

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES
INFORMATION TECHNOLOGY STAFFING AND CONSULTING SERVICES
RFP NUMBER: E524-006
RFP CLOSING DATE AND TIME: NOVEMBER 1, 2023 @ 3:00 PM



ADDENDUM #2

Issued: October 27, 2023

ADDENDUM FOR THE PURPOSE OF:

- To provide the attached questions and answers.
- Replace section 6.2.5 with the following:

Offeror shall submit a project approach, detailing assessment process. Approach must include completion timelines consistent with the completion date of the project. Specific plans and methodology for providing the required services ~~(see Section 3.3).~~

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 **November 1, 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. **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
1. Section 3.2; Experience and Past Performance states “3. Successful experience, including engagements with other state agencies or higher education;”. Will vendors that do not have experience with MD state agencies or higher education but do have successful comparable experience at other client sites still be considered for award?	Yes.
2. Do we need to send a pricing proposal again for this bid? Is there a pricing proposal template like the former bid?	Please read the RFP in its entirety. Section 1.17; Price Proposal & Sample Resumes, Offeror should not submit a price proposal or any resumes at this time. Request for pricing and candidate(s) resumes will be requested in the form of a Task Order Request for Quote (TORFQ) from IT Resource Management team at the time of need if offeror is awarded the contract. Price Proposals are not being considered.
3. 1.24- Public Record and Proprietary Information; Please confirm if we are required to submit a separate redacted copy of the proposal or should these sections be marked Confidential within the same proposal response document. If it is to be marked in the same response document, how do we mark/highlight it.	If any proposal information is considered confidential, an original proposal, along with a redacted proposal should be submitted., under two separate attachments
4. 3- Qualifications and General Requirements; There are several points such as Designated Account Manager/Recruiter, Placement Assurance, Placement of MC Temporary Employees, etc. mentioned as part of this section in the RFP. Are we required to address these points within the response or is this just for information purpose?	The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror’s capabilities. A proposal that explains how you or your company might accomplish the specified requirements effectively is helpful.
5. 3.5- Designated Account Manager/Recruiter; Are we required to provide details or resume of the proposed Account Manager/ Recruiter within the proposal?	Resume(s) is not required, but may be submitted if desired.
6. 4- Functional Areas and Position Titles; Are we required to showcase our capabilities/ write up in each of the 8 functional areas? If yes, where does this fit within the structure defined in Section 6.2 of the RFP?	Proposer may respond with their ability to meet functional area requirements. You may include in your response, but not required, any special certifications relevant to this RFP that your firm or proposed staff may possess(i.e., PMI-Project Management Professional, PMI-Professional Business Analyst, PMI-AgileCertified Professional, Cisco Certified Network Engineer, VMware Certified Professional, Microsoft Certified Software Engineer etc.).
7. 5.1.2- Evaluation Criteria; There is a 50 points allocation to 'Qualifications and General Requirements'. Are these 50 points towards the 3 bullet points mentioned in Section 6.2.4, or is there something else to be covered as part of Statement of Qualifications?	Qualifications and General Requirements = 50 pts; Demonstrated Experience & Past Performance = 30 pts
8. 5.1.2- Evaluation Criteria; There is a 30 points allocation to 'Demonstrated Experience & Past Performance'. Are these points towards the 'Previous	Yes, both.

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demonstrated experience' point mentioned as part of the 6.2.4 SOQ section, or is it the References section mentioned as part of Section 6.2.6?	
9. 6.2- Required Proposal Submittals; Please confirm that you need 1 single file with the technical proposal content and all the forms. Do we need to submit a separate redacted copy?	See answer under question #3
10. 6.2- Required Proposal Submittals; Can we add all the filled-up forms as snapshot at the end of the technical proposal response, or do the forms need to be submitted separately?	The required submittals forms should be included as part of your bid submittal packet, they are not to be submitted as separate attachments.
11. 6.2.6- References; Since the information asked in this section is same as asked in Attachment A, can we just cross refer the Attachment A- Reference Form, or do we need to provide any additional content here?	Attachment A- Reference Form is sufficient.
12. Attachment A- References; Are we allowed to submit references for the work being done at Montgomery College?	Yes.
13. Since the questions are due only on 24th of Oct. and then there will be the answers posted which leaves us very little time to review the Q and A and make changes in the response, can we request the college to provide us with an extension on the submission date?	Due to time-sensitive nature of services outlined in RFP, an extension cannot be granted.
14. Are there any file naming conventions to be followed for the proposal response while submitting the proposal via email?	Technical Proposal named with bid title and bid number must be submitted electronically, as a single PDF file. The subject line of the email must read Request for Proposal (RFP) bid number and title.
15. Since this is an email submission, Is there any file size limit for the proposal response file?	The estimated attachment size limit for files is 25 MB.
16. Are there any formatting specifications such as font type, font size or page limit for the proposal response?	No.
17. We are not licensed to do business in the state of Maryland. However, is it okay to get the license post the award?	Bidding firms must meet all requirements outlined in the Requirements Checklist (attachment A1), to be considered for contract award.
18. What would be the number of awards you intend to give (approximate number)?	Only those Offerors who successfully respond to the RFP and meet the qualifications criteria will be considered for award. Up to fifteen (15) awards of contract will be made in the best interest of the College, to the most qualified, highest ranked, responsible, and responsive bidders.
19. Please provide us with an estimated NTE budget allocated for this contract.	Budget is based on allocated funding. The award will be made subject to the availability of funding.
20. Is this an old contract or new contract?	The last solicitation for these services was done in 2018. This is a rebid of services.
21. What is the tentative start date of this engagement?	Estimated start date is January 1, 2023.
22. What is the work location of the proposed candidates?	Montgomery College has multiple locations throughout Montgomery County, Maryland. Assignment locations may vary based on where the need exists.
23. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent	The last solicitation for these services was done in 2018. This is a rebid of services. A total of thirty-five

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name and pricing and are the incumbents eligible to submit the proposal again?	(35) vendors were awarded. Pricing is not available. Any and all qualified firm(s) are welcome to respond to this RFP.
24. Are there any pain points or issues with the current vendor(s)?	No.
25. Could you please share the previous spending on this contract, if any?	Information is not currently available.
26. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	No; however, there is a 15% goal.
27. How many positions were used in the previous contract?	Information is not currently available.
28. How many positions will be required per year or throughout the contract?	Unknown. It is based on the need of the College and availability funding.
29. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?	See Section 3.6 of RFP document "Staffing Request".
30. Can we provide hourly rate ranges for the given positions?	See answer under question #2
31. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	See Section 3.13 of RFP document "Work Hours" speaks to remote work.
32. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	See answer under question #2
33. It is said in the RFP that " **Offerors must be able to provide staffing for all functional areas and all positions within that functional area in order to be considered for contract award." However, The Functional Area 1 states is an "IT Management & Project Management Consulting Services". We want to Clarify if any consulting services are a part of the proposal or if staffing services for example a " Project manager" are required to fulfill Functional Area 1. The Experience section of the "Project Manager" also ends abruptly with " The Contractor Shall"	Yes, consulting services are part of the bid as well as staffing request for a project manager. Please disregard the abrupt ending, it should have been removed.
34. Are you willing to award to a staffing provider if they are able to support all functional areas?	See answer under question #18.
35. What was the 2022 and 2023 budget spend in total and by functional areas?	Information is currently not available.
36. How many current contractors are on-site today?	There are no contractors in place under previous contract.
37. What is the duration of the contract?	The initial term of this contract will be for one (1) year from date of award. Beyond the initial term, at the sole option of the College, the contract may be renewed for four additional one-year terms, subject to funding availability and need.
38. It is mentioned in the RFP document that the vendor needs to be registered in Maryland. Please let me know if the business registration can be provided upon award.	See answer under question #17.
39. Section 6.2.6 asks for 3-references. Is it okay to insert the Completed Reference Forms here?	The proposal shall be organized and all responses must comply with the sequence and items as

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	presented in Paragraph 6.2 , RFP Outline, which lists the minimum requirements and packaging for the preparation and presentation of a response.
40. Proposal instructions state that on page 4, "1.18 Price Proposal & Sample Resumes. Offeror should not submit a price proposal or any resumes at this time" and then again on pg. 31, 5.11 Evaluation Process "Price Proposals are not being considered." However, instructions throughout the RFP state to include price proposals (example: Section 6.2 and also 6.3 stating "One attachment shall consist of the Proposal, and the second attachment shall consist of the Price Proposal") - Please confirm this RFP is only asking vendors to submit a proposal and all required forms only.	Please contact the Purchasing Agent listed on the RFP. The original RFP was replaced with a revised RFP, and was issued as an addendum on October 16, 2023. Also see answer under question #2.
41. Page 6 of the RFP under section 1.26 Public Record and Proprietary Information, "Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests." If we want to provide a redacted version, should it be included with our submission or will vendors be notified and allowed at a later time to provide a redacted version if a request is made for disclosing submitted proposals?	See answer under question #3
42. Do we have to submit filled ATTACHMENT G – MID ATLANTIC PURCHASING TEAM RIDER CLAUSE along with our proposal?	No.
43. Does the College want us to provide a complete response to SECTION 3 – QUALIFICATIONS AND GENERAL REQUIREMENTS? If yes, can we provide this information at the end of the proposal?	The information submitted by the Offeror must provide sufficient detail to allow College evaluators to gain a comprehensive and clear understanding of the Offeror’s capabilities. A proposal that explains how you or your company might accomplish the specified requirements effectively is helpful. Also see answer under question #39.
44. We have IT Staff Augmentation services experience at large enterprise scale on Federal contracts as a subcontractor as oppose to state/local agencies and/or higher education intuitions. Are we eligible to bid on this requirement with our current experience?	Yes, and if you meet all of the other requirements.
45. If yes, how will be our experience evaluated as compare to organizations having experience with higher education institutions?	Higher education experience will be reflected in points assigned to “Demonstrated Experience & Past Performance”
46. Will organization having prior experience with education institutions have more points in the evaluation criteria?	Higher education experience will be reflected in points assigned to “Demonstrated Experience & Past Performance”
47. We are NMSDC -MBE certified will that work for this opportunity - As it's mention in the RFP document that Minority vendors are encouraged?	Yes, all qualified firm(s) are welcome to respond to this RFP.
50. Will you give any preference to local vendors?	No preference.
51. As this is an ongoing contract, are there any pain points with the incumbents?	No.
52. Can you please share the pricing of the ongoing contract?	Information is not currently available.

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53. What will be the budget of this contract?	Budget is based on allocated funding. The award will be made subject to the availability of funding.
54. Are the Positions full-time or part-time?	Based on the needs of the College, positions could be full or part time.
55. Is it mandatory to bid on all the Functional Areas?	Yes. The Offeror must have the ability to provide services in all functional areas & position titles, listed herein.
56. What is the overall budget of the contract?	Information is not currently available.
57. How many vendors would be awarded?	See answer under question #18.
58. Given Position is onsite and/or remote work?	See answer under question #31.
59. Are resumes required with proposal submission? If yes, do we need to submit actual resumes or sample resumes?	See answer under question #2.
60. Do we need to submit the business license at the time of submission or after the award?	See answer under question #17.
61. We are Montgomery County based MBE Staffing firm with 3.5 years from the registration date but over 25years into IT Staffing through various roles. We are a Women Owned, Minority and Small Business (MBE/DBE/SBE) certified by MDOT. I was just wondering if the 5 years of minimum qualification for this solicitation can be waved. Or can we leverage this by engaging a sub-contractor who will have more than 5 years in existence.	The primary Contractor must be in business a minimum of five (5) years; with experience providing services as required in this RFP. If your company does not meet this requirement, it is recommended that you partner with a firm that does.
62. Invoicing; We see preferred bi-weekly in the RFP Are their other invoicing options other than the preferred stated?	If other invoicing options are available, they can be included in the response to the RFP.
63. Payment; Net 30 days based on RFP are their other payment options other than the preferred stated?	If other payment terms options are available, they can be included in the response to the RFP.
64. Conversion; We see section 3.19, but we typically have specific conversion terms listed with durations, etc. – we will include this standard language in our MSA. Can we include our own specific conversion terms as standard language in our MSA?	Any terms & conditions and/or vendor MSA's have to be reviewed and approved by General Counsel. The College reserves the right to reject as non-responsive any offer that objects to any of the terms, conditions, or specifications of this RFP.
65. Limitation of Liability; We don't see this mentioned in the RFP, so are planning to include it in our standard language MSA. Are there typical terms you utilize here?	Refer to section 1.19 for vendor insurance requirements.
67. We are an IT Staff Augmentation firm founded 2 years ago by recruiters with over 2 decades of combined experience. Prior to launching WorkTalent, our founder led the recruiting efforts for a massive New York State Contract which included the State University of New York (SUNY) as well as the City University of New York (CUNY). In addition to this was another big contract that was with the New York City Metropolitan Transit Authority contract. Both contracts combined for over 150 million dollars. We have experience directly related to your RFP as our founders worked within a pool of vendors competing for 1000+ requisitions that were put out. Our founders successfully placed 400+ candidates over an 8-year period. We believe we have the experience to support your recruiting needs, however the RFP listed a minimum of 5 years in business. Considering our experience prior to	The primary Contractor must be in business a minimum of five (5) years; with experience providing services as required in this RFP.

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launching our own firm, would you allow our company the opportunity to compete for this contract?	
68. Are subcontractors (small businesses) allowed to be submitted with the Primes proposal?	Yes; however, only the prime will be recognized as the proposing firm.
69. What are the background checks to be completed on the selected staff?	The common pre-employment background screenings that are required in Maryland, i.e., Criminal background checks, National Sex Offender Registry, fingerprint check. State criminal records checks through the Maryland Criminal Justice Information System (CJIS), Education and previous employment verifications.
70. What is the estimated budget?	See answer under question #19.
71. What was the historical spent on this contract?	Information is not currently available.
72. Please confirm if the Attachment G is to be completed by Participating Agencies, not vendors?	Confirmed.
73. Do you need Candidate Resumes with names for each job description or do we submit that after the winning of the RFP?	See answer under question #2.
74. Is this a set aside for MBE or any vendor can apply?	All qualified firm(s) are welcome to respond to this RFP. There is no set aside.
75. Are there any specific certifications needed other than, proof of being a Maryland based company?	Proposing firm must be licensed to do business in the state of Maryland. Vendor does not have to be based in Maryland.
76. What are you looking for in a Vendor?	The College is seeking a highly qualified, experienced, and responsible vendor with a wide variety of expertise pertaining to IT staff augmentation services.
77. What is the main deciding factor for the vendor to be selected?	See Section 5.1 of RFP document, Proposal Evaluation & Criteria.
78. Is there an incumbent on this contract? If so, will MC provide the incumbent name, current contract number, duration, historical level of effort, and value of the contract?	See answer under question #23.
79. Is the incumbent eligible to bid on this project?	Yes.
80. Is US Citizenship required to work on this project, or will Green Card and H1 VISA holders be allowed to work on this project?	Green Card and H1 Visa holders would be allowed to work on this contract.
81. Can the work be performed outside the USA, such as in India?	No.
82. Can the work be performed remotely?	See answer under question #31.
83. Is the requirement a single award or Multiple award?	See answer under question #18.
84. As per the RFP page # 5 - 1.10 Proposal Rejection: It states that <i>“Submittal of an incomplete Price Proposal page and Failure to provide samples and/or demonstration materials that are representative of the quality level sought by the College.”</i> This is read as the government is expecting the offeror to provide pricing and resumes with a response. Can the MC clarify?	See answer under question #40.
85. As per the RFP page # 6 – 1.18 <i>“Price Proposal & Sample Resumes Offeror should not submit a price proposal or any resumes at this time. Request for pricing and candidate(s) resumes will be requested in the form of a Task Order Request for Quote (TORFQ) from the IT Resource Management team at</i>	See answer under question #2. No pricing or resumes required at this time.

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<p><i>the time of need. All Proposers must demonstrate a willingness and commitment to minimize costs for Montgomery College. The College reserves the right to negotiate lower or different fee structures during the contracting process with any awarded contractor.” Is this read as the government is not expecting the offeror to provide pricing and resumes at this time? Please clarify.</i></p>	
<p>86. Can the MC extend the deadline by a week?</p>	<p>Due to time-sensitive nature of services outlined in RFP, an extension cannot be granted.</p>
<p>87. Page 13 – Section 3 Qualifications & General Requirements 3.13; Item “f”</p> <ul style="list-style-type: none"> • Does MC anticipate any cost to contractor staff for parking and/or travel? • Is parking available at all MC campuses at no cost to contractor staff? • If not, what campuses/locations require contractor staff to pay for parking? 	<p>NO reimbursements, including travel and parking. This includes reimbursement for parking passes at MC locations, this cost is the responsibility of the hired contractor or contract awardee. You must obtain a parking permit to park on campus and other College properties through the Office of Public Safety.</p>
<p>88. Page 44 – Attachment F General Conditions and Instructions; SIGNATURE – “NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE” -</p> <ul style="list-style-type: none"> • Will MC accept electronic signatures for all proposal documents requiring the offeror’s signature? 	<p>Yes, all documents will be accepted with electronic signatures.</p>
<p>89. Page 6 – Section 1 Proposal and Contract Information; 1.24 Public Record and Proprietary Information-</p> <ul style="list-style-type: none"> • Please confirm the Offeror’s redacted proposal is due only upon an MPIA request. 	<p>See answer under question #3</p>
<p>90. Page 11 – Section 3 Qualifications and General Requirements; 3.18 Placement of MC Temporary Staff -</p> <ul style="list-style-type: none"> • Will the Contractor be required to conduct background/reference checks on staff transferring from MC to the Contractor? 	<p>This will be the responsibility of the contractor taking on MC staff.</p>
<p>91. Page 15 – Section 3 Qualifications and General Requirements; 3.23 Physical Active Positions</p> <ul style="list-style-type: none"> ○ Please clarify what is meant by “Physical Active Positions”? • please provide the positions that fall within the description of “Physical Active Positions”? • Will positions requiring these capabilities be specified within the issued TORFQ? 	<p>The work is sedentary and performed in an office setting. No or very limited physical effort/risk is required to perform the job duties.</p>
<p>92. Page 11 – Section 3.8 Placement Assurance</p> <ul style="list-style-type: none"> • Please explain the difference between “Response back time shall not exceed two (2) hours for request and “the maximum acknowledgment time should not exceed twenty-four (24) hours. 	<p>Time allowed to respond to a staffing request.</p>
<p>93. Page 8 – Section 2.3 Scope of Service, pages 8-9; and, Page 10 – Section 3.5 Designated Account Manager/Recruiter</p>	<p>Resume(s) is not required, but may be submitted if desired.</p>

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<ul style="list-style-type: none"> Please confirm or clarify contractor's response is exclusive of resumes, i.e., Account Manager/Recruiter resumes are or are not required to be submitted. 	
<p>94. Regarding the resumes that should be submitted with the proposal. On Page # 10, Section 3.5 Designated Account Manager/Recruiter, it is written- Offeror must assign a Key Account Manager/Recruiter to work with the College to implement and support this contract throughout its life and complete contact information must be provided to the college's designees in order to contact the awarded contractors team at any time during regular business hours. And, on Page #4, Section 1.17- Price Proposal & Sample Resumes, its mentioned Offeror should not submit any resumes at this time. Could you please confirm if a key Account Manager/Recruiter's resumes should be given at the time of our proposal submission?</p>	See answer under question #93.
<p>95. For Section 4 - Functional Areas & Position Titles, the instruction states: "PROPOSER MAY RESPOND WITH THEIR ABILITY TO MEET FUNCTIONAL AREA REQUIREMENTS." Is MC requiring written responses to each functional area in Section 4 or will an affirmative statement of the firm's ability to staff all functional areas meet the requirement here, and by extension the Attachment A1 checklist requirement: "Proposing firm can provide services for positions in all functional areas"?</p>	Yes.
<p>96. For requirement 6.2.5 Project Approach, can you clarify what "assessment process" refers to? Also in this requirement, what is your expectation for "completion timelines consistent with the completion date of the project"? Is MC looking exclusively for Staff Augmentation or project-based work?</p>	Offeror shall submit a project approach, detailing assessment process. Approach must include completion timelines consistent with the completion date of the project. Specific plans and methodology for providing the required services
<p>97. In anticipation of the time required to properly review all responses to the Q&A once released, will MC consider an extension of the proposal due date so that there is at least a week from the time the Q&A addendum is released to when the proposal is due?</p>	See answer under question #86.
<p>98. Is this a re-compete RFP? If yes, could you please share the name of Current Suppliers (who are currently providing services to Agency)?</p>	The contract expired June 30, 2023.
<p>99. What will be the estimated annual budget for this project?</p>	See answer under question #19.
<p>100. Is there any local preference for this contract?</p>	No.
<p>101. Do we have to provide a sample insurance certificate with our proposal?</p>	No.
<p>102. Regarding the minimum 5 years of business requirement, can it be met by teaming with or subcontracting to a partner that meets the requirement?</p>	See answer under question #61.
<p>103. Can you share which roles are onsite, hybrid, or remote work?</p>	Determined by the hiring manager.
<p>104. How many requisitions do you anticipate per year?</p>	Unknown.
<p>105. What is the expectation of the State for on-site versus remote resources for this contract?</p>	Determined by hiring manager.

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106. If the contract is “remote” can required travel be billed?	No. The College will not pay for travel.
107. Is a local office or a local representative required? If yes, how often is the local representative expected to be onsite? Any hourly time requirements?	The local office or local representative is not required to be on-site. No hourly requirements.
108. Is there a local preference for this contract?	No.
109. Can we submit our response for a single category or for all categories?	See answer under question #55.
110. Once awarded, how do you release your requirements? Is it through portal or email?	See section 3.6.
111. What is the estimated budget for this contract?	Budget information is not available at this time.
112. How many requirements are anticipated to be released annually?	Unknown.
113. Is there an incumbent for this contract? If yes, can you share the name of the incumbent, or historical data on spending?	The contract expired June 30, 2023, historical data is currently not available.
114. What evaluation criteria will be used to evaluate the cost proposal?	See section 5.1.
115. Would you confirm if resumes are required with proposal submission?	See answer under question #2.
116. Are financial statements required if we are a privately owned company?	Bidding firms must attest to financial stability; however, the College reserves the right to request audited financial statements from any firm, public or private. .
117. On Page 37, Attachment D - Contractor Information Form- Section C.3, Price Adjustment has been struck off on the Revised RFP. Could you please confirm if this was removed or if it's an error? Are we supposed to fill the Price Adjustment section for proposal submission?	It is removed.
118. There is a field in Attachment D of the RFP in the subject line labelled "Dun & Bradstreet Number". I am not sure what this field refers to. Could you please help clarify?	The D&B D-U-N-S Number is a unique nine-digit identifier for businesses. It is used to establish a Dun & Bradstreet business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question.
119. Is the witness's signature required in the NON-DEBARMENT ACKNOWLEDGEMENT form, which requests the name of the witness?	Yes.
120. Are electronic signatures allowed	Yes.
121. Could vendors sign the proposal forms electronically?	Yes.
122. Could the College please confirm that vendors can fill out proposal forms electronically?	Yes.
123. What is the estimated budget for the contract?	Budget information is not available at this time.
124. Is the Certificate of Insurance required with the submission?	No. Refer to section 1.20.
125. Do vendors need to include any financial information in the response?	No.
126. Does the State accept remote resources to work on this engagement?	Remote work will be at the discretion of the hiring manager.
127. Does the State accept offshore resources to work on this engagement?	No.

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128. Does the State prefer on-site resources to execute on this engagement?	Onsite work will be at the discretion of the hiring manager.
129. Could the College please clarify if it is mandatory to use a subcontractor to bid on this solicitation?	Refer to section 1.7 (Subcontractors) of RFP.
130. Could the College please confirm that Attachment A References has to be included under section 6.2.6?	Attachment A must be submitted with proposal.
131. Could the College confirm if vendors can use commercial references?	Commercial references are allowed.
132. Could the College confirm if vendors can use ongoing contracts as references?	Yes.
133. Under section 6.2.5 Project Approach, could the College confirm that just by addressing the point under section 3.3, vendors are in compliance with this point?	There is no section 3.3. Section 3 ends at item 3.27. Section 6.2.5 has been amended (see addendum #2 cover)
134. Under section 6.2.5 Project Approach, could the College confirm that section 3.3 is the only information required under section 6.2.5 Project Approach?	See answer above.
135. Could the College confirm that vendors are not required to submit sample or actual resumes with the response?	See answer under question #2.
136. Could the College please confirm that vendors do not have to provide pricing with the response?	See answer under question #2.
137. What has been the contract spend over the past three years?	Information is not available.
138. Is this a new initiative or are there vendors currently performing the services required in this solicitation? If not new, could the (Agency Name) please provide the incumbent information?	The contract expired June 30, 2023.
139. Is there a specific format for the proposal response (font size, font type, spacing, etc.)?	No.
140. What is the total not-to-exceed (NTE) budget for this contract?	Budget information is not available at this time.
141. Are firms required to pay Holidays, PTO, Sick Leaves, etc., to the consultants placed?	No.
142. Is the College looking for firms to recruit the requested positions or for firms to provide in-house personnel to perform the services?	Contractors shall provide requested positions at its discretion.
143. How many hours are the consultants expected to work? Will there be any overtime involved?	To be determined by the hiring manager.
144. Can firms provide hourly rate ranges?	Awarded contractors will provide rates at time of need, along with associated resumes.
145. Could the College please confirm the anticipated number of requirements per year?	
146. In section 1.8.1.1., you mention equipment. What equipment is required or does the college already have IT equipment?	The hired contractor will be issued College-owned and College-managed computer equipment, as appropriate, for use while working at the College.
147. In section 1.8.1.2., you mention financial stability. How will you evaluate this? Where in the RFP should we provide you with the information that you need to evaluate?	Firm must attest to this; however, the College reserves the right to request audited financial statements.
148. Why is the contract currently out for bid?	Last contract expired on June 30, 2023.
149. Have you contracted for these services in the past? If so, are you satisfied with the current capability and service of your	Yes. Provided services were satisfactory.

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incumbent vendors? If you are not, what areas are you seeking to improve upon?	
150. When the 15 vendors are awarded, how will jobs be distributed? Will every vendor get the same job at the same time?	Request for resumes and pricing will be sent to all awarded firms at same.
151. What are the current and/or expected bill rates for the job functions you are seeking? Will we have any visibility to this?	Awarded contractors will provide bill rates at time of service need by the College.
152. If we don't have bill rates, how do we agree that we can meet those bill rates at other facilities in Maryland? Are we just agreeing that if we can produce at one bill rate for a job that we should be able to provide staff at that same rate at a different facility and different location?	See answer above.
153. When bill rates are requested with job orders, is there any negotiation or are they set rates?	Job order award will be based on resume and bill rate submitted at time of request.
154. Are there any experience requirements for the staff you are seeking or are you open to new graduates on any positions?	Selections will be based on submitted resumes and bill rates.
155. What are the general days/hours of the work to be performed?	College general work hours are 8:30 – 5pm, Monday - Friday
156. For all titles/functions listed, how many openings per title are you seeking? Do you have an expectation of total number of hours for each job title/function?	Services are requested at time of need. Not able to estimate.
157. How many current vendors do you have supporting the contract?	None. Last contract expired June 30, 2023.
158. Will exceptions to the General Terms & Conditions be a part of the evaluation? Could exceptions be a detriment to winning the bid?	Yes.
159. Could you please confirm what the causes and motives are for canceling the previously released bid RFP No. E523-011 and re-issuing this bid?	Due to deficient proposal evaluation and contract award language.
160. What are the current hourly bill rates or mark-up percentage that the College spends for each position?	Information is not available.
161. How many positions has the College requested in the last 3 years?	Information is not available.
162. What has been the average or typical duration (in days, months, or hours) for positions requested in the past?	Information is not available.
163. What percentage of temporary personnel has the College converted to full-time employees in the past?	Unknown.
165. Does the College's evaluation process provide an advantage of any kind for local businesses?	Every proposal is evaluated equally.
166. Has the College ever awarded this work to a non-local vendor?	Yes.
167. Will that contract allow a vendor to bill for overtime, even in just cases of travel?	No overtime unless requested and approved by hiring manager.
168. 6.2 Required Proposal Submittals. Should a proposer add an additional tab for required forms at the end of their proposal that will contain the Requirements Checklist (Attachment A1), Completed Reference form (Attachment A), Conflict of Interest Statement (Attachment B), Non-Debarment Acknowledgement (Attachment C), Completed Contractor	See answer under question #39.

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Information Form (Attachment D), Subcontractor Listing (if applicable), and Acknowledgement of Receipt of Addenda (if applicable)?	
169. Is this solicitation a rebid of RFP NO. E523-011 INFORMATION TECHNOLOGY STAFFING AND CONSULTING SERVICES? If not, was that contract awarded and how it will affect procurement for this solicitation?	Yes.
170. We understand that remote work is based on manager approval, what has been the percentage of jobs that have been remote vs. on-site?	Unknown.
171. in field C1 of the document (Attachment D), Is it the name of the company I need to fill in, or My name? Also clarify field C3? (Price adjustment).	Authorized representative of the company needs to sign. C3 – not applicable.

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