

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES  
FINGERPRINTING SERVICES  
RFP NUMBER: E524-005  
RFP CLOSING DATE AND TIME: OCTOBER 30, 2023 @ 3:00 PM



**ADDENDUM #2**

Issued: October 25, 2023

**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 Time on **October 30, 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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Vendor Questions	MC Response
<p><b>1.</b> I am writing to request permission to use a subcontractor for fingerprinting services as part of our background check services for your organization.</p>	<p>Each Offeror must list the subcontractors to be used in the performance of this contract. The College reserves the right to approve or disapprove any subcontractor who will be performing work related to this project.</p>
<p><b>2.</b> I created an account to be a Montgomery College and other vendors. However, when I log in, I see this RFP however there's no electronic portal for me to upload my answers for the RFP. Just to be clear, do I create two separate Word documents and attach them to the email address provided in this RFP?</p>	<p>A submittal consisting of the Proposal, Addendum or Addenda, if applicable and the Price Proposal are required when responding to this Request for Proposal. All Offerors proposals must be submitted electronically, in two separate PDF file attachments. One attachment shall consist of the Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a single email prior to the proposal submission deadline date and time to <a href="mailto:vendor.proposals@montgomerycollege.edu">vendor.proposals@montgomerycollege.edu</a>.</p>
<p><b>3.</b> I reviewed the RFP, and my company meets all the requirements except "the company/bidder should have a location in Montgomery County". Unfortunately, I only have one location in Upper Marlboro, Prince George's County, MD. Customers come from afar for our services. I'm currently a subcontractor for the Prince George's County School System. The Prime Contractor that selected my company as a minority subcontractor does fingerprints out of the county school building and they are from the Eastern Shore. Would this be an option? We perform mobile fingerprint sessions all the time, i.e., University of MD, Bowie State University, and the Bowie, Mayor's Office, and can come to the College if there's a designated room, we do not need much space. We do over 500 customers per month and can surely handle the requirements of this RFP, as this RFP says 500 annually. I'm only asking as the requirements are clear. Looking forward to hearing from you.</p>	<p>Locations accessible in Rockville, Takoma Park, and Germantown, Maryland are required. The College is unable to accommodate on-site mobile services.</p>
<p><b>4.</b> I've been in business since 2018, however, my five-year mark is not until next month November 21, 2023 of next month. Does this in itself bar me from being able to bid for the solicitation?</p>	<p>If the resultant contract will not start until after November 21st, bidding firm would be allowed to submit a proposal. If not, company would not meet 5-year requirement.</p>

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<p><b>5.</b> I'm working on submitting our proposal for RFP NUMBER: E524-005 and came across the following statement which I believe to be a typo, ATTACHMENT C – NON-DEBARMENT ACKNOWLEDGEMENT (Page 19)</p> <p>"I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. If so, please provide an attachment describing the pending litigation or debarment."</p> <p>If the intent is for me to initial and acknowledge this statement shouldn't it need to read " I acknowledge that my firm has "NO" pending litigation"? Or should I just leave that acknowledgement section blank?</p>	<p>The Bidder would simply leave the field blank.</p>
<p><b>6.</b> Is it mandatory to have a subcontractor?</p>	<p>No, it is not mandatory.</p>
<p><b>7.</b> As the contractor, will I need to provide coverage for the Subcontractors employees for workmen compensation or will the subcontractor be responsible to provide this insurance? What about Commercial General Liability Insurance and Comprehensive Automobile Liability?</p>	<p>The Contractor would be responsible for providing coverage for their employees. The vendor shall maintain insurance in force at all times during the term of this agreement, with an insurance carrier approved or licensed to do business in the State of Maryland acceptable to the College, and with the minimum insurance coverage as specified in the RFP.</p>
<p><b>8.</b> As the contractor, I do have general liability insurance. If any other insurances are needed by me as contractor, what might they be?</p>	<p>The required insurance and amounts are as listed in 1.22.</p>
<p><b>9.</b> For References: Must the three references be provided by the subcontractor being that they will provide the services on my behalf if approved?</p>	<p>The <b>Offeror</b> must submit three (3) references from current or former customers within the past three (3) years that are capable of confirming the <b>Offeror's</b> experience in providing the same or similar level of services.</p>
<p><b>10.</b> For ATTACHMENT A1– REQUIREMENTS Because I will be utilizing a subcontractor if selected for this project, should all these questions be answered from their (subcontractors) perspective?</p>	<p>The questions are directed at the business owner or authorized representative.</p>
<p><b>11.</b> Lastly, was there a previous incumbent who provided these services to the college? Are you permitted to tell me the contract award for this proposal at this time?</p>	<p>This is first time a competitive solicitation has been issued for these services.</p>
<p><b>12.</b> INSURANCE REQUIREMENTS: If my subcontractor is approved for this project and I am a sole proprietor and</p>	<p>See answer under question #7 &amp; #8.</p>

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will be overseeing this project, do I need to have workmen compensation for myself? or does this insurance pertain to the subcontractor?	
<b>13.</b> If I wanted to have more than one vendor (subcontractor) could I do so long as they fit and can provide the criteria of the scope?	Yes.
<b>14.</b> The subcontractor can provide mobile services as well, being that there is only 2 lines, can I place to flat fee price and the flat fee price and fees incurred for mobile services on line 1 and indicated which price is for what? ex; Flat fee for live-scan \$2.50/ Flat fee for live-scan mobile services \$7.50?	See answer under question #3

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