



MONTGOMERY COLLEGE – OFFICE OF PROCUREMENT  
ignITe HUB CAREER COACHING SERVICES  
RFP NO.: e423-005  
RFP CLOSING DATE AND TIME: APRIL 4, 2023 @ 3:00 PM

ADDENDUM #3  
Issued: March 30, 2023

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THE PURPOSE OF THIS ADDENDUM IS TO MAKE CHANGES TO THE RFP DOCUMENTS AND PROVIDE ANSWERS TO REQUESTS FOR CLARIFICATION AS FOLLOWS.

3-1 To **extend** the RFP closing date and time from 3:00 PM on March 30, 2023 to **3:00 PM on April 4, 2023**.

3-2 **Question:** Since career coaching is based on the same fundamental principles regardless of client’s background or goals, what is the benefit of the requirement for the contractor to have experience in information technology and past performance in higher education?

**Answer:** RFP does not require experience in information technology. Contractor’s past same/similar experience in higher education institution which means there are unique protocols, processes and resources for our students. A contractor who understands how a higher ed institution is organized and structured will have more background knowledge and understanding of how a student is navigating their learning experience.

3-3 **Question:** Providing feedback on coursework and assignments is not the traditional role of a career coach. Instead, it is the role of an academic coach. Is the requirement for personnel who are able to coach in both areas?

**Answer:** No. Coaching will be focused on encouragement and progress toward completion of it career pathway plan.

3-4 **Question:** The solicitation requests “progress reports” per student. What content would be in these progress reports, will the participants be notified of these reports and how will confidentiality for the participants be maintained?

**Answer:** The content of progress reports is to be determined. Confidentiality services will be provided in accordance to FERPA regulations.

3-5 **Question:** What are the overarching goals of the program? What are the success criteria by which Contractor performance will be measured?

- Answer:** See Section 2.2 Scope of Services for the goals of the program. Contractor's performance success will be measured by the completion of IT Career pathway plan.
- 3-6 **Question:** How does the college plan to measure success of the program beyond contractor performance alone?
- Answer:** To be determined.
- 3-7 **Question:** What is the purpose of the IT Career Pathway Plan and could the elements be defined?
- Answer:** To be determined.
- 3-8 **Question:** Will all the participants be students?
- Answer:** REFER TO RFP, Section 2.2 Scope of Services, participants may be Montgomery College students or any adult county residents.
- 3-9 **Question:** Who is eligible for participation in the program and what is the selection criteria being used to select participants?
- Answer:** Students would be referred from the career navigators (now called Learning and Placement Specialist) after a student completes their plan. The College is currently working on the detailed process.
- 3-10 **Question:** Does the college have a plan to compensate the contractor for travel for onsite visits?
- Answer:** Per Section 5 - Price Proposal, Offerors are required to propose fully burdened rates including all direct costs, indirect costs and profits associated with providing the services.
- 3-11 **Question:** Will the contract be Time and Materials?
- Answer:** No. Please refer to Section 5 - Price Proposal, the prices offered on the price proposal must include all charges, costs, and fees associated with the services listed.
- 3-12 **Question:** The RFP references both onsite and virtual services- what is the expected breakdown of onsite vs virtual services?
- Answer:** The College would have a block approach to scheduling. This could potentially be offering coaching services in equal amounts. For example, offering virtual coaching at least 2 times a month and in-person coaching at least 2 times a month for a total of 4 coaching engagements.

3-13 **Question:** Page 16 of the RFP states “An aggregate award will be made in the best interest of the College to the top two highest evaluated, most responsible, responsive Offerors that can meet the terms, conditions, and specifications of this solicitation.” In this case how would the workshare be allocated between the awarded Contractors?

**Answer:** This is a typo. Please correct accordingly. Per Section 4.2, award will be made to the highest evaluated, most responsive, responsible Offeror meeting all RFP terms, conditions and specifications.

*Patrick Johnson*

Patrick Johnson, MBA, CPPB  
Director of Procurement

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

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

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

\_\_\_\_\_  
Date

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Printed/Typed Signature