

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES  
REQUEST FOR PROPOSAL TITLE: PURCHASING & CORPORATE CREDIT CARD PROGRAM  
RFP NUMBER: E523-014  
RFP CLOSING DATE AND TIME: MAY 4, 2023 @ 3:00 PM



**ADDENDUM #2**

Issued: April 14, 2023

**ADDENDUM FOR THE PURPOSE OF:**

- To provide the attached Revised "Required Submittal List".

**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 **May 4, 2023**.

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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**REVISED REQUIRED SUBMMITTAL LIST**

**1.12 Revised Required Submittal List**

- Technical Proposal, including all attachments and
- References (Attachment B)
- Conflict of Interest Statement (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Contractor Information Form (Attachment E)
- Subcontractor List, if applicable
- Acknowledgement of Receipt of Addenda, if applicable
- Completed Technical Proposal Questionnaire (Section 4, Attachment A)

7.2.2 Include in Technical Proposal the following:

- Transmittal Letter/Statement of Qualifications
- Project Approach & Timelines
- Accessibility Conformance Report
- Completed Reference form (Attachment B)
- Conflict of Interest Statement (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Completed Contractor Information Form (Attachment E)
- Subcontractor Listing (if applicable)
- Acknowledgement of Receipt of Addenda (if applicable)
- Completed Technical Proposal Questionnaire (Section 4, Attachment A)
- Rebate proposal (Section 8)