

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES  
RFP NUMBER: E524-013  
RFP TITLE: ENTERPRISE ACCESSIBLE GRAPHIC DESIGN SOLUTION  
RFP CLOSING DATE AND TIME: JANUARY 25, 2024



**ADDENDUM #1**

Issued: 1/9/24

**ADDENDUM FOR THE PURPOSE OF:**

- To provided the attached questions & answers
- **To replace Section 1.2 with below revised section as follows:**  
Electronic Bid Submittal Due Date  
All responses to this Request for Proposal must be submitted electronically, as two separate attachments. One attachment shall consist of the Technical Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a single email. **Failure to submit Technical Proposal and Technical Proposal as separate attachments, will result bidding firm’s disqualification.** See Section 6 Proposal Submission for complete submission instructions.
- **To move Section 6.2.8 (Price Proposal), to a new section for pricing, as follows:**  
**6.3 Price Proposal**  
The price(s) offered on the Price Proposal must include all charges and costs including travel and other reimbursable costs incurred in the delivery of this procurement. The Price Proposal must be completed in full, signed, and dated. Offers must submit the pricing of all line items to be considered for award; failure to do so will deem an Offer non-responsive.
- **To change Section 6.3 (Electronic Bid Submission), to Section 6.4 and revise as follows:**  
**6.4 Electronic Bid Submission**  
The following electronic proposal submission requirements supersede the delivery of bids, and bid signature requirements language in Attachment F: General Conditions and Instructions. 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**, as 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 [vendor.proposals@montgomerycollege.edu](mailto:vendor.proposals@montgomerycollege.edu). **Failure to submit Technical Proposal and Technical Proposal as separate attachments, will result bidding firm’s disqualification.**

- **Any proposal received electronically after the specified deadline will be automatically rejected.**
- The subject line of the email must include the following: Request for Proposal (RFP) bid number and title.

Failure to submit all required submittals may render the bid non-responsive. The College will reject any offer without an authorized signature.

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ADDENDUM #1 - continued

All other specifications, terms and conditions remain unchanged.



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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 **January 25, 2024**

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.**

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Company Name

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Authorized Signature

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Date

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Printed/Typed Signature

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| Vendor Questions   | MC Response   |
|--|---|
| 1. Whether companies from Outside USA can apply for this? (like, from India or Canada) | Yes.  |
| 2. Whether we need to come over there for meetings?                                    | Must meetings will be conducted via Zoom. However, there may be a possibility an onsite meetings may be required.   |
| 3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada) | Award will be made in aggregate, to the highest evaluated, most responsive, responsible Offeror meeting all RFP terms, conditions, requirements and specifications. |
| 4. Can we submit the proposals via email?  | See Section 6 for Proposal submission.  |

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