



**OFFICE OF PROCUREMENT**

**GROUP AND INDIVIDUALIZED CASE MANAGEMENT AND JOB TRAINING COUNSELING SERVICES**

**RFP NO.: E425-001**

**RFP CLOSING DATE AND TIME: OCTOBER 25, 2024 AT 03:00 PM**

**ADDENDUM # 1**

**ISSUED: OCTOBER 16, 2024**

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**THE PURPOSE OF THIS ADDENDUM IS TO PROVIDE ANSWERS TO THE REQUEST FOR CLARIFICATIONS.**

NOTE: Similar requests for information that have been received from different Offerors have been grouped under a single addendum item where appropriate, with a single comprehensive answer provided.

1. **QUESTION:** The EARN Grant Program funds various industry training programs such as ECE and CDL. Will the Provider serve targeted EARN grant programs, or serve participants in all EARN grant programs during the contract year?

**ANSWER:** Targeted EARN grant programs.

2. **QUESTION:** What is the maximum number of students that could potentially be served in a contract year? Is there a cap?

**ANSWER:** The maximum is 22 students in a contract year.

3. **QUESTION:** How do you define “group case management” and what are some examples of the activities?

**ANSWER:** Not applicable.

4. **QUESTION:** Will the Provider be required to facilitate group sessions focusing on job readiness and training?

**ANSWER:** No.

5. **QUESTION:** Would the provider be considered “College Staff?” If so, what type of clearance/background will the assigned staff have to go through to be onsite?

**ANSWER:** No.

6. **QUESTION:** Will the provider be required to have staff located at all of the College’s locations?

**ANSWER:** No

7. **QUESTION:** If onsite, will the Provider have a dedicated workspace at each location?

**ANSWER:** Not applicable.

8. **QUESTION:** Will the Provider have access to the College’s system to house case management notes and IEPs? Or does the Provider have to provide its own case management platform?



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**ANSWER:** The Provider will have to provide its own case management platform.

9. **QUESTION:** How will post-program employment information be captured, via an established College or State of MD platform or one identified by the Provider?

**ANSWER:** 6-month follow up.

10. **QUESTION:** Are there any performance and retention outcomes attached to the scope of services? If so, what are the specific measurements?

**ANSWER:** Services are divided into 4 sections, initial student engagement, individual student sessions (resume review and updated, mock interview), at least 2 application processes assistance, and employment information tracking and follow up for 6 months.

11. **QUESTION:** Is there an evaluation component?

**ANSWER:** Student success.

12. **QUESTION:** What type of reporting requirements will the Provider have to submit? (i.e., monthly, quarterly, annual)

**ANSWER:** Monthly reports.

13. **QUESTION:** Is the total budget available for this project?

**ANSWER:** Budget information is not available.

14. **QUESTION:** Are you able to share who the incumbent provider is?

**ANSWER:** CareerCatchers, Inc. is the incumbent provider.

15. **QUESTION:** Are you able to share what roles Montgomery College staff play in terms of the EARN program? Are there any designated point people that the Contractor's case managers would report to?

**ANSWER:** Program Manager for the Transportation Safety Institute program.

16. **QUESTION:** Do College staff provide any direction to the students upon enrollment, or is their progress entirely directed by the Contractor's case managers?

**ANSWER:** College staff is the first point of contact of the students, and they will coordinate with the contractor.



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17. **QUESTION:** Is the enrollment number of approximately 25 students consistent year to year, or do you anticipate any growth?

**ANSWER:** This is a grant project; we are going by the award per year.

18. **QUESTION:** What was the incumbent's frequency of contact with the students? And/or is there a preferred frequency and type of contact with each student?

**ANSWER:** Not applicable.

19. **QUESTION:** Does the College utilize an existing template for an Individual Education and Employment Plan? (And if so, would you be willing to share a copy of it?) Or may the Contractor utilize our own template?

**ANSWER:** May utilize contractor template.

20. **QUESTION:** Is there a page limit or any formatting (font size, margins, etc.) instructions for the Statement of Qualifications?

**ANSWER:** There is no page limitation for the Statement of Qualifications.

21. **QUESTION:** If we have previously worked with Montgomery College in a related capacity, can a Montgomery College representative be one of the three references?

**ANSWER:** Yes.

22. **QUESTION:** Can requested services be provided virtually or are they required to be in person? If in person, are services to be provided at a specific campus or at all campuses?

**ANSWER:** In-person and will mostly be conducted at Gaithersburg Business Training Center (GBTC) at 12 South Summit Avenue, Gaithersburg, MD 20877.

23. **QUESTION:** The RFP requires support of a minimum of 25 students. Would this mean we would be serving the same 25 students over the grant year or maintaining an ongoing caseload of 25 students throughout the grant period?

**ANSWER:** Please consider 22 students as the target number for the grant. The support will be for the same 22 students over the grant year.

24. **QUESTION:** For the Contractor Information form, what public agencies does A3 refer to? Is this related to those agencies listed in the Mid Atlantic Purchasing Team Cooperative Rider Clause?

**ANSWER:** Yes.

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25. **QUESTION:** Also in the Contractor Information form, instead of our Dun & Bradstreet Number (DUNS) would you want the new Unique Entity Identifier (UEI) number?

**ANSWER:** Yes. Please provide the Unique Entity Identifier (UEI) number, as DUNS was phase out in April 2022.

26. **QUESTION:** Are we required to complete and include the Mid Atlantic Purchasing Team Cooperative Rider Clause in our proposal?

**ANSWER:** This is an optional submission.

27. **QUESTION:** Should we include a proposal budget with the Pricing Proposal Form? If so, is there a required format or specific information that must be included?

**ANSWER:** Offeror is required to provide all costs associated with the fulfillment of the services using the price proposal form provided.

All the other specifications, terms and conditions remain unchanged.



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**Patrick Johnson, MBA, CPPB**  
Director of Procurement



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

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.**

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

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

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Date

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Printed/Typed Signature