

OFFICE OF PROCUREMENT  
REQUEST FOR PROPOSAL TITLE: EXECUTIVE SEARCH CONSULTING SERVICES  
RFP NUMBER: E521-011  
RFP CLOSING DATE: OCTOBER 28, 2020 @ 3:00 PM EST



**ADDENDUM #1**

Issued: 10/16/2020

**ADDENDUM FOR THE PURPOSE OF:**

- To provide the attached revised price proposal

**All other specifications, terms and conditions remain unchanged.**

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA  
Director of Procurement

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

**NOTE:** All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time on **October 28, 2020.**

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

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**SECTION 6– REVISED PRICE PROPOSAL**

This section is used to describe all costs for the acquisition, implementation, operation, maintenance, licensing and use of the proposed solution. The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement.

Description	Fee
<b>Position Type: First Level (Manager, Dean, Chair)</b>	
<b>Total Fee Not to Exceed Amount per Candidate</b> Includes: pre-recruitment, advertisement, materials, development of position description, identify potential candidates, screening, interviews, checks and verifications, offer coordination & acceptance.	\$ _____

Description	Fee
<b>Position Type: Mid-Level (Director, Chief)</b>	
<b>Total Fee Not to Exceed Amount per Candidate</b> Includes: pre-recruitment, advertisement, materials, development of position description, identify potential candidates, screening, interviews, checks and verifications, offer coordination & acceptance.	\$ _____

Description	Fee
<b>Position Type: Executive Level (VP, Sr. VP, Provost)</b>	
<b>Total Fee Not to Exceed Amount per Candidate</b> Includes: pre-recruitment, advertisement, materials, development of position description, identify potential candidates, screening, interviews, checks and verifications, offer coordination & acceptance.	\$ _____

TRAVEL AND EXPENSES	Cost
Total Cost Not to Exceed Amount	\$ _____ per Candidate

HOURLY RATES FOR ADDITIONAL SERVICES	Fee
<b>Note:</b> The hourly rate shall be inclusive of all reasonable charges to the College.	\$ _____ per hour

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. Award will be made in the best interest of the College to the highest evaluated, most responsible, responsive Offeror that can meet the terms, conditions, and specifications of this solicitation.

**Montgomery College is tax exempt, certification provided upon request**

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**SECTION 6– REVISED PRICE PROPOSAL-continued**

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 bid 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.

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Company Name Name

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Title Authorized Signature and Date