

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: EMPLOYEE ENGAGEMENT SURVEY TOOL
RFP NUMBER: 520-017
RFP CLOSING DATE AND TIME: NOVEMBER 26, 2019 @ 3:00 PM



ADDENDUM #1
Issued: November 20, 2019

ADDENDUM PURPOSE:

1. To add the following proposal submittal requirement:
 - Two sample survey results/reports
2. To provide questionnaire referenced in section 4.1.5
3. To provide the attached questions & answers.

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
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	ANSWER
1	If company has less than five years', as required in section 3.2 of RFP, will company still be considered?	No
2	If company cannot provide the required three references, as required in section 3.2 of RFP, will company still be considered?	No
3	Have any of the vendors invited to participate in the RFP presented their solution to any of the individuals involved in the decision-making process?	No
4	Can we set up a call with the project owner to understand what their ideal solution can do, over and above the core requirements listed in the RFP documentation?	Unless a call is made available to all proposing offeror, a call cannot be provided to a single offeror.
5	Is the company that previously ran Montgomery College's employee engagement survey bidding in this RFP?	Will not know until after RFP closing date.
6	Why is Montgomery College doing an RFP for this now?	To meet Procurement requirement to obtain consulting services.
7	Can you share the most recent report detailing your high-level results?	Not at this time.
8	When are you looking to launch your next survey?	Spring 2020
9	In 3.3 B) you ask for a platform that can survey up to 2,500 employees. However, you state that you have 3,100 staff. Can you confirm you are not looking to survey all staff?	We are looking to survey the following employee types – full and part-time staff, full and part-time faculty.
10	In 3.3. G) you state, "Able to notify the College, if any one-feedback participant has an excessive number of survey requests." Can you share details of why this has been a problem before? And what do you define as excessive?	Employees completing the survey more than once.
11	Based on 4.1.5. please, can you share the Montgomery College IT Security questionnaire?	See attached Excel document
12	When do you expect to have selected and contracted with a vendor?	It is anticipated that a contract award will be made within one after RFP closing date.
13	Could MC please provide the RFP as either a word document or an editable PDF? There is no way at present to pull out the required attachments.	Yes. See attached
14	Section 1.11.9 Proposal Rejection page 3.: This subsection notes that proposals may be rejected if samples and/or demonstration materials are not provided; however, the proposal does not request any samples or demonstrations, could MC please clarify?	See addendum item #1

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15	Section 1.20 "Insurance Requirements page" 5: May the offeror provide proof of insurance if/when it is selected for the proposed services? This document contains confidential information.	Yes
16	Section 3 Qualifications and Requirements" p11-12: How should offerors respond to each of the subsections within Section 3?	Yes, offerors must respond to each requirement listed on pages 11 and 12
17	Should items in above question be provided in the technical proposal under the Statement of Qualifications?	Yes
18	Where specifically should offerors provide the table under 3.7 Software/System Requirements within the proposal response?	This page should be printed out, completed, and included with technical proposal
19	Section 4.1.5 "Data Protection" page 13. Could MC please provide the noted questionnaire on security and privacy controls that it mentions in the RFP?	See attached Excel document
20	Or is this the same as the table on page 12?	No, the questionnaire is not the same as table listed at bottom of page 12
21	Section 5.2.3 "Statement of Qualifications" page 15. Does MC wish for offerors to describe their proposed system platform's capabilities or what the project approach is? This section does not have any specific instructions as to what should be included about the proposed services.	Offerors shall respond to section 5.2.3, as listed.
22	Section 5.2.3 "Statement of Qualifications" page 15. Could MC please clarify what previous demonstrated experience it would like to see noted in this section? a. Specifically, is this the same experience as requested in the three (3) references as noted in Attachment A and should it only pertain to similar survey tool experience or firm experience more broadly?	We would like for offeror to show proof of past employee engagement survey that it has completed in the past. The reference section requires the names of three companies that can vouch for your, and the services it provides
23	Section 5.2.3 "Statement of Qualifications" page 15. Could MC please explain what they mean by "Key business relationships"?	Key business relationships refer to any relationships that you have or will have in the servicing of this contract.
24	Section 5.2.3 "Statement of Qualifications" page 15. May offerors provide more information in this section than is noted in the instructions of 5.2.3?	Yes, but the evaluation committee will focus on responses to required items, primarily.
25	Section 5.2.4 "References" Are the references that are requires in this section the same or different from those being provided as part of Attachment A?	Yes
26	Section 5.2.6: "Price Proposal" Page 15. Could MC please confirm that the Price proposal should not appear after the technical proposal as indicated per placement of section 5.2.6, but rather as its own proposal volume as indicated in Section 1.7 "Submitted Pricing" on page 2 and Section 5.1 "Proposal Submission" on page 14.	The Price Proposal shall be submitted in a separately sealed envelope, and labeled as such.

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27	Section 5.2.6 "Price Proposal" page 15. Please confirm that this is a firm-fixed price contract.	Yes, the employee engagement survey tool itself is based on a firm, fixed priced contract.
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*****END OF QUESTIONS AND ANSWERS*****