



**MONTGOMERY COLLEGE – OFFICE OF PROCUREMENT
ONLINE ETHICS/CODE OF CONDUCT TRAINING
RFP NO.: E424-003
RFP CLOSING DATE AND TIME: August 9, 2023 @ 3:00 PM**

**ADDENDUM #1
ISSUED: July 19, 2023**

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

Item 1-1 Question: Will time be given to the vendor to customize the system and implement or do you prefer an off-the-shelf solution?

Answer: The College prefers a proven product that has been developed and tested in the field but also allows for customization, including the addition of College’s policy and branding. Awarded contractor is required to launch the training within three (3) months of contract award. Please refer to RFP Section 2.3.1 for some additional relevant details.

Item 1-2 Question: What is the anticipated budget for this project?

Answer: The information requested is not available.

Item 1-3 Question: Is there a current contractor fulfilling this requirement? or is this a new requirement?

Answer: The College had multi-year contract for Online Ethics/Code of Conduct Training, but the contract was expired already. The intent of RFP No. e424-003 is to establish a new multi-year contract. The scope of services for this RFP are updated with new requirements, including critical updated specifications to meet necessary digital accessibility requirements and cybersecurity standards, many of which are in RFP Section 3.

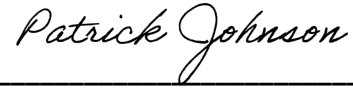
Item 1-4 Question: Are there any challenges you have faced in the past that you would like this new requirement to address?

Answer: The College would like all of its digital content to meet or exceed requirements for accessibility, not only to comply with disability access requirements, but also to permit all the College employees to access content on their various devices. The College seeks a contractor who will be able to articulate technical proficiency and deliver on the agreed-upon specifications. Please refer to RFP Section 2.3.3 for some additional relevant details.

Item 1-5 Question: Do you have an estimate on the contract start date for this requirement? Would it be September or October or later such as January 2024?

Answer: The College anticipates to award this contract during September or October 2023.

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



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.

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

Company Name

Authorized Signature

Date

Printed/Typed Signature