

NOTICE OF REQUEST FOR PROPOSALS

RFP Number: 18008

Project Name: Electronic Information Technology Accessibility Consulting Services

Date Issued: September 1, 2017

Notice is hereby given that the Los Rios Community College District ("District") invites proposals for consulting services to ensure the electronic information technology of the District is accessible to students, faculty, staff and the community ("Services").

The time period for Services to be completed is October 15, 2018 to December 15, 2018. The work shall consist of, but not be limited to: attending meetings, conducting inventory of electronic technology accessibility, advising on District policies, and providing a framework for ensuring the District electronic information technology is accessible.

Proposals shall be submitted in a sealed envelope, the front of which shall be clearly marked with the RFP number, project name, and Proposer's name and address. **Proposals shall be either mailed or hand-delivered so that they are received no later than 2:00 P.M. on September 28, 2017.** For purposes of submission, the time of day shall be as shown on the public clock located inside Los Rios Community College District General Services Office at 2100 Northrop Ave., Suite 200, Sacramento, CA.

Proposals must be delivered to:

U.S. Mail Address

Los Rios Community College District
Attention: General Services
1919 Spanos Court
Sacramento, CA 95825

Hand Delivery Address

Attention: General Services
2100 Northrop Avenue, Suite 200
Sacramento, CA 95825

No faxed proposals will be accepted. The acceptable proposal format is one (1) bound original, four (4) copies, and one (1) electronic copy. Electronic versions may be submitted on flash drive and shall be formatted in Portable Document Format (PDF).

The District reserves the right to reject any or all proposals, or any part thereof, or to waive any irregularities therein. No proposal, once submitted, may be withdrawn for a period of ninety (90) days after the date set for the opening of proposals.

All inquiries regarding this RFP should be directed to Purchasing Supervisor Paula Gordon at gordonp@losrios.edu. Oral communications by departmental officers and employees concerning the RFP shall not be binding on the District and shall in no way excuse Proposer of their obligations as set forth in this RFP.