

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



**ADDENDUM #2**

**Issued: July 13, 2021**

**ADDENDUM PURPOSE:**

- To add attached Minority Vendor Classification Form in Section 3 Technical Proposal Submission.
- To provide further clarification regarding Automobile Insurance requirements.

Question: Will College waive the automobile insurance coverage for the following situations, or shall we be required to provide personal automobile insurance?

- (1) We are an LLC and our employees are a mix of independent contractors and payroll. We will have employees who teach on your campus but will drive their own cars with their own insurance to and from work. We do not have company car. We do not provide any additional automobile insurance.
- (2) We do not have employees, and hire independent contractors to provide services to the College.
- (3) 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?
- (4) If I am an individual or a sole proprietor, am I required automobile insurance to perform the services.

Answer: Auto insurance under any of the above scenarios will not be waived. Given the nature of these types of programs and particularly the camps, it is foreseeable that a contractor may need to go from one place to another on campus or even go pick up supplies or other necessary materials in connection with the performance of work under the contract. Similarly, it is expected that a vehicle would be used to bring materials and would be thus delivering the materials on campus.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue ink that reads 'Patrick Johnson'.

on behalf of

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**Patrick Johnson, MBA**  
Director of Procurement

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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



Office of Business Services  
9221 Corporate Blvd  
Rockville, MD 20850

**MINORITY VENDOR CLASSIFICATION FORM**

Minority Vendor: \_\_\_\_\_(Yes)\_\_\_\_\_ (No)

If yes, select minority classification from list below.

\_\_\_ African American

\_\_\_ Hispanic

\_\_\_ Native American

\_\_\_ Alaskan Native

\_\_\_ Asian

\_\_\_ Pacific Islander

\_\_\_ Woman

\_\_\_ Disabled

\_\_\_ Veteran

\_\_\_ LGBTQIA+

\_\_\_ Other: \_\_\_\_\_

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**COMPANY NAME**

**COMPANY REPRESENTATIVE PRINTED NAME**

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**REPRESENTATIVE TITLE**

**AUTHORIZED SIGNATURE AND DATE**