

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: JOB READINESS PROGRAM MANAGEMENT FOR MONTGOMERY COLLEGE STUDENTS
RFP NUMBER: E521-033
RFP CLOSING DATE AND TIME: MAY 21, 2021 at 3:00 P.M.



ADDENDUM #1
Issued: May 7, 2021

ADDENDUM FOR THE PURPOSE OF:

1. To extend the RFP Closing Date from May 17, 2021, to **May 21, 2021** at 3:00 p.m.
2. To provide attached answers to vendor questions.

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. The Scope of Work refers to scholarship students “other” than the subject areas (e.g. Health) listed. What does “other” refer to?	The College might award a scholarship to a student to study a noncredit class outside of the two listed subject areas. Electricity for example.
2. If other refers to other subject areas, could you specify which subject areas?	It is rare that we go beyond the two subject areas but there have been instances of classes in career and technical education like electricity.
3. Is there a restriction on the type of scholarship students that can be supported in the program?	Income guidelines must be met. Refer to: https://www.montgomerycollege.edu/workforce-development-continuing-education/wdce-scholarships/wdce-financial-guidelines-scholarships.html . Mostly noncredit students since credit students are eligible for financial aid. Prioritize students that come through our engagement centers in the East County Regional Service Center, the Gaithersburg library, and the Ethiopian Community Center of Maryland.
4. The project’s time frame covers 1 year. Does this year mean that all students must be in the program for the entire 1 year?	No, student needs will vary. Some students need very little help, while others may require a lot more help.
5. Are we allowed to determine the time period spent per student with this program money? For example, our current program rotates students each quarter, where we have new students enter our program?	The ultimate outcome is job placement. If that can be done on a quarterly basis that is fine. Maybe some students could do a second quarter of services.
6. How is funding disbursed?	The College pays monthly invoices based on outcomes met.
7. Are we reimbursed on our expenses after submitting receipts?	Please refer to Section 1.25 Contract Billing of the RFP document.
8. If so, what is the time frame for this process?	Invoices will be processed on a monthly basis.
9. Can you describe the process?	Contractor must submit an invoice detailing the outcomes met per student. The Contractor can determine to bill the College for each student after achieving an outcome such as completed a resume, practiced for an interview, completed X job applications, landed a job, etc.
10. Is a standardized form required?	The Contractor must develop their own invoice form.

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11. Do you allow partnerships in the bid submission process?	The College does not set limitations on the structure of an organization. The contract will be awarded to one provider. If partnership in this case refers to subcontracting any portion of the work required to complete the services required in this RFP, that information must be included in the Offeror's response. Refer to Section 5.2.7 of the bid document.
12. Will you provide confirmation of receipt once our proposals are submitted?	Confirmation of receipt can be provided.
13. Will there be an exit interview?	Exit interviews are not a part of this process.

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