

OFFICE OF BUSINESS SERVICES  
REQUEST FOR PROPOSAL TITLE: TRAINING & COACHING CONSULTING SERVICES  
RFP NUMBER: E523-006  
RFP CLOSING DATE: NOVEMBER 28, 2022 @ 3:00 PM



**ADDENDUM #2**

Issued: November 22, 2022

**ADDENDUM FOR THE PURPOSE OF:**

- 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:** All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Daylight Time on **November 28, 2022**.

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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Vendor Questions	MC Response
<p>1. On page two, 1.8 References: States "The Offeror must provide three (3) references, with whom Offeror has provided similar services within the past three years."</p> <p>o I have over 10 years' experience with training and coaching, program development etc. at the community college level as a fulltime employee. This proposal will be my first as a vendor. Before I proceed further, I am asking will references from previous employers in which I have conducted the training and coaching requested suffices?</p>	<p>References from previous employers, in which you have conducted training and coaching, will be accepted</p>
<p>2. Pages 4 and 5, 1.18 Insurance requirements (if applicable) worker compensation, commercial liability and comprehensive automobile liability</p> <p>o Since the request is for all virtual training, are the insurances mention above applicable to this request for proposal?</p> <p>o If so, which preference is required?</p>	<p>The insurance requirement is <u>not</u> applicable in this Request for Proposal.</p>
<p>3. Page 9, 2.4 Project Approach/Timeline, states, "Based on the projected timeline noted in the deliverables section above, the Offeror should include in its response a sample work plan and proposed schedule showing tasks and time frames necessary to complete the scope of services."</p> <p>o Will it be possible to include in the timeline, during the August 2023, timeframe a half day or after hours retreat for all participants of the training? All expenses paid by the vendor at an offsite location, near the college?</p>	<p>Retreats are not included in the required scope of services contained in Request for Proposal; however, awarded contractors can offer them, at their own expense.</p>

\*\*\*\*\* End of Questions & Answers \*\*\*\*\*