

Oakton College
Community College District 535
Procurement Department, Suite 1240
1600 E. Golf Rd., Des Plaines, IL 60016
847-635-2607

Request for Proposal # 1
Addendum #1
Issue Date: October 4, 2023

**Proposals will be received in the Procurement Department at the above address until
11:00 AM on Thursday, November 2nd, 2023**
Proposals will be publicly opened at this time. Late proposals will not be accepted.

Digital and Traditional Marketing Services

The College is accepting proposals for services related to traditional and digital marketing.
The College reserves the right to award this proposal to one company or two different companies.

After a thorough review and evaluation of the submitted responses, the College may select companies for in-person or remote interviews and presentations.

The College will then determine which vendor(s) best meets our needs and is in the best overall interests of the College.

All questions pertaining to this proposal should be submitted in writing to the e-mail address listed below by 11:00 am on Wednesday, October 18th, 2023. Questions will be addressed through an addendum.
Trinh Than, Purchasing Manager at tthan@oakton.edu

Oakton College District No. 535 is exempt from Federal, State and Municipal Taxes

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items from the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I offer the following discount terms _____.

Company Name _____ Date _____

Address _____ City/State/Zip _____

Name _____ Title _____

Phone # _____ Fax # _____

Signature _____ E-mail _____

This addendum is issued to address the following:

1. There is no pre-bid meeting for this RFP and the pre-bid meeting date on page 5, number 19 has been removed. Please see below for the updated Dates and Timeframes.

Dates and Timeframes

RFP Issued	Wednesday, Oct 4, 2023
Pre-bid Meeting	Monday, Oct 16th, 2023 @ 11AM
Deadline to submit questions	Wednesday, Oct 18, 2023 @ 11AM
Deadline for Vendors submission of proposals	Thursday, Nov 2, 2023 @ 11AM
Virtual Interviews with select Vendors for presentation	Week of Dec 11-14, 2023
Approval from Board of Trustees	Feb 20, 2024
Contract Starts	July 1, 2024

All other specifications, terms, and conditions noted in the original bid documents remain in effect and unchanged.

Please sign and return this addendum with your bid.