

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: VIRTUAL CAMPUS TOURS
RFP NUMBER: E522-010
RFP CLOSING DATE AND TIME: APRIL 11, 2022 at 3:00 P.M.



ADDENDUM #1
Issued: April 1, 2022

ADDENDUM FOR THE PURPOSE OF:

1. To provide 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. Has Montgomery College identified a budget for this initiative, and if so, is it possible to share? Is there a price above which proposals would not be accepted? | No specific budget has been identified for this initiative. |
| 2. Can Montgomery College please provide the decision timeline for this RFP? | The final contract award decision should be made by mid-May. The Official contract start date is 7/1/2022. |
| 3. Are you willing to accept an electronic signature in lieu of a wet ink signature on all forms? | Yes, the College accepts electronic signatures. |
| 4. Are you willing to accept an electronic submission in lieu of the hard copies? If not, will Montgomery College accept responses on a USB shipped to your location (no hard copy provided)? | The College does accept electronic proposal submissions. However, one (1) original hard copy of the proposal is also required. Please refer to Section 5.3 of the RFP document. |
| 5. Can you expand on what you are expecting in terms of "Ability to embed social post content, such as Instagram or TikTok into the experience, such as on a map or in a tour of a building?" Are you envisioning using existing content from those platforms in a downloadable file? | Yes, the College wants to add existing content from those platforms in either a video or jpeg format. |
| 6. What are you looking for in terms of examples of engagement tracking and reporting? | Clicks on each tour stop, time on each tour stop, analytics on request more information form, demographic info on visitors, and additional analytics as possible. |
| 7. To what extent are you expecting vendors to be able to match the graphic presentation on the Montgomery College website? Fonts, colors, etc.? | Ideally, as much as possible. Although, we understand there could be some limitations. |
| 8. Are you expecting Vendors to provide line by line answers to "Section 2- Background and Scope of Work" and "Section 3- Qualifications and Requirements" If so, what section of the proposal should that be included in? | Yes, we would like line by line responses so that we know the extent of what the product can offer. |
| 9. A bid security or bid bond would be atypical toward the nature of the Services, can Montgomery College clarify if this is required? | No bid security or bid bond is required for this procurement. |
| 10. Whether companies from Outside USA can apply for this? (Like from India or Canada)? | Yes, the College does not prohibit foreign firms from submitting proposals. |
| 11. Whether we need to come over there for meetings? | On-site meetings may be required. |

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| 12. Can we perform the tasks (related to RFP) outside USA? (Like, from India or Canada) | The services required for this procurement can be performed outside of the United States. If applicable, the storage of any College data must be maintained in the United States. |
| 13. Can we submit the proposals via email? | Proposals are accepted via email. Please refer to Section 5.3 of the RFP document. |

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