

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 #2
Issued: June 19, 2020

ADDENDUM PURPOSE:

- To provide attached Vendor questions and College 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** (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

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

QUESTIONS AND ANSWERS

QUESTION:	ANSWER:
Given the current COVID environment, is the college comfortable with work for this assessment being performed remotely?	Yes
Are there compliance activities centralized or are they distributed throughout different departments and campuses?	The compliance activities are decentralized because compliance owners are integral to the units and departments/campuses that oversee compliance risk areas. The Compliance and Ethics Program ("Program") is centralized. If you are Familiar with the Three Lines of Defense model (The IIA), the Program is in the second line, but all the activities to maintain compliance are operationally owned, thus the first line.
Our understanding is that Phase II will be creating a roadmap for the college to implement activities. Can you confirm whether you would be looking to have our team implemented the recommendations as part of Phase II?	The firm selected for Phase II will not be asked to implement the improvement plan for the Program. However, as stated in the RFP, a timeline for implementation that the College can undertake should be suggested as part of the plan.
How many people does the College anticipate the selected firm would need to meet with/how many people own the applicable policies and procedures?	The College anticipates that 12 to 15 people will be interviewed formally, depending on the firm's work plan that it proposes.
Does a hard copy of the proposal need to be submitted? The RFP discusses an e-submission in the early pages of the proposal but also discusses providing a physical copy later in the RFP	Yes, a single hard copy proposal with original signature, is also required.
Should a redacted version of the proposal be submitted where information marked Confidential is redacted? (this would be in addition to a version without redactions)	Yes, a redacted proposal should be submitted in addition to un-redacted version, if applicable.
For the submission of pricing information, should a rate card for additional services be provided in addition to the fixed fee pricing that will be provided for phase I and II?	Yes, if applicable
For the hard copy original technical and price proposals, is an original signature required or would an electronic version of original signatures be acceptable?	Yes, an original signature is also required.

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

Is there a delivery timeframe/window for the hard copies when College personnel will be available to receive and sign for the delivery?	Yes. Monday – Friday, from 9:30am – 2:30pm
Is the due date and time for the hard copies the same as the electronic version? If not, is there another date and time by which hard copies will be accepted?	In order to be considered for award, the electronic copy must be received by the deadline date and time listed in the RFP. The hardcopy can be received on or shortly after the deadline; however, it must be received prior to contract award.

*******END OF QUESTIONS AND ANSWERS*******