

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
REQUEST FOR INFORMATION (RFI) TITLE: THIRD PARTY RISK MANAGEMENT SOFTWARE AND SERVICES
RFI NUMBER: e922-004
RFI CLOSING DATE AND TIME: July 22, 2022



ADDENDUM #2
Issued: June 28, 2022

PURPOSE OF ADDENDUM:

- To provide attached vendor questions, and Montgomery 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: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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QUESTIONS AND ANSWERS

1. Does Montgomery College have an existing system in place for TPRM (Third Party Risk Management) and if so, what is the name of it?
IT 3rd party risk management platform: UpGuard; focus on IT security risks; RFI request is related to more than IT risks.
2. MC's RFI refers to having 3,785 faculty, administrators, and staff how many of those work within IT?
146
3. What months does MC's Fiscal year run between?
July 1 – June 30
4. Is this initiative budgeted for in MC Fiscal 2023?
To be determined
5. Will MC consider cloud-based solutions only?
Strong preference
6. When does the outlined solution need to be in production by?
To be determined
7. If the RFI solution can be implemented in a phased roll out what is the minimal viable product (MVP) that will be considered?
Please include all phases in response to Request for Information. Each proposed phase should include a detailed description that includes vendor support.
8. What current software functionalities are being used today to meet the daily business requirements outlined in the RFI document?
IT 3rd party risk management platform: UpGuard; focus on IT security risks; RFI request is related to more than IT risks.

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QUESTIONS AND ANSWERS - continued

9. What are the top 3-5 Vendor Risks impacting MC's costs today?

We are concerned with the following risks in no particular order:

- **product viability**
- **compliance**
- **reputational**
- **operational**
- **IT/data security**
- **physical security**
- **strategic**
- **financial**
- **contractual shifting of risks**
- **scope cost escalation**
- **Access/Accessibility**

10. What is the expected solution pricing range that will be considered for a completely implemented solution?

To be determined

11. What MC team is leading the initiative?

The College's Third-Party Risk Management Taskforce, a cross-departmental taskforce established by the College's Chief of Staff.

12. What MC functional business unit is funding the initiative?

To be determined

13. What is MC using for ERP today and will it be the ERP system for the next 2-3 years?

Workday and Banner, and both will be used for the next 2-3 years.

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QUESTIONS AND ANSWERS - continued

14. What ERP modules are being utilized today for example if SAP is MC licenses for Ariba contract management?

Using standard Workday (HR, Finance, Payroll) and Banner (student information system) modules.

15. In what capacity is MC utilizing Workday today as a system of record?

Using standard Workday (HR, Finance, Payroll) and Banner (student information system) modules.

16. How many Vendors does MC currently evaluate over the course of the year?

200+ (estimated)

17. How many Vendors does MC do business with at any given time?

At least 1000

18. What IT Service Management platforms, if any, are in use today at Montgomery College?

CA Service Desk

Would the College be open to exploring a new platform as a part of this RFI that integrated IT Service Management with Vendor Risk Management?

Yes

19. With approximately how many vendors would the College seek to utilize a new platform for the purposes of this RFI?

It is the preference of the College that platform will be used for all vendors; however, the College is also interested in a phased approach.

20. How are third-party software lifecycle relationships, as described in the RFI, managed today within the College?

Managed by individual area managers, and driven by operational needs.

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

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ADDENDUM #1
Issued: June 21, 2022

PURPOSE OF ADDENDUM:

- To change RFI closing date, from July 8, 2022, to: **July 22, 2022.**

All other specifications, terms and conditions remain unchanged.

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Patrick Johnson, MBA
Director of Procurement

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NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature



Office of Procurement
9221 Corporate Boulevard
Rockville, MD 20850

REQUEST FOR INFORMATION

RFI NO. e922-004

THIRD PARTY RISK MANAGEMENT SOFTWARE AND SERVICES

All proposals **MUST BE RECEIVED** in the Procurement Office **BY 3:00 PM local time on July 8, 2022.**

Proposal Bond Requirements: NA

**Performance, Labor and
Material Bond requirements:** NA

Pre-proposal Conference: NA

MINORITY VENDORS ARE ENCOURAGED TO RESPOND TO THIS REQUEST FOR INFORMATION

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

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Patrick Johnson, MBA
Director of Procurement

NOTE: Prospective Offerors that have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that any amendments to the RFB/RFP/RFI or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

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SECTION 1 – GENERAL RFI INFORMATION

1.1 Intent

Montgomery College is issuing this Request for Information (RFI) to gain a better understanding of current capabilities from vendors to provide software and services around risk-based third-party lifecycle management. Information received in response to this RFI will assist Montgomery College in developing and finalizing the scope of work and requirements that will be used in the issuance of a Request for Proposal (RFP).

1.2 Electronic Submittal Due Date

All responses to this Request for Information must be submitted **electronically**. See Section 2.2 for complete list of requested information.

Electronic proposal shall be sent to the following email address prior to the submittal deadline date and time: vendor.proposals@montgomerycollege.edu. All responses to this Request for Information are due by **3:00 p.m. on July 8, 2022** Eastern Standard Time (EST). **No responses will be accepted after this date and time.** In the event the College is closed on the RFI closing date due to an unforeseen circumstance, the RFI will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise.

1.3 Contact Information

For purchasing or technical questions related to this Request for Information (RFI), please contact **Patrick Johnson, Procurement Director**, via email at patrick.johnson@montgomerycollege.edu. The Offeror may not initiate contact with any other College representative regarding this RFI.

1.4 Question Submittal Deadline

All inquiries and questions regarding this RFI must be submitted in writing, via email no later than **June 24, 2022**. All questions received by the noted deadline will be answered and sent to all proposing firms, via the issuance of an addendum. No questions will be accepted after this date.

1.5 Confidentiality

The Respondent agrees to maintain in strict confidence Montgomery College's confidential information as listed herein. The Offeror may use the College's confidential information solely to suggest services required, as listed herein and may not disclose such information to any person or entity without the expressed written consent of Montgomery College.

The information contained in responses submitted for the College's consideration will be held in confidence. Offerors must clearly mark any information considered proprietary and confidential. The College will honor requests for confidentiality for information of a proprietary nature.

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SECTION 2 – BACKGROUND AND INFORMATION REQUEST

2.1 Background

Montgomery College is Maryland's second oldest community college. Established in September 1946, the College serves roughly 45,000 students each year, through credit and noncredit programs. The College is comprised of three campuses located in Germantown, Rockville, and Takoma Park/Silver Spring, Maryland, along with other off-campus sites situated throughout Montgomery County. To support students' academic and professional goals, the College employs 3,785 faculty, administrators, and staff.

The College is seeking a software solution to support the third-party management lifecycle to streamline and automate processes designed to minimize risk and financial loss, and increase overall efficiency and cost effectiveness, facilitating accountability throughout the lifecycle. This solution should be scalable to all types of third-party vendors.

The software solution should address all aspects of the third-party management lifecycle from initial request/business case analysis through due diligence, contract management (negotiation, approval, execution, storage, enforcement, compliance management, amendment, dispute management and resolution) and finally termination.

The software solution should also include features such as workflows, reporting, archiving, integrations with other systems, including the College's ERP, Workday.

2.2 Information Request

The following information is being requested. Companies are also encouraged to provide any additional information that may be helpful to the College.

- Description of offered software solution, with sample use cases.
- Description of offered services to support the use of the software solution.
- Description of pilot/proof of concept opportunities.
- Provide information related to solutions that are already in place at other public institutions.

2.3 Optional presentation/demonstration of offered solution(s).

The College strongly encourages responding vendors to present and/or demonstrate their solution.

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SECTION 3 – INFORMATION SUBMISSION INSTRUCTIONS

3.1 RFI Response Submission

Offerors are expected to provide information related to all requests listed in section 2.2. It is requested that the submitted information be detailed, concise, and prepared in a simple and straightforward manner.

The submittal must be signed by an authorized official of the firm. All envelopes must identify that the submission is a response to this RFI and must be marked with the Offeror's name and address, the RFI number, and the closing date and time. The College will reject any offer without an authorized signature. The RFI submittal may include brochures and other associated material.

3.2 Response Format

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the Respondent and structure the responses for ease of analysis by the College. Respondents must adhere to this format without comprising their response.

Transmittal Letter with Executive Summary and Company Overview

The transmittal letter must be prepared on the Offeror's business letterhead. The letter must introduce the company and give a brief history of the organization. The letter must summarize the key points of the response; indicate the Offeror's understanding of the College's requirements; and demonstrate the Offeror's ability to provide the requested services. The letter **must be signed** by an individual authorized to represent the **Offeror for this RFI**.

Information Request

Requested information shall be listed in same order outlined in section 2.2.

3.3 Cost Information

Please **DO NOT** provide any solution cost information.

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ATTACHMENT A – OFFEROR INFORMATION FORM

A.1 I/We offer said requested products/services, and certify that I/We are a bona fide agent, authorized to make offers on behalf of the firm.

A.2 Minority Contractor: Yes No

If yes, please specify minority classification

A.3 I/We certify that our firm is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any County, State, or Federal agency. I/We agree to notify Montgomery College should a change in this status occur.

Yes No

A.4 Please provide the following information:

Company Name		Years in Business	
Federal Tax Number		Dun & Bradstreet Number	
Street Address		City, State, Zip Code	
Telephone Number		Fax Number	
Contact Person		Title	
Cell Number		E-Mail Address	

Company Name

Name

Title

Authorized Signature and Date

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ATTACHMENT B – NO RESPONSE FORM

Please be advised that our company does not wish to submit a proposal in response to the above-captioned RFI for the following reason(s):

Too busy at this time

Not engaged in this type of work

Project is too large or small

Cannot meet mandatory specifications (Please specify below)

Other (Please specify)

Company Name Name

Street Address Authorized Signature and Date

City, State, Zip Code Title

Please return to:	Montgomery College Office of Procurement 9221 Corporate Boulevard Rockville, Maryland 20850
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