

**AMENDMENT NUMBER 1 TO THE BID DOCUMENTS**

Amendment Date: 12/16/16

**BID DOCUMENT NUMBER 16/17-13 RFQ  
Professional Representation with Federal Agencies**

**A. This Amendment shall be considered part of the Request for Qualifications document for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this Amendment shall govern and take precedence.**

**B. Applicants are hereby notified that they shall make any necessary adjustments in their applications as a result of this Amendment. It will be construed that each application is submitted with full knowledge of all modifications and supplemental data specified herein.**

Except as described below, the original document remains unchanged. The documents are modified and/or clarified, as follows:

3. Experience and Qualifications

Describe the firm's experience and qualifications that pertain to the work described in this request under Section A. Specifically, identify three to five relevant higher education experiences, utilizing specialty areas of expertise, and how the firm utilized personnel to carry out the professional services.

Palm Beach State College is interested in firms who can demonstrate prior experience in working with higher education institutions on federal issues, programs and the appropriation process.

**Three (3) full pages have been provided in the application.**

4. Professional Team

Submit the resumes **of up to five (5)** of the firm's team you are proposing for the Palm Beach State College account. Identify the principal or partner that will be the primary professional assigned to this account. Identify the other person or persons to perform work with the College and identify tasks, issues, or projects for which each member would be responsible. It is expected that the services provided will require a close, positive working relationship with the College and that the personnel identified would not be changed without prior notification to the College.

**Five (5) full pages have been provided in the application.**

6. Knowledge of Federal Agencies

Firms shall share their knowledge of and access to federal agencies and departments, their functions, programs, and staff, especially the Department of Education and other federal agencies that would be of interest to Palm Beach State College. Please list no more than five agencies or contacts as well as the responsibilities of those agencies or contacts as they relate to higher education.

**Five (5) half-pages have been provided in the application.**

Approved for posting: \_\_\_\_\_

