

MONTGOMERY COLLEGE • OFFICE OF BUSINESS SERVICES  
RFP TITLE: VIRTUAL BENEFITS DECISION SUPPORT SOFTWARE  
RFP NUMBER: E526-008  
RFP CLOSING DATE AND TIME: MARCH 27, 2026 @ 3:00 PM



**ADDENDUM #1**

Issued: March 18, 2026

**ADDENDUM FOR THE PURPOSE OF:**

- Extend Closing Date, from March 24, 2026 at 3:00 pm, to **March 27, 2026 at 3:00 pm.**
- To add Artificial Intelligence, Use and Data Protection language (located on following page) to Section 4 (IT DATA SECURITY, COMPLIANCE AND ACCESSIBILITY REQUIREMENTS) of RFP.
- To provide the attached questions & 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 **March 27, 2026**

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

**SECTION 4 - IT DATA SECURITY, COMPLIANCE AND ACCESSABILITY REQUIREMENTS**

**Artificial Intelligence Use and Data Protection**

If Vendor uses Artificial Intelligence (“AI”) or Machine Learning (“ML”) technologies in providing products or services under this Agreement, Vendor shall:

**1. Prohibit AI Training on Protected Information**

Vendor shall not use College Protected Information, or any derivative thereof, for training, fine-tuning, or improving AI/ML models.

**2. Ensure Compliance with Data Protection Laws**

Any AI/ML processing of Protected Information must comply with all applicable Data Protection Laws and College policies, including GDPR, FERPA, HIPAA, and Maryland statutes.

**3. Maintain Transparency and Explainability**

Vendor shall disclose to the College any AI/ML components that process Protected Information and provide documentation describing how such components operate, including data flow diagrams and risk assessments.

**4. Implement Technical and Organizational Safeguards**

Vendor shall ensure AI/ML systems incorporate privacy-by-design principles, including:

- Data minimization and purpose limitation.
- Encryption of data in transit and at rest.
- Role-based access controls for AI outputs.

**5. Prevent Unauthorized Retention or Re-identification**

Vendor shall implement measures to prevent AI systems from retaining Protected Information beyond the processing purpose or performing re-identification of anonymized data.

**6. Audit and Monitoring Rights**

College reserves the right to audit AI/ML systems handling Protected Information to verify compliance with this Addendum and applicable laws.

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**QUESTIONS & ANSWERS**

<b>Vendor Questions</b>	<b>MC Response</b>
1. Are you are looking just for decision support or will you entertain a full-service Benefits Administration system that has decision support as one of its capabilities?	This RFP is strictly for decision support. We use Workday for our full-service benefits administration and will not be moving to a new platform.
2. Is this RFP only for the decision support process in benefits enrollment?	See answer above.

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