

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: TEMPORARY STAFFING SERVICES
RFP NUMBER: 519-024
RFP CLOSING DATE AND TIME: JULY 15, 2019 @ 3:00 PM



ADDENDUM #1

Issued: June 26, 2019

ADDENDUM FOR THE PURPOSE OF:

- To extend the closing date to July 15, 2019 at 3:00 pm
- To replace Section 4 Proposal Evaluation with attached revised Proposal Evaluation
- To provide the attached questions and answers

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue 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. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Question	MC Response
1. Is there a current incumbent contractor(s) providing these services to Montgomery College?	No.
2. If so, can you provide the name(s) of the contractor(s) and indicate if they are eligible to bid on this new requirement?	The College does not currently nor has it previously had a contract for these services.
3. Are bidders required to bid on all labor categories?	No.
4. Will there be a negative impact related to scoring if a bidder does not bid on all labor categories?	No.
5. The RFP indicates that there will be multiple awards to a primary, secondary, and tertiary contractor. Is the intent to issue multiple awards for the different class of labor categories, i.e., professional services verses building services?	No.
6. When submitting the bid, can we bid on specific categories or do we have to bid on all of the categories listed on the price proposal?	Respondents can bid on any job title/position.
7. When will the contract be awarded?	The contract is expected to begin in September 2020.
8. Please confirm that there are only six categories of positions in this RFP (as listed on page 10-11) or nineteen categories of positions as listed on page 20.	There are six (6) job classifications and nineteen (19) job titles/positions within the categories. Job titles may be added, changed or removed to meet staffing needs.
9. We tailor background investigations to meet each client's needs and specifications. What are the requirements for background checks for Montgomery College?	The selected Contractor must have a comprehensive program for employment screening, including drug screening. Background checks that include local and nationwide criminal database and sex offender registry are to be conducted and results deemed satisfactory. Background checks are to be done at the expense of the awarded Contractor.
10. Is there any incumbent for this contract or is this for a new contract? If there was an incumbent can you provide the company name, their hourly rate and historical spend?	This will be a new contract.
11. Is budget allocated for this contract?	Not at this time.
12. The answer space provided in Appendix A is not sufficient to provide our answers. Can it be copied in a MS Word document and provide the responses?	Yes. Be sure to title it Appendix A and reference the bid number and title.
13. What is the estimated budget for this contract? If unknown, specify the previous spend.	There is no estimated budget at this time. Spend is unknown at this time. See estimated annual hours per job classification.
14. We request you provide the rate card of the previous contract.	The College does not currently nor has it previously had a contract for these services.
15. Can we have access to the incumbent's proposal?	The College does not currently nor has it previously had a contract for these services.
16. Please clarify; does the College require temporary personnel within 24 hour or the College need temporary personnel resume within 24 hours?	Both. The Contractor may request additional time beyond the twenty-four (24) hour period, if needed. The College reserves the right to grant or refuse the time extension.
17. Per section 5 the vendors have to submit their proposal in hardcopy only, no electronic copies of the proposal, Is this correct?	Yes.
18. How many sample resumes per category is required?	One-two per job classification.

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SECTION 4 – PROPOSAL EVALUATION AND AWARD-REVISED

4.1 Evaluation

4.1.1 Evaluation Process

All proposals submitted will first be examined for responsiveness and completeness by the College evaluation team. Those proposals which do not clearly respond to the proposal submission requirements may be rejected at the discretion of the College. Those proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College. Proposal information will be evaluated and scored by the College, and its decision will be final.

Technical Proposals will be opened first at the date and time advised in the RFP documents, and evaluated by a College Evaluation Committee. The Price Proposals remain sealed and are held by the Procurement Office. Evaluation of Technical Proposals will be based on the criteria provided in the RFP, the substantiated ability of an Offeror to perform the required services, and the Offeror's responsiveness to the RFP requirements.

4.1.2 Evaluation Criteria

Technical Proposals will be initially reviewed, evaluated and scored by the College Evaluation Committee based on the following criteria:

Description of Criteria	Maximum Point Value
Statement of Qualifications	35 maximum available points
Past Performance/Experience	25 maximum available points
Capability and Availability of Staffing Placements (vendor questionnaire)	40 maximum available points

Highest possible evaluation score

100

4.1.3 Technical Proposal

Statement of Qualifications, Past Performance/Experience, Capability and Availability of Temporary Staffing Placements represent the technical proposal. An award will be made to the three (3) highest ranked responsive and responsible Offerors on a **primary, secondary and tertiary basis** that can meet or exceed the terms, conditions, and specifications of this solicitation.