MC MONTGOMERY COLLEGE

ADDENDUM #1
Issued: June 15, 2023

PURPOSE OF ADDENDUM:

▪ To provide answers to vendor questions. See following page.

All other specifications, terms and conditions remain unchanged.

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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 **June 23, 2023**.

Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time: vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

_____   _____
Company Name   Authorized Signature

_____   _____
Date   Printed/Typed Signature

MONTGOMERY COLLEGE ▪ OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL (RFP) TITLE:
BACKGROUND CHECK AND APPLICANT CREDENTIAL REVIEW SERVICES
CLOSING DATE: June 23, 2023 @ 3:00PM Eastern Standard Time

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Vendor Question	Montgomery College Answer
What is the annual volume is expected to be for the background screens and Credential reviews for Montgomery College in the coming year?	While it's not possible to provide accurate volume, roughly 530 recruitments were undertaken in FY23 (July 1, 2022 – June 2023)
Montgomery College is a member of the E&I Purchasing Cooperative. Do you have any objections to using this GPO versus MAPT?	The College has elected to issue its own solicitation to address this service need.
The Workday system has a limitation to order a-la carte services and only allows for Package ordering. Do you have background check packages that you want pricing for?	This is not accurate. We currently have a la carte ordering set up in Workday.
Why is the College out to bid?	To establish a long-term (five-year) contract.
Are you having any current pain points with current vendor?	No.
Contract Value: Could you provide an estimate of the total value of the contract? This information will help us understand the scope and scale of the project.	It is not possible to provide contract value estimate; however, roughly 530 recruitments were undertaken in FY23 (July 1, 2022 – June 2023)
Budget: Is there a specific budget allocated for this project? If so, could you share the details? This will help us align our proposal with your financial expectations.	Yes, there is budget allocated for this service need. Budget dollar amount is not available.
Volume of Background Checks: Could you provide an estimate of the number of background checks that are forecasted to be needed? This will help us better understand the volume of work and plan our resources accordingly.	While it's not possible to provide accurate volume, roughly 530 recruitments were undertaken in FY23 (July 1, 2022 – June 2023)
Who is the incumbent?	Global Investigative Services
What is the incumbent's pricing?	Incumbent's unit pricing is confidential
Are there any process improvements the College would like to see in awarded bidder?	No

How soon will contract award be made?	July – August 2023
Is your provider already integrated with Workday?	Yes
Which version of Workday are you looking to integrate with?	System Version: 2023.23 Code Version : 2023.23.1069
Is your ATS hosted or on premise?	Hosted cloud
How many full-time employees work at Montgomery College?	1,734 (fulltime) 3,615 (total number of employees)
Section 2.2 - Can you provide additional details regarding the integration of background check results with Workday?	The recruiter selects a background check package in Workday, which triggers the vendor to contact the candidate. The candidate enters their information into the vendor's portal and the background check is initiated. Recruiter receives notification once background check is complete and recruiter logs into vendor portal to review results.
Would you like to have access to the background check results document in Workday?	No, the College do not want to maintain results in the system. Those will be maintained by the vendor.
Can we expect the College to provide us with Workday technical resources for any necessary changes in Workday?	The college has internal technical resources to support our end of the integration but the vendor is responsible for having technical resources to handle integration from their end.
Section 2.3.2 - Can you provide additional details regarding the Background check initiation (ordering) process via Workday?	See highlighted answer above.
Are there any other statuses required for background checks, specifically for order processing or cancellations?	Not at this time.
Are you anticipating having your administrators input applicant information, or would you prefer the applicants enter their information themselves?	Applicants will enter information.
Can you explain how the Workday integration should ideally work for your needs?	Montgomery College can initiate process and order in WD which initiates the background check with the vendor. Vendor contacts applicant, obtains applicant signature on release forms, vendor conducts background check and sends notification within Workday back to College

	recruiter. College will access the vendor portal to review the report.
What are some aspects you are not fond of with your current vendor?	No
What are features you wish you had with your current vendor that you are hoping to receive with your new vendor?	None
Would the inability to provide any of the listed services be grounds for disqualification from the bid?	Yes
Would a bidder who cannot or will not provide certain services listed in the RFP still be eligible for partial award?	No
Could you clarify our involvement in the first two steps under section 2.3.2?	Montgomery College can initiate process and order in WD which initiates the background check with the vendor. Vendor contacts applicant, obtains applicant signature on release forms, vendor conducts background check and sends notification within Workday back to College recruiter. College will access the vendor portal to review the report.
Could you clarify the coverage you are needing for "negligent hiring" (section 3.2)?	Bidder ensures that their processes are federally and locally compliant and provide accurate information.
Could you expand on what you mean in section 5.2.4: Professional qualifications and technical competence of the firm, subcontractors, and staff proposed for the performance of the required services?	This clause speaks to the professional qualifications of proposing bidder, its staff, and sub-contractors, if using, as they relate to service requirements listed in RFP. Technical competence refers to knowledge and abilities possessed by bidder/staff/sub-contractor, as they relate to the requirements listed in RFP.
Are you looking for specific examples for "Previous demonstrated experience" (section 5.2.4) or a detailed summary explanation of our experience?	A detailed summary explanation of your experience should be submitted with proposal.
In section 5.2.4 again, could you indicate what examples and details are needed to define our "web presence"?	A company website that can be reviewed to gather information.

Are you open to reading about additional services we can offer outside of your required scope of work?	Not at this time.
In section 2.3 you state" At a minimum, required services will include the following, dependent on job responsibilities as determined by the College". Could you elaborate on what services you'd be interested in beyond the minimum you listed in the RFP?	None at this time, but we want the flexibility to add, if necessary.

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