

MONTGOMERY COLLEGE - OFFICE OF BUSINESS SERVICES
MULTI-STEP REQUEST FOR BID (RFB) TITLE: Workforce Development & Continuing Education Data Management
System

RFB NUMBER: E923-005
BID OPENING DATE AND TIME: April 18, 2023 @ 3:00 PM



ADDENDUM #1
Issued: April 10, 2023

PURPOSE OF ADDENDUM:

- To provide answers to all vendor questions. See following page.

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. If proposal has already been submitted, acknowledgement should be submitted separately. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Standard Time (EST) on **April 18, 2023**.

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

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	Vendor Question	Montgomery College Answer
1	It is required to provide 3 references. Can we use commercial client references? Or is it required for the references to be from public or governmental agencies only?	Must have previous experience providing listed services to community colleges, as listed in section 2.7 and Requirements Checklist.
2	If we plan to subcontract, Does the subcontractor have to meet all minimum requirements as the prime contractor does?	Yes, subcontractor must meet all requirements.
3	2.5 Additional Requirements: Does Montgomery College requires or prefers on-site training?	Web-based training can be provided.
4	2.5 Additional Requirements: Can we provide web-based training?	Yes
5	Does Montgomery College have a desired structure or outline under which order bidders should submit their responses?	Cover letter, price proposal, and all items listed in section 4.1.1.
6	Does the agency have a preferred font type and size?	Arial 11
7	Does Montgomery College have a page limit for proposals?	No limit
8	Does Montgomery College have a points-guided evaluation criteria chart?	Refer to section 1.12. No points assigned
9	Is there any mandatory requirement for M/W/SBE? If so, could you please disclose the percentage?	No
10	We are California MBE certified by NMSDC. Could we include our certification as part of the proposal response?	NA
11	Can we meet the goal established if we are California MBE certified by NMSDC?	NA
12	What is the estimated budget for this contract?	Not available for this purpose.
13	Is it required to provide the COI alongside the proposal response?	No. COI will only be required of the awarded bidder.
14	Can you please grant an extension on the due date?	No.
15	Can the team members work from an offshore location?	No

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16	Is it allowed to use digital signatures?	Yes
17	Can the team members work from a remote location?	No
18	If the resources we provide at the time of proposal submission are not available at the time of a potential contract award, could we replace them with equally qualified resources?	Yes, as long as replacement does not impact implementation timeline
19	Is it required to provide the Attachment H – Mid-Atlantic Purchasing Team Rider Clause alongside the proposal response?	No

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