



**ADDENDUM NO. 4 – Change to Due Date
REQUEST FOR PROPOSAL (RFP) #24-02.
WEBSITE DESIGN AND DEVELOPMENT**

Posted Date: March 8, 2024

Addendum #4 is being issued to update the RFP Timeline. Changes are noted in RED in the below table.

Except as provided herein, all terms and conditions of the solicitation, including changes made by all prior addenda (if any), remain unchanged and in full force and effect. Proposers must acknowledge receipt of this addendum as specified in the RFP.

It is the proposing firm’s responsibility to check the College’s Purchasing website for any issued addendum/amendment. All proposing firms should check the website frequently to ascertain whether any addenda/amendments have been issued.

PROCUREMENT SELECTION AND TIMELINE	
Request for Proposal (RFP) - Release Date	February 16, 2024 February 21, 2024 Time: N/A
Deadline to Submit Questions to purchasinggroup@polk.edu	February 26, 2024 March 1, 2024 Time: 5:00 PM EST
Answers to Questions Posted to www.polk.edu/purchasing/	March 4, 2024 March 5, 2024 Time: N/A
Due Date for Proposals and Proposal Opening	March 18, 2024 March 20, 2024, Time: 4:00 PM EST
Evaluation Committee Meeting and Short Listed Selection for Presentations	March 25, 2024 Time: TBD
Short listed Presentations - Round 1	April 2, 2024 Time TBD
Short Listed Presentations - Round 2 (If needed)	April 3, 2024 Time: TBD
Evaluation Committee Meeting and Firm Selection	April 10, 2024 Time: TBD
Intent to Award	April 10, 2024 Time: N/A
College Board of Trustees Contract Approval	May 2024 Time: N/A