

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: COMPLIANCE AND ETHICS PROGRAM ASSESSMENT
RFP NUMBER: E920-017
RFP CLOSING DATE: JUNE 24, 2020 @ 3:00 PM



ADDENDUM #1
Issued: June 12, 2020

ADDENDUM PURPOSE:

- To change section 1.1 (ATTENTION) clause to read:

ATTENTION: In order to ensure an objective assessment of the College's compliance and ethics program, firms who have prior auditing relationships with or have performed past reviews for the College's Office of Compliance, Risk, and Ethics, will be NOT be permitted to submit a proposal in response to this Request for Proposal.

- To change section 1.20 (CONTRACT BILLING) to read:

Summary billing for a lump sum amount is not an acceptable format on invoices billed to the College and any invoice presented for payment that lacks itemized billing may be returned. Minimally, invoices must include the College purchase order number. All true and correct invoices must be mailed to Montgomery College, Accounts Payable Office at 9221 Corporate Blvd, Rockville, Maryland 20850 or e-mailed to accountspayable@montgomerycollege.edu, with a copy to internalaudit@montgomerycollege.edu. Montgomery College payment terms are Net 30.

- To highlight 2nd paragraph of section 2.3.1 (PHASE I) to read:

This phase includes (but not limited to) assessment of the compliance and ethics program, College policy and procedure review, and evaluation of current compliance and ethics program processes. **During this phase the selected firm will have an opportunity to review and clarify questions related to the project's scope.**

- To change section 2.6 (OFFEROR'S MINIMUM QUALIFICATIONS REQUIREMENTS) to read:

Previous experience and similar scope of work with institutions of higher education. Three references from institutions of higher education are required as a part of the proposal, and the references may be contacted by Montgomery College before a final firm is selected.

1. Five (5) years of experience providing compliance and ethics program assessments or audits to assure compliance with standards of compliance and ethics programs.
2. Experience providing consulting services listed herein to higher education institutions (colleges & universities).

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All other specifications, terms and conditions remain unchanged.



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 **June 24, 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. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature