

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL (RFP) TITLE:
Facilities & Public Safety Recruitment Services
RFP NUMBER: E924-011
CLOSING DATE: May 8, 2024 @ 3:00PM Eastern Standard Time



ADDENDUM #1
Issued: April 29, 2024

PURPOSE OF ADDENDUM:

- To provides answers to all questions received by the April 29, 2024, 3:00pm question submittal deadline.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. If proposal has already been submitted, acknowledgement should be submitted separately. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time (EST) on **May 8, 2024**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time: vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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QUESTIONS & ANSWERS

Question	Montgomery College Answer
Can you specify what is meant by Facilities recruitment? Is this building maintenance technicians, property managers, etc., or is it something else?	Facilities position titles for possible recruitment are attached. Public Safety position titles are also provided. Both are listed on following addendum pages.
What is the annual estimated number of Facilities dept. recruitments that will be needed under this contract?	38
What is the annual estimated number of Public Safety dept. recruitments that will be needed under this contract?	20
Can you please provide job descriptions of the Facilities and Public Safety roles that could be included in this contract?	Job descriptions are not available at this time; however, position titles are provided on the following pages.
What pre-employment screenings are required (ex. Background check, drug screen) and will the staffing agency be responsible for that?	Montgomery College will conduct background checks.
Historically, what other positions have been requested?	This will be a new contract award. Recruitment services included in this solicitation were performed in-house
Should we also provide a placement fee for permanent placements?	Not at this time.
Is there an incumbent?	No incumbent, as this is a new request.
What was the annual spend in the previously awarded contract?	There is no previous contract.
Will contractors have to travel during their assignment outside of going to and from their assigned location per day?	This is a recruitment services need. We are not seeking contractors.
If traveling between locations, will contractors be using their own transportation, or a government issued vehicle?	This is a recruitment services need. We are not seeking contractors.
Can you please clarify how many people Montgomery College intends to recruit annually for public safety and facilities positions? How many of these positions do you expect the external recruiter to source?	See above answers
If there is no target, can you please share how many people Montgomery College employs in public safety and facilities positions today? What is the annual turnover rate?	See attached position titles. Annual turnover rate information is not available.

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What are the job grades or levels for the positions?	Job grades are not available; however, position titles are listed on the following pages.
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*****END OF QUESTIONS & ANSWERS*****

Public Safety Dept. Position Titles:

Administrative Aide
Campus Police and Public Safety Manager (Major)
Campus Police Assistant Supervisor (Corporal)
Campus Police Officer
Campus Police Special Operations (Lt.)
Campus Police Supervisor (Sergeant)
Director of Public Health and Environmental Safety
Director of Public Safety, Health and Emergency Management
Emergency Management & Outreach Coordinator
Environmental Safety Manager
Environmental Safety Specialist
Executive Associate I
Public Safety Dispatch Supervisor
Public Safety Dispatcher
Public Safety Dispatcher Lead
Transportation and Support Services Manager

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Facilities Dept. Position Titles:

Administrative Aide I	Building Services Manager
Administrative Aide II	Building Services Supervisor
Administrative Aide III	Building Services Worker
Architect	Building Services Worker Lead
Automotive Technician	Campus Planner
Automotive Technician Lead	College Architect
BIM Coordinator	Community Use Scheduler
Building and Grounds Maintenance Manager	Construction Services Manager
Building Coordinator	Construction Trades Worker
Building Equipment Mechanic I	Director II
Building Equipment Mechanic II	Director of Campus Facilities
Building Maintenance Mechanic	Director of Capital Planning and Design
Building Maintenance Mechanic Supervisor	Director of Collegewide Facilities Operations
Building Services Coordinator	Driver-Messenger
Electrician	Grounds Maintenance Worker
Energy Conservation Manager	Grounds Maintenance Worker Lead
Environmental Safety Data Assistant	HVAC Mechanic I
Executive Associate I	HVAC Mechanic II
Executive Associate II	HVAC Mechanic III
Facilities Budget and Administration Manager	Interim Building Engineer
Facilities Materials Specialist	Inventory & Property Control Specialist
Facilities Materials Specialist OLD	Locksmith
Facilities Project Coordinator	Mail Clerk
Facilities Service Center Supervisor	Mailroom and Warehouse Manager
Geographic Information Systems Analyst	Master Electrician
Grounds Maintenance Supervisor	Mechanical Engineer
Building Engineer	Receiving Clerk
Operations and Maintenance Lead	Senior Architect
Operations and Maintenance Manager	Space Planning Analyst
Operations and Maintenance Supervisor	Swimming Pool Manager
Painter	Swimming Pool Operator
Painter Supervisor	Swimming Pool Operator - NB
Planning & Design Director	Utility Analyst - Trainee
Plumber	VP of Facilities
Project Manager I (Facilities)	Warehouse Supervisor
Project Manager II (Facilities)	