s) only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum shall remain in full force and effect. This Addendum is hereby made an integral part of the RFP document. Proposers must be responsive to any requirements of this Addendum as if the requirements were set forth in the RFP. Failure to do so may result in Proposal rejection. See the RFP document regarding requests for clarification or change and protests of this Addendum, and the deadlines for the foregoing.

This addendum is to be acknowledged in the space provided on the Proposer Certification Form supplied in the solicitation document. Failure to acknowledge receipt of this addendum may be cause to reject your Proposal.

The closing date **REMAINS UNCHANGED: March 23, 2021 at 2:00 PM Pacific Time**

CLARIFICATIONS:

Question: Can companies outside of the USA submit proposals?

Answer: Yes, provided they can meet all of the solicitation requirements.

Question: Are there any required in-person meetings?

Answer: There are no in-person meetings for the solicitation process. If companies are selected for interviews, the interviews will be conducted virtually via Zoom.

Question: Can companies perform the tasks (related to RFP) from outside the USA?

Answer: Although a company may be able to assist us virtually from another country with setting up and troubleshooting the yearbook itself, some of the most valuable aspects from a yearbook company are the regional customer service representatives and the networking available locally for our students and yearbook advisors. Representatives' valuable services include, but are not limited to, visiting our schools, bringing supplies, teaching the yearbook team, and creating off-campus opportunities for our students to see printing presses, attend workshops, conferences, and summer camps.

Question: Can we submit the proposals via email?

Answer: See section III.5 PROPOSAL SUBMISSION of the solicitation

-END of Addendum

Thuy Meade
Purchasing Agent