

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
RFP NO: E427-004
YOUTH PROGRAMS
RFP CLOSING DATE AND TIME: OCTOBER 12, 2026 @ 3:00 PM
ADDENDUM NO. 1
ISSUED DATE: OCTOBER 6, 2026

Purpose of Addendum is to make modifications to the RFP documents and provide Questions and Answers as follows:

Item 1-1 EXTEND RFP closing date and time from October 9, 2026 at 3:00 pm to **October 12, 2026 at 3:00 pm.**

Item 1-2 On page 4, CHANGE incorrect section number from (Section 5) to (Section 6) on the first line in Section 1.19 Contract Pricing.

Item 1-3 On page 13, DELETE Section 2.3 Licensing Requirements in its entirety and REPLACE with the following:

Section 2.3 Licensing Requirements

Montgomery College Youth Programs is licensed by the Maryland Department of services under this contract will operate under the College's Youth Programs license and are NOT required to obtain a separate Maryland Youth Camp license for programs conducted under the College's licensed operation.

Offeror must comply with all applicable College policies, Maryland Department of Health requirements, and Youth Programs operating procedures. Contractors shall provide all information and documentation requested by the College to support licensing and regulatory compliance, including but not limited to proof of insurance, curriculum information, staffing qualifications, background check documentation, training records, and any other information required by the College or regulatory authorities.

Item 1-4 on page 26, REVISE the first paragraph of Section 6.1 to read as follows:

6.1 Offeror shall outline fully burdened fees including all direct, indirect, general and administrative costs associated with providing the services. Provide the Program Category specified in Section 2 (such as Robotics, Writing, etc.), Program Type, Fixed Firm Cost per Student, and Minimum/Maximum Number of Students. Add additional lines if needed.

Price Proposal Form has been RE-ISSUED for Offeror's convenience. Please use the revised Price Proposal for submission. Failure to do so may deem your price proposal non-responsive.

Item 1-5 On page 32, REVISE Item 15 iii to read as: "Offeror hereby confirms to be able to secure, and submit evidence of insurance policies in accordance with insurance requirements included in the RFP documents.

Item 1-6 Provide following Questions and Answers attached.

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

All Others remain unchanged.

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 Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF THE ADDENDUM WILL NOT BE ACCEPTED BY FACSIMILE.

Offeror's Company Name

Authorized Signature

Date

Printed/Typed Signature

Questions and Answers
RFP No.: E427-004 Youth Programs

Item No.	Questions	Answers by Montgomery College
1	Could you please confirm whether there are any vendor-registration steps, pre-proposal activities, or addenda-distribution requirements that prospective offerors should complete in addition to the instructions in the RFP?	If you have downloaded the RFP from the College Procurement website, and fill out the correct email information, you will be receiving email notifications of any addendum if issued. The College's solicitation is open to all interested vendors to participate. We do not keep any vendor registration system. No pre-proposal meeting is held for this RFP.
2	I see that the solicitation indicates there is no Pre-Proposal Conference. Does Montgomery College anticipate holding any vendor information session, Q&A session, or other opportunity for prospective Offerors to ask questions collectively prior to the proposal deadline? Additionally, could you please clarify whether this solicitation is considered a State of Maryland procurement, a Montgomery County/local procurement, or an independent Montgomery College procurement? I am registered as a vendor with the State of Maryland and want to ensure that I correctly understand the procurement jurisdiction.	There is no Pre-Proposal meeting held for this RFP. If you have any questions or request for clarifications (RFIs) to the RFP documents, submit your questions no later than 5:00 p.m., on October 1, 2026, per Section 1.4 of the RFP documents. An addendum to include questions and answers will be issued after the RFIs deadline. If you have downloaded the RFP documents from the College procurement website and provide correct email address, you will receive email notification once the Addendum is posted. Montgomery College is a public community college in Montgomery County, Maryland. It is chartered by the State of Maryland and functions as a part of the Maryland State community college system. For more information, please visit www.montgomerycollege.edu.
3	The email that i received us affiliated with Snapology. Although we offer very similar programs, we are an independent and locally own company- not a Snapology franchise. We did explore buying into a Snapology franchise when we started our business, but ultimately decided that a franchise would hinder our ability to meet the needs of our community. We do offer Lego Robotics programs, Lego Build Challenge programs (STEM), and Gaming & Game Design programs. All that to ask, are we still invited to submit a proposal?	This solicitation is open to qualified providers that can deliver programs meeting the requirements outlined in the RFP.
4	Page 4, Section 1.19: it says "All pricing is FOB Destination." What does this mean in regards to providing a service rather than delivering physical goods?	Per Section 2 Scope of Work, the awarded Offerors are required to provide a hybrid services (online, on-site, or combined) determined by the College. Supplies and equipment may be needed for the prpgrams. Therefore, submitting pricing must include all costs incurred in the delivery of the procurement.
5	What is the funding source for these programs? Are they paid for by the College or by families?	The programs are primarily funded through student registration paid by families. Program fees are established by Montgomery College and charged directly to participants who enroll in the courses. Vendors are compensated based on the pricing and contractual terms agreed upon with the College.
6	Section 1.6 states prices are held 180 days after the award date; the cover page and Section 1.19 state 180 days after the proposal closing date. Does propose data or award date apply?	Section 1.6 states prices are held 180 days after the award. This clause supersedes "Acceptance Period" of 90 days in Attachment H. General Conditions and Instructions. In case any contractor fails to perform in the acceptance trial period, it may result in cancellation of the contract, or award to the next highest evaluated Offeror. Cover Page and Section 1.19 states the Offerors shall hold their pricing 180 days after the proposal closing date, but prior to award. That allows the college to administer the contract award and other internal administrative process.
7	The RFP refers to the price form as both "Section 5" and "Section 6," and states the 180-day price hold as counted both from proposal closing and from contract award. Please confirm which is authoritative.	It shall be Section 6. Please see Addendum Item 1-2.
8	Page 9, Item 1.41: Do I need to provide this proof of registration or will this be verified independently as part of this process?	Please include a proof registration and in good standing in your technical proposal submission, as required in Item 9 of Attachment B - Qualification Statement.
9	<u>Clarification on Section 1.31 Public Record and Proprietary Information</u> Section 1.31 requires a proprietary/confidential redacted copy of the proposal. The RFP requires two PDF attachments but also discusses submitting a redacted copy when proprietary material is claimed. Ask how a redacted copy should be submitted without violating the two-attachment rule?	A copy of proprietary/confidential redacted copy of the proposal is required upon Public Records request in the future. It is not required to be included in the proposal submission. Two PDF attachments refers to technical proposal and the price proposal as separate files/attachments in the same email.
10	RFP gives two versions ("Vendor Response..." in §3.1, "Offeror Response..." in §5). Which email subject line is correct? One or the other or both - Vendor/Offeror Response to RFP No. E427-004, Youth Programs.	Either "Vendor Response to RFP No. e427-004, Youth Programs" in Section 3.1, or "Offeror Response to RFP No. E427-004, Youth Programs" in Part 1 of Section 5, is fine.
11	<u>Clarification on Section 2.3 Licensing Requirements</u> I would like to clarify a question regarding the Licensing Requirements, specifically the requirement related to the Maryland Department of Health (MDH). Could you please clarify whether an MDH license or certification is required for an organization providing these types of Life Skills and Personal Development services? If an MDH license is required, could you also please specify which license or certification would apply to these services and whether there are any additional licensing requirements we should meet before submitting our proposal?	Section 2.3 has been modified. Please see Addendum Item 1-3.

12	<u>Clarification on Insurance Requirements</u> (1) Section 2.4 requests evidence of insurance policies as part of the proposal, while Section 1.23 notes that the awarded contractor must provide a Certificate of Liability Insurance within seven days of award. Could you clarify whether Offerors are required to carry the full insurance limits at the time of proposal submission, or whether the required coverage may be secured following an award and before the contract begins? Page 5, Section 1.22.c: My current property damage liability insurance is for \$1M and this is the max for my insurance company. To increase it to \$2M, my insurance company is offering to add a \$1M umbrella insurance to cover the gap. Is this acceptable? Also, I have aggregate commercial liability insurance of \$4M. Would this suffice for the \$2M property damage cap?	Awarded contractors will be required to provide the proof the insurance coverage after the award per RFP requirements, and prior to start the services. See Addendum Item 1-5 for the modification of Item 15 iii of Attachment B - Qualification Statement. Adding a \$1M umbrella insurance to cover the gap between RFP requirement and your current property damage liability insurance is acceptable.
13	Section 4.1 refers to the lowest aggregate total unit price of Section 6.1 and Section 6.2 within each category/activity. How will the College compare proposals that differ in instructional hours, class capacity, staffing ratios, or the number of courses proposed? Is there a standard course duration or enrollment assumption bidders should use? Are one-time equipment costs listed in Section 6.2(B) aggregated with per-program costs, or evaluated separately?	Per Section 4.3, one or more awards will be made in the best interest of the College to the highest evaluated, most responsive, responsible Offerors in each program category/activities. Evaluation of technical and price will be based on each category/activity. Therefore, pricing of Section 6.1 and Section 6.2 for the same category/activity will be added up for evaluation purpose. It is critical to clearly specify the Category/activities name(s) your firm proposed and bid on the Price Proposal Form. For example, Assuming your firm proposes Dance, Drama, and Theatre Arts under Arts, Design, and Creative Expression, list the “Arts, Design, and Creative Expression – Dance”, “Arts, Design, and Creative Expression – Drama”, “Arts, Design, and Creative Expression – theatre arts” in each line item in Section 6.1 & Section 6.2, and provides pricing accordingly.
14	Is certified MBE/SBE status factored into scoring, or is it encouraged without a scoring weight?	MBE/SBE is encouraged to respond to the solicitation.
15	What is the anticipated annual expenditure under this RFP, including the amount expected for summer 2027? Is there an estimated allocation for coding, computer science, robotics, and related technology programs? Could the College also provide actual contractor expenditures for 2025 and 2026, preferably identifying spending in those subject areas and a breakdown by contractor, if available?	The total spend for FY2026 is aproximatly \$350,000.00. We do not have estimated budget allocation for individual programs.
16	Summer enrollment and number of courses delivered Section 2.1 describes more than 1,000 students annually and approximately 145+ summer courses, each with one or more sessions. For summers 2025 and 2026, how many coding, robotics, and related technology course sections actually ran, and how many student registrations did they serve? Please distinguish unique students from course registrations and half-day from full-day offerings where possible. Information on average class size, under-enrollment cancellations, and waitlists would also be helpful. Is the College anticipating growth in these subjects for summer 2027?	We have a 20% class cancellation rate across all campuses. Average class size is 10 students with a maximum of 15 students per adult. The minimum number of students for a class to run is generally 5, but this may change on a case by case basis. We do anticipate growth in STEM (and more broadly) in 2027.
17	Assignment of work among awarded contractors Sections 1.16 and 4.3 allow multiple awards within a program category. How will the College determine which contractors’ courses are offered and how many sections each contractor receives? Does contract award establish an approved-provider pool, with course selections and purchase commitments made separately afterward?	The College will determine course offerings and section assignments based on factors such as program content, market demand, alignment with College needs, and instructor qualifications. The College reserves sole discretion in selecting and scheduling courses among awarded contractors.
18	Minimum enrollment, confirmation, and cancellation Does the minimum enrollment proposed by the contractor establish the threshold below which a course may be canceled? When will contractors receive a final decision that a course will run? If the College cancels after staffing, preparation, or materials have been committed, what compensation, if any, is available? May bidders include a cancellation schedule in their proposals?	Please refer to above regarding course enrollment minimums. Vendors will be notified of cancellation at least 5 business days prior to the start of course of program. Payments will not be made for courses that do not run.
19	Program locations and scheduling Are offerings limited to College-provided locations, or may contractors also propose courses or reserved camper spaces at their existing camp locations? What are the anticipated summer 2027 operating dates, and when will course schedules and campus assignments be finalized? Does the College have a preference for half-day courses, full-day camps, or both?	Offerings are limited to College-provided locations. Summer 2027 will run from June 28 through August 20. The final week of class is fully remote. Our preference is for courses that run half-day.
20	Page 13, Section 2.2.2 (and elsewhere): these is reference to providing "additional value add offering". What does this mean? Can you give examples of the kinds of additional value you would like us to offer?	"Additional value add offering" refers to any enhancement, benefit, or service beyond the minimum requirements outlined in the RFP.
21	Per the scope of work, there is not a specific check box for Education related programs. Would Montgomery College be interested in an online asynchronous Paraeducator Career and Technical Education Pathway program for high school students that must be facilitated by a staff member at Montgomery College?	We are seeking partnerships with vendors who can provide instructors to deliver classes directly to students. Our current model is focused on instructor-led programming rather than programs that require Montgomery College staff to facilitate the instruction. It refers to any addendum if issued by the College for this RFP.
22	Page 24, Part 3 of Section 5 - Technical Proposal Form: What addenda are referred to in this section?	
	<u>Clarification of pricing in Section 6 - Price Proposal Form and program structure</u> (1) Section 6.1 requests a “Fixed Firm Cost per Program.” Should the proposed cost represent the total cost for the entire program rather than a cost per student? Is there a specific program duration and frequency that offerors should use when determining the fixed firm cost per program, such as a one-week summer program or a multi-week fall/spring program? Or should each Offeror establish its own proposed program duration, number of days per week, and instructional hours and price the program accordingly?	See Addendum Item 1-4. Provide the cost per student, rather than the total cost for the entire program. For summer camps, the standard format is: - One week long - Three hours per day - A total of 15 instructional hours

23	(2) Definition of “Cost per Program” and payment basis For Section 6.1, should “Fixed Firm Cost per Program” be a flat fee for delivering one complete course to one group—for example, a five-day, half-day coding camp—with the contractor specifying the duration and enrollment range? Would that fee remain unchanged for enrollment within the approved minimum and maximum? Are per-student rates or enrollment-based pricing tiers permissible, and is contractor payment dependent in any way on tuition collected?	See answer provided above regarding pricing and program structure: . We do not permit tiered pricing.
	(3) Payment structure: Is the vendor paid a flat fee per program regardless of enrollment, or per enrolled student, and what minimum enrollment is typically needed for a section to run?	The Fixed Firm Cost per Program should represent the contractor's proposed cost per student. The total contractor payment will be based on actual enrollment and the agreed-upon per-student rate, subject to the terms of the resulting contract.
	(4) Page 34, #15.4.d: there is a request to provide a list of equipment. Is the intention for us to list the equipment we would expect Montgomery College to provide? Or all equipment we intend to use to deliver the program?	Offerors is required to provide a list of all equipment, materials, supplies, and technology they intend to use to deliver the proposed program supplied by themselves, and include all proposed program costs, including applicable materials, supplies, equipment, administrative expenses, and other associated costs, in the Price Proposal.
	(5) Can the college provide iPads or computer labs?	The College provides computer labs.
	(6) Our firm typically provides youth sports programming in two-hour sessions, and would like to clarify on the expected program structure will help us provide accurate and fully burdened pricing.	Please note that, at this time, we are not seeking youth sports programs, as Montgomery College's Athletics Department already provides those types of offerings.
24	<u>(1) Clarification Regarding Attachment A - References</u> Our firm is a newly established Maryland nonprofit organization formed in 2026. Because the organization is newly established, our firm does not yet have three organizational clients for whom it has provided similar youth-program services within the past five years. However, our proposed instructional personnel and organizational leadership have substantial prior professional experience working with youth and families, and we have references who can verify that relevant experience. For purposes of Attachment A – References, may we submit references who can verify the relevant prior youth-service experience of its proposed instructional personnel and organizational leadership, rather than references from prior organizational clients? If permitted, please advise whether those references should be identified on Attachment A with a notation explaining that they are references for the proposed personnel's prior experience.	For Attachment A – References, the RFP requires references from former or current clients for whom the Offeror has provided services similar in size and scope to those requested in this solicitation. The references must be able to confirm, without reservation, the Offeror's ability and experience in providing the same or similar level of services required under this RFP. References that solely verify the prior experience of proposed instructional personnel or organizational leadership, rather than services performed by the Offeror, do not satisfy the Attachment A reference requirement. Offerors should submit references based on services provided by the organization identified as the Offeror. All references must include the information requested in Attachment A and meet the requirements outlined in the RFP.
	(2) Am I able to use Montgomery College staff as reference since I have been working in conjunction with them for a decade now?	Please refer to page 35, Part 16 Relevant Experience in Attachment B Qualification Statement of the RFP documents. Any Offeror past experience with the College Youth Program is highly valued and can be counted as one reference only.
	(3) May parents of past participants serve as references, or does the College prefer organizational references?	The College prefers professional or organizational references familiar with the Offeror's performance in delivering youth programs.
	<u>Clarifications on Attachment B - Qualification Statement</u> (1) Page 30, Item #5: Our organization is a mobile business because we go to client sites to deliver programs because of our goal to improve access and minimize costs transferred to clients. This means we do not have a brick-and-mortar facility. We use a formal post office address to receive all mail. Will this suffice?	Please provide the address on your W-9 form.
	(2) Page 30, Item #8: What is meant by "with its own forces"?	"With its own forces" refers to work performed directly by the Contractor's employees, staff, instructors, or approved subcontractors under the Contractor's management and supervision, rather than being outsourced to unidentified third parties.
	(3) Page 32, Item #15.iv.a.second bullet: A request is made to provide resumes, etc. for all the instructors who will be delivering our program. If we are awarded a contract, it is our intention to recruit, hire, and train new staff members provide services in your location (as we will describe in #15.iv.a.first bullet). How should we best answer here?	If specific instructors have not yet been hired, the Offeror should describe its recruitment, screening, hiring, training, and supervision process, along with the minimum qualifications required for instructional staff. Montgomery College may request qualifications and resumes for personnel assigned to deliver programs prior to the start of services.
	(4) Page 32, Item #15 iv (a), requests information regarding whether proposed instructional staff have completed approved First Aid and CPR training and states that online training is not approved. Must proposed instructional personnel already possess approved First Aid/CPR certification at the time the proposal is submitted, or may the certification be obtained after contract award and before personnel begin providing services to College-registered participants?	Proposed instructional personnel are not required to hold First Aid/CPR certification at the time of proposal submission.
	(5) Page 33, Item#15 iv (b) requires lesson plans for proposed instruction. For a multi-week interdisciplinary program, does the College require complete lesson plans for every proposed instructional session/day to be submitted with the proposal, or would a comprehensive curriculum map with learning objectives, instructional methods, scope/sequence, activities, and outcomes,satisfy the proposal requirement; with final lesson plans produced in coordination with Youth Programs after award? Additionally, may lesson plans be reasonably refined or adapted after award based on participant age/developmental level, enrollment, facilities, pacing, and College guidance while maintaining the approved program objectives and scope?	Offerors may submit a curriculum outline, scope and sequence, learning objectives, instructional methods, and representative lesson plan materials as part of their proposal. Complete lesson plans for every session are not required at the time of proposal submission.

25	(6) Page 34, Item #15.4.e: asks for "Minimum and maximum levels of College participants" — does this mean the minimum and maximum levels of students we would be prepared to serve? Or is it a question about whether we would need or like some kind of participation from college-aged people?	This question refers to the minimum and maximum number of youth participants the Offeror can effectively serve in a program.
	(7) Page 35, Item #16: we have not previously delivered a significant amount of programming in the State of Maryland (though we have elsewhere, most especially New York and California). Would this preclude us from participating? May the relevant experience of an identified subcontractor/program partner be used to satisfy or support the three required youth-program examples? Additionally, where an organization has operated the same or substantially similar youth enrichment program under a multi-year engagement, may individual program years or cycles be presented as separate program examples, or would Montgomery College consider the multi-year engagement a single example?	Experience from other states may be included when relevant. Item 16 (Relevant Experience), the required program examples must be projects that were performed by the Offeror. Offeror may not use the prior youth-program experience of a subcontractor, program partner, proposed instructional personnel, or key personnel to satisfy the Item 16 requirement. The purpose of this section is to evaluate the Offeror's own organizational experience and demonstrated ability to successfully deliver youth programs similar to those described in the RFP.
	(8) I am seeking clarification regarding Attachment B, Section 16, which requests three relevant youth program examples located within the State of Maryland. Our relevant experience includes providing fashion education and instruction through organizations as well as private youth instruction. For example, I served as an instructor at Glen Echo Park in Maryland for approximately two years, and I have also provided private fashion design instruction to youth students in Maryland. Would Montgomery College accept a combination of organizational youth programming and independently provided/private youth instruction as qualifying examples under Section 16, provided that we include the requested program details and references who can verify the services?	Offeror may not use the prior youth-program experience of a subcontractor, program partner, proposed instructional personnel, or key personnel to satisfy the Item 16 requirement. The purpose of this section is to evaluate the Offeror's own organizational experience and demonstrated ability to successfully deliver youth programs similar to those described in the RFP. Offerors must provide three (3) examples of youth programs undertaken by the Offeror, including a minimum of three (3) projects located within the State of Maryland, as specified in the RFP.
	(9) If we've run the same youth program across multiple years, may each annual cycle count as a separate example? Each cycle had its own dates, participants, 3. Maryland program examples: May an ongoing youth program count as one of the three required Maryland examples?	If your firm has delivered youth program as prime contractor to the same organization/agency across multiple years, or has ongoing youth program, it can be used as one of three examples. If your firm just signed the contract, and has not yet delivered the services, it cannot be used as an example.
	(10) Our organization's relevant experience spans several of these areas in the RFP rather than consisting solely of previously operated multi-week youth programs. Would Montgomery College consider relevant youth activities/programs across multiple subject areas identified within the RFP Scope of Services as qualifying examples for Item 16, provided that each example demonstrates the Offeror's ability to deliver youth instruction, career exploration, workforce readiness, or related educational programming? Additionally, may the three examples collectively demonstrate different but complementary areas of expertise that support the proposed interdisciplinary program, rather than requiring all three examples to be substantially identical in subject matter or program format?	Montgomery College is requesting examples of youth programs that have been undertaken by the Offeror. The purpose of this section is to evaluate and confirm the Offeror's organizational experience and capacity to successfully deliver youth programming similar to the services described in the RFP.
	(11) Relevant Experience – Historical Youth Programs and Project Contacts. Some relevant youth activities were conducted through schools, financial institutions, community organizations, or other established organizations. For certain historical activities, the Offeror may not have retained a current direct contact for the individual who coordinated the activity at that time. If the Offeror can provide the school or organization name, program/activity description, Maryland location, dates, hours, approximate number of youth served, Offeror's role, and other requested project information, but is unable to obtain a current individual contact for a historical activity, will Montgomery College accept the organizational/program contact information available to the Offeror? Alternatively, would the College permit the Offeror to identify the organization and explain the circumstances regarding the unavailable individual contact?	If no current individual contact can be identified, the Offeror may explain the circumstances and provide the most complete project information available for the College's consideration. The College reserves the right to request additional references; contact any non-reference clients that have utilized Offeror's services; or require a site visit to one or more of the Offeror's reference locations.
	(12) May an ongoing youth program count as one of the three required Maryland examples?	Currently operating youth programs in Maryland may be used to satisfy this requirement, provided they meet the criteria outlined in the RFP.
	(13) May I use my prior experience, program examples, and references to demonstrate relevant experience for this RFP, as long as I clearly identify the role I held and the organization through which the work was completed?	For Attachment B, Item 16 (Relevant Experience), Montgomery College is requesting examples of youth programs that have been undertaken by the Offeror. The purpose of this section is to evaluate the Offeror's organizational experience and capacity to successfully deliver youth programming similar to the services described in the RFP.
26	(14) Scheduling: Should we propose specific program dates now, or simply indicate availability (Year-Round, Spring, Summer, and/or Fall)?	Offerors are not required to propose specific program dates at this time. Please indicate the applicable term(s) and availability (Year-Round, Spring, Summer, and/or Fall). Program scheduling will be determined in coordination with the College.
	Background Checks and Attachment D Attachment D requires the Offeror to certify that employees and volunteers who will work with College-registered participants will submit national criminal and Child Protective Services background checks as required by Maryland regulations. At the proposal stage, is the signed Attachment D certification sufficient, or do actual background-check results/documentation for proposed instructional personnel need to be submitted with the proposal? If background checks are completed after award, does Montgomery College initiate or direct the background check process, or is the contractor responsible for obtaining them through an approved provider? If contractor-obtained, will the College provide the required process, forms, vendor information, authorization instructions, or other applicable requirements?	At the proposal stage, a signed Attachment D is sufficient. Background check results are not required to be submitted with the proposal. Successful Offerors will be required to ensure that all personnel assigned to work with College-registered participants complete all required background screening requirements before providing services.

27	For proposed instructors who currently hold fingerprint and CPS clearances through Montgomery County Public Schools, will the College accept those clearances, or will fingerprinting through the College-designated CJIS number be required for all instructors?	The College reserves the right to require contractors and their personnel to complete additional background screening, fingerprinting, or verification processes to satisfy college's policies, regulatory requirements, or program licensing requirements.
28	Teaming/subcontracting: If two companies submit a joint proposal (one as prime, one as sub, with the sub's employees serving as instructors), is that structure acceptable, and are experience/references (Attachment B, Item 16) evaluated for the prime alone or for the team as a whole? AND Which entity (prime or sub, if we submit jointly) must hold the MDH Youth Camp Certificate, and what is the expected timeline between contract award and required certification given the College's summer program start dates?	The Offeror is responsible for ensuring that all personnel assigned to perform services under the contract, are their employees and comply with all applicable contract requirements, including background screening, training, supervision, and any College requirements related to working with minors. Please note the licensing requirements have been modified per Addendum Item 1-3.
29	Because this work is seasonal and I with a hiring emphasis on teachers during summer break my supplied Work for Hire template treats instructors as independent contractors (1099-NEC) with contracts per week of teaching, I need to determine with counsel/procurement whether each instructor must be disclosed as a subcontractor. Instructor classification: Does "bona fide employees" (Attachment H) require instructors to be W-2 employees, or may properly classified independent contractors satisfy this requirement?	Your question is about subcontractor vs independent contractor. What differentiate between Subcontractor and Independent contractor is a difference in an employment relationship with a laborer. Independent contractors are employed and paid directly by the employer while subcontractors are employed by an independent contractor and are paid by them. In this case, if your company is to hire an independent contractor who is not your firm's employee, this independent contractor is your firm's subcontractor. The College expects to see both the qualifications, experience and references of your firm and your subcontractor(s) included in the technical proposal submission.
30	<u>Use of the contract by MCPS and other public agencies</u> Attachment H General conditions and Instructions requires the same prices, terms, and conditions to be available to MCPS and Montgomery County. Please confirm how this applies when pricing assumes that the College supplies facilities or equipment. Would another agency ordering the same program be expected to provide equivalent resources, and how should bidders price services requiring a different scope or contractor-provided facilities?	Awardees may take exceptions to this clause, whether they want to extend the contract and the pricing to other Montgomery County agencies. It is also up to the other agencies to decide whether the college resulting contract would fit their needs.
31	Who is the The Mid-Atlantic Purchasing Team (MAPT) contact at Montgomery College. Page 51 Participating Agency Name: Montgomery College. I need the specific Contact Person their Phone Number and Email address to complete the form correctly. Page 52 of form e427-004 to be filled out by me, Goldsmith Education LLC, or at a later date by other entities?	Rider Clause in the RFP allows use of the resulting contract award by other members of the Mid-Atlantic Purchasing Team (MAPT), and provide additional business opportunities to the awarded contractor. Please see more information available at https://www.mwcog.org/purchasing-and-bids/cooperative-purchasing/faq/

**SECTION 6 – PRICE PROPOSAL FORM (revised)**

- 6.1 Offeror shall outline fully burdened fees including all direct, indirect, general and administrative costs associated with providing the services. Provide the Program Category specified in Section 2 (such as Robotics, Writing, etc.), Program Type, Fixed Firm Cost per Student, and Minimum/Maximum Number of Students. Add additional lines if needed. Same apply to Section 6.2.**

Line item	Program Category	Program Type (Indicate whether Year-Round/Spring/Summer/Fall)	Cost Per Student	Min. & Max. No. of Students Enrolled
1			\$	
2			\$	
3			\$	
4			\$	
5			\$	
6			\$	
7			\$	
8			\$	
9			\$	
10			\$	

- 6.2 Any other fees to deliver the services for the duration of the contract if applicable. Please indicate the Cost of Supplies and Cost of Equipment if any, are applicable to the program or each student.**

A. Program Supplies

Line	Program Category	Supplies Description	Cost of Supplies
1			
2			
3			
4			
5			
6			
7			

B. Program Equipment

Line	Program Category	Equipment Description	Cost of Equipment
1			
2			
3			
4			
5			
6			
7			



MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES

RFP TITLE: YOUTH PROGRAMS

RFP NO.: E427-004

RFP CLOSING DATE AND TIME: OCTOBER 12, 2026 @ 3 PM

SECTION 6 – PRICE PROPOSAL FORM (revised) - continued

C. Others

Line	Program Category	Descriptions	Cost/Program
1			
2			
3			
4			
5			
6			
7			

6.3 Value-Added Pricing (Fees for Value Added Offering - Optional Services Provided by the Offeror not Specifically Outlined in Section 2 Scope of Services)

Line item	Program Name	Program Type (Indicate whether Year-Round/Spring/Summer/Fall)	Cost Per Student	Min. and Max. No. of Students Enrolled
1			\$	
2			\$	
3			\$	
4			\$	
5			\$	
6			\$	

The prices offered on the Price Proposal must include all charges, costs, and fees associated with the services listed. No allowance will be made at a later date for additional charges due to the Offeror's omission. Offeror must fill out all blanks on the Price Proposal Form in order to be considered. Failed to do may deem an Offer non-responsive.

REMEMBER TO SIGN YOUR PROPOSAL

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the RFP specifications, stipulations, and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name

Name

Title

Authorized Signature and Date