



**MONTGOMERY COLLEGE – OFFICE OF PROCUREMENT
ignITE HUB CAREER COACHING SERVICES
RFP NO.: e423-005**

RFP CLOSING DATE AND TIME: MARCH 22, 2023 @ 3:00 PM

**ADDENDUM #1
Issued: March 9, 2023**

THE PURPOSE OF THIS ADDENDUM IS TO PROVIDE ANSWERS TO REQUESTS FOR CLARIFICATION TO THE RFP DOCUMENT.

1. Section 2.2 on page 9 references 150 students per year. Section 2.2.1 mentions up to 60 students per year. Please clarify.

Answer: Maximum number of students per year will be 60.

2. In the monthly group coaching sessions, are we going to ask them questions or discuss a topic?

Answer: The Ignite Hub's two main focus areas are Information Technology & Entrepreneurship. The monthly sessions will be helping to guide students into those pathways successfully. Sessions might focus on clarifying the IT or Entrepreneurship pathways, or, provide other guidance and encouragement to students.

3. Will 60 students be registered in month 1? Or will we have groups of students throughout the year that will total 60?

Answer: We anticipate a maximum of 60 students to enroll in the program at different times throughout the year, not necessarily in the first month.

4. a. Can the group sessions be broken down by career interests or another category?

Answer: Group sessions will be done by career interest. IT alone has several occupational paths that differ somewhat. Programmers, Cybersecurity specialists, Data Scientists, Networking Engineers, Help Desk, etc.

b. Or should we plan to do a monthly session with all 60 students.

Answer: Coaching sessions should accommodate a maximum of 25 students per session.

5. Is there a similar project that we can reference for pricing guidance?

Answer: No.

6. Is there an incumbent agency for this solicitation?

Answer: No.

7. Should we plan for 60 or 150 students per academic or calendar year? Section 2.2.1 references 60 students, whereas Section 2.2 references 150 students.

Answer: Maximum number of students per year will be 60.

8. What is the College's budget for this project per year?

Answer: Budget is based on allocated funding.

9. Is your goal for monthly group coaching to happen for each student each month or bi-monthly? Section 5 references that group coaching happens once a month for up to 25 students.

Answer: Services will be provided on as needed basis depending on each student. Monthly sessions will be available for students that need it in groups not to exceed 25 students per session.



Patrick Johnson, MBA
Director of Procurement

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

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR EMAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature