

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: FOUNDATION SCHOLARSHIP PROGRAM EVALUATION
RFP NUMBER: E521-025
RFP CLOSING DATE AND TIME: MARH 26, 2021 at 3:00 P.M.



ADDENDUM #1
Issued: March 11, 2021

ADDENDUM FOR THE PURPOSE OF:

1. To extend the RFP Closing Date from March 19, 2021 at 3:00 p.m., to March 26, 2021 at 3:00 p.m.
2. To provide the attached questions and answers.

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

Company Name

Authorized Signature

Date

Printed/Typed Signature

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QUESTION:	ANSWER:
1.) Given the very short timeframe for this project, the analysis will need to rely on data that have already been collected. What will be the role of the College's Office of Institutional Research and Effectiveness (or another office) in preparing data for analysis? How will the variables for analysis be selected?	The SVP will coordinate with the vendor OIRE and the foundation finance office on what variables will be requested and what format the data will be provided.
2.) Have there been previous reports on the relationship between scholarships and student persistence at the College? Are these reports available for use in preparing a proposal?	There have been no previous reports. The only report was descriptive statistics about scholarships and who received them from a few years ago. That report is available if a vendor needs it to prepare a proposal.
3.) The specified deliverables include draft and final (written) reports. Will the selected contractor be expected to make any oral presentation or respond to questions from the College or Board, before or after the May 14 final report deadline?	The selected contractor will not be expected to make any oral presentations or to respond to questions from the college or the board.
4.) Has the College allocated a specific budget (or budget range) for this project?	No specific budget or budget range has been allocated for this project.
5.) Could you clarify the insurance requirement for this particular project, given that it is a very short term and will be completed remotely?	The insurance requirement protects the College in the event there are any changes to remote performance.
6.) Is it possible to get an extension to the deadline for proposal submission?	Refer to item #1, page 1.
7.) Could you please confirm whether there will be a requirement for a bid or performance security?	There is no bid or performance security.
8.) The RFP specifies two project deliverables: a draft pdf and 5 hard copies of the final report. Is an electronic version of the final report for online dissemination also required? If so, will it need to meet 508 compliance requirements?	The draft PDF and five hard copies will suffice.
9.) What will be required for a Data Use Agreement (DUA)? In our experience, finalizing the DUA can be a lengthy process, often delaying access to data and negatively impacting the schedule for project deliverables. How soon after award will the data be made available for analysis?	We will work to have data made available within two weeks after the first meeting. We will work to expedite the data use agreement.

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