



[www.collegeofthedesert.edu](http://www.collegeofthedesert.edu)

## **ADDENDUM NO. 1**

**for**

**College of the Desert  
Selection of Executive Search Firm  
Superintendent/President  
RFP #2024-03**

April 25, 2024

The following changes, additions, deletions, clarifications, or corrections shall become part of the RFP Documents for Desert Community College District Selection of Executive Search Firm Superintendent/President RFP (#2024-03) published on April 5, 2024. All other terms, specifications, and conditions remain the same.

Questions for College of the Desert: Selection of Executive Search Firm Superintendent/President  
RFP #2024-03

- 1. I am looking at the attached document (Selection of Executive Search Firm #RFP 2024-03) and every time I click on the link to find the RFP on the website, it comes up as invalid. Has there been any addendums made?**

Addendums can be obtained through the following link: [Requests for Proposals and Bid Opportunities \(collegeofthedesert.edu\)](https://collegeofthedesert.edu).

- 2. In section 2.4 References (pg. 10) if mentioned using the reference sheet provided. However, there isn't a reference sheet attachment within the RFP document. Are we able to list the references within the proposal without this reference sheet?**

Section 2.4 does states: A minimum of three (3) verifiable references preferably from a California public or private educational institution and/or California public agency shall be listed on the "References" sheet provided in this RFP. This list may include current and former clients (with reason for cancellation if applicable), with all references being able to fully comment on the Contractor's related experience.

The "sheet" referenced is the "Proposal Cover Sheet Form" where the list of "references" should be included along with the other material mentioned under the "Proposal Cover Sheet Form" for the Request for Proposal Bid Package.