

MONTGOMERY COLLEGE ▪ OFFICE OF PROCUREMENT  
2-STEP REQUEST FOR BID (RFB) TITLE: Student Travel Program Audit Services  
2-STEP RFB NUMBER: e920-016  
2-STEP RFB CLOSING DATE AND TIME: May 18, 2020 @ 3:00PM



**ADDENDUM #3**

Issued: May 11, 2020

**ADDENDUM PURPOSE:**

- To replace Revised Proposal provided in Addendum 2, with attached, updated Revised Price Proposal II
- To add the following to Proposal Submittal Requirements:

*Describe your process for auditing liability gaps, participant waivers, and travel agencies' terms and conditions.*

**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** (NEW) by 3:00pm Eastern Standard Time on **May 18, 2020**.

**REMINDER:** 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**

**SECTION 5 – PRICE PROPOSAL II**

All costs incurred in the delivery of all student travel program audit services listed herein. Provide range of hours and pricing in the table below

	Hourly Rate	Range of Hours (ROH)	Range of Pricing (ROP)
Staff			
Manager			
Partner			

**EXAMPLE:** Staff: **ROH:** 100hrs - 200hrs \_ **ROP:** \$15,000 - \$25,000

**OPTION ITEM:**

Provide list, along with ROH and ROP for any positions that would be included in the project, but not listed above.

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission.

*By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the RFB specifications, stipulations, and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.*

Company Name

Name

Title

Authorized Signature and Date