

OFFICE OF BUSINESS SERVICES  
RFP: E421-007  
YOUTH PROGRAMMING  
RFP CLOSING DATE AND TIME: JULY 16, 2021 @ 3:00 PM



ADDENDUM #1  
Issued: July 7, 2021

**ADDENDUM PURPOSE:**

- To add Contract Price Adjustment Clause in Section 1 as follows:

**1.38 Contract Price Adjustment**

Contract prices shall remain fixed for first year of contract. Requests for price increases after first year of contract must be submitted in writing within 60 days of expiration of year one contract term. The same will apply for all successive contract renewal periods, should the College elect to exercise them. Any approved increase will take effect at the start of a contract renewal term. All contract price increase requests, along with supporting documentation must be sent to the Director of Procurement. The College reserves the right to request additional supporting documentation. Any price adjustments cannot exceed the Consumer Price Index (CPI) for the Washington, DC-Baltimore Metropolitan Area as published by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers (PCI-U), not seasonally adjusted, most current year final index (no preliminary). The College will approve only one price adjustment for each contract term, if a price adjustment is approved. The College reserves the right for price adjustment downward.

- To change “Cost Per Program” to “**Cost Per Student**” in **Section 6.1 Price Proposal Form**. The Price Proposal form is hereby revised and reissued at Offeror’s convenience. **Please use revised Price Proposal Form for submission. Failure to do so may deem an Offeror’s price proposal non-responsive.**
- To provide attached questions and 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, MBA  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the **TECHNICAL PROPOSAL submission**. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF THE ADDENDUM WILL NOT BE ACCEPTED BY FACSIMILE.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

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**QUESTIONS AND ANSWERS**

| Item# | Questions  | Answers   |
|-------|--|---|
| 1     | We are interested in responding to bid solicitation advertised, can you kindly forward to us bid documents?  | The RFP documents are available to download from the College Procurement Office website at <a href="https://info.montgomerycollege.edu/offices/procurement/bid-opportunities.html">https://info.montgomerycollege.edu/offices/procurement/bid-opportunities.html</a> . Please follow the following steps:<br><ol style="list-style-type: none"> <li>1. Click the above website link</li> <li>2. Click the bid number "e421-007"</li> <li>3. Fill out all required contact information, and make sure your email address is correct</li> <li>4. Submit</li> </ol>  |
| 2     | I would like to apply for the contract opportunity. How will I submit the proposal online? I downloaded the PDF but does it need to be printed out? Re-uploaded and then sent back to you? Or is there a link?   | All Offerors' proposals must be submitted electronically, to <a href="mailto:vendor.proposals@montgomerycollege.edu">vendor.proposals@montgomerycollege.edu</a> via one email, in two separate PDF file attachments, by 3:00 p.m. Eastern Daylight Time (EDT), on <b>July 16, 2021</b> . One attachment shall include the <b>Technical Proposal</b> , and the second attachment shall include the <b>Price Proposal</b> . Subject line of email must include "Vendor Response to RFP No. E421-007, Youth Programming". Please refer to Section 3 Proposal Submission for the details how to prepare and submit the proposals. |
| 3     | Section 1.18 states Certificate of Insurance is due within 7 days of award. However, Attachment B, Qualification Statement iii states "submit evidence of insurance policies..." Please clarify the requirement. | Qualification statement requires your firm to submit a copy of your firm's current certificate of insurance in place. The College needs to know that the Offeror(s) have the insurance and/or are able/willing to obtain it. The College does not need be named as additional insured. While Section 1.18 requires the successful Offeror(s) to provide the proof of insurance coverage pertaining to our RFP requirements after the seven (7) days of award, including but not limited to the College shall be named as additional insured for liabilities coverage.   |
| 4     | While my business does have insurance coverage right now, I need additional  | See answer provided in Item 3. Your firm's proposal may not be rejected solely due to   |

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|    | coverage to meet the College and State's insurance standards. I am working to obtain the necessary coverage right now. If my business is required to submit a certificate of insurance with the Response to the RFP and I cannot provide a certificate of insurance with the additional coverage, will you reject my proposal? | that reason during the evaluation process. However, your firm is required to provide the proof of insurance required after seven (7) days of award.  |
| 5  | I have not found any business insurance policies that extend coverage to subcontractors/independent. However, my subcontractor will have insurance coverage and I can provide both certificates of insurance. Can you accept certificates of insurance for both my business and my subcontractor and our contract instead?     | That is acceptable.  |
| 6  | I will not require an automobile to provide services under this RFP. Is my business required to have Comprehensive Automobile Liability coverage even if the business will not use it?   | If your firm does not have employees and you are a sole proprietor, you use public transportation to the College to provide services, then you do not need to provide automobile liability coverage.   |
| 7  | I do not have any employees. I only work with one subcontractor - who also has no employees. Is my business required to have worker's compensation insurance?  | If your firm do not have employees and you are a sole proprietor then workers compensation insurance is not required by the State of Maryland, your firm is required to sign a waiver that you are solely responsible should any injury occur. |
| 8  | Should the price proposal include price increases in the event that the College exercises the option to renew the contract in subsequent years?  | Contract Price Adjustment Clause has been added to the RFP in this Addendum.   |
| 9  | Is it permissible to submit both contact information for and written statements from my references?  | That is acceptable.  |
| 10 | May I also include additional written references for my subcontractor?   | Yes. Please indicate clearly in the RFP if it is your subcontractor reference.   |
| 11 | My business is minority-owned, woman-owned, and disadvantaged. My subcontractor falls within all three categories as well. I am working on my MWDBE certification now. If I am not certified by the RFP's due date, will that  | We encourage small, minority owned, woman-owned and disadvantaged business vendors to respond to the College solicitations. Our solicitations are open to all interested perspective vendors. We do not have a set-aside MWDBE program yet.    |

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|    | exclude me from consideration under the MWDBE program?   |  |
| 12 | Section 6 Price Proposal, Fixed Firm Cost per Program - Please clarify contract requirement for fixed firm cost per program. Requesting minimum/maximum student enrollment implies the minimum that we set is based on a fee structure as opposed to a fixed firm cost.<br>(a) Who establishes the price per student and the class price?<br>(b) How is the difference between enrollment fees and program costs distributed?<br>(c) How do we clarify min/max course length (i.e. number of weeks). Our fee structure is based on the number of weeks per session. Where and how is this specified? | (a) Montgomery College Youth Programs establish the price per student, and the class price.<br><br>(b) Montgomery College Youth Programs determines these fees based on the vendor's cost per student, and our administrative costs, including but not limited to the special equipment, youth program administrative fees, etc.<br><br>(c) The majority of programs are one week in length. This allows students to take a variety of courses throughout the summer. We do have some two-week sessions, but nothing longer than that. |
| 13 | How and where do we specify which campus the course will be held? Is that specified on the RFP or is that discussed after the proposal is approved/accepted?   | Most of the College youth program activities have been held on the Rockville and Germantown Campuses. The decision is made by the interest in the community, and the level of construction (safety issues) on the campus. Due to the amount of construction activities going in on the Takoma Park/Silver Spring Campus, we do not plan to hold the youth program there. However, we are open for discussion for the program activities to be held at other college owned campuses and leased facilities, or others.                   |
| 14 | We are unclear how to submit the Cost per Program in the Price Proposal. Is that a total cost for the entire program or is that a per Student Cost that we submit to you.  | That is a per student cost that Offeror submits to the College. <b>Please change "Cost per Program" to "Cost per Student" in Section 6.1 Price Proposal Form.</b>  |
| 15 | Will any payments from the college be via credit card? Should we include any credit card fees in the budget?   | Purchase orders will be issued for the services and payment will be made by check.   |
| 16 | Proposals shall be certified..." Page 1. What kind of certification is required for submission?  | Self-certification.  |
| 17 | At this time, we are proposing Fall/Spring programming - weekly after school   | Yes, for spring and fall these are options.  |

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|    | programming. We are not looking at week-long Summer camp style offerings. Are you accepting proposals for Fall/Spring programs?   |   |
| 18 | If there are more students than the minimum listed, that means that there is a difference between the advertised enrollment and the amount of dollars collected. Where does that profit go? Is that profit for Montgomery College, shared with the vendor, or is that vendor profit? (For example, the vendor proposes a course for \$50. The proposal has a minimum of 5 students. The cost per student is \$10. Suppose 8 students register. There would be \$80 coming in - that is \$30 over the proposed \$50. Where does the \$30 go? That was what this question was asking. Yes, I realize there are additional fees associated with the courses, but I use these numbers for simplicity in asking the question.) | The vendor is paid per student. The vendor can determine the minimum number of students in the class. The additional revenue generated is the College's. For example. If the vendor charges \$10 per student and 5 students register, they are paid \$50. If 8 students register, they are paid \$80.   |
| 19 | Our firm would be the Offeror, but we are a company that does not perform any specific duties, like teaching the classes. Our firm also has no employees. We only work with Independent Contractors as our Teaching Artists. How does that work in this instance? Are the Independent Contractors, the teachers, considered subcontractors?   | Your question is about subcontractor vs independent contractor. What differentiate between Subcontractor and Independent contractor is a difference in an employment relationship with a laborer. Independent contractors are employed and paid directly by the employer while subcontractors are employed by an independent contractor and are paid by them. In this case, if your company is to hire an independent contractor who is not your firm's employee, this independent contractor is your firm's subcontractor. The College expects to see both the qualifications, experience and references of your firm and your subcontractor(s) included in the technical proposal submission. |

\*\*\*\*\*END OF QUESTIONS AND ANSWERS\*\*\*\*\*

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**SECTION 6 – PRICE PROPOSAL FORM (Revised on 7/7/2021 )**

**6.1 Offeror shall outline fully burdened fees including all direct, indirect, general and administrative costs associated with providing the services. Provide the Program Category specified in Section 2 (such as Robotics, Writing etc.), Program Type, Cost per Student, and Minimum/Maximum Number of Students. Add additional lines if needed.**

| Line Item | Program Category | Program Type<br>(Indicate whether Year-Round/<br>Spring/Summer/Fall) | Cost Per Student | Minimum and Maximum<br>Number of Students<br>Enrolled |
|-----------|------------------|--|------------------|---|
| 1         |                  |  | \$               |   |
| 2         |                  |  | \$               |   |
| 3         |                  |  | \$               |   |
| 4         |                  |  | \$               |   |
| 5         |                  |  | \$               |   |
| 6         |                  |  | \$               |   |
| 7         |                  |  | \$               |   |
| 8         |                  |  | \$               |   |
| 9         |                  |  | \$               |   |
| 10        |                  |  |                  |   |

**6.2 Any other fees to deliver the services for the direction of the contract if applicable**

**A. Program Supplies**

| Program Category | Supplies Description | Cost of Supplies |
|------------------|----------------------|------------------|
|                  |                      |                  |
|                  |                      |                  |
|                  |                      |                  |
|                  |                      |                  |
|                  |                      |                  |
|                  |                      |                  |
|                  |                      |                  |

**B. Program Equipment**

| Program Category | Equipment Description | Cost of Equipment |
|------------------|-----------------------|-------------------|
|                  |                       |                   |
|                  |                       |                   |
|                  |                       |                   |
|                  |                       |                   |
|                  |                       |                   |
|                  |                       |                   |
|                  |                       |                   |

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**SECTION 6 – PRICE PROPOSAL FORM (Revised on 7/7/2021)**

**C. Others**

| Program Category | Descriptions | Cost/Program |
|------------------|--------------|--------------|
|                  |              |              |
|                  |              |              |
|                  |              |              |
|                  |              |              |
|                  |              |              |
|                  |              |              |
|                  |              |              |
|                  |              |              |

**6.3 Fees for optional services provided by the Offeror not specifically outlined in the Scope of Work (Value Added Services. Refer to Section 2)**

| Line item | Program Name | Program Type<br>(Indicate whether Year-Round/<br>Spring/Summer/Fall) | Cost Per Program | Minimum and Maximum of Students Enrolled |
|-----------|--------------|--|------------------|--|
| 1         |              |  | \$               |  |
| 2         |              |  | \$               |  |
| 3         |              |  | \$               |  |
| 4         |              |  | \$               |  |
| 5         |              |  | \$               |  |
| 6         |              |  | \$               |  |

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror’s omission.

***By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the RFP specifications, stipulations, and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.***

\_\_\_\_\_  
 Company Name Name

\_\_\_\_\_  
 Title Authorized Signature and Date