

MONTGOMERY COLLEGE - OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL (RFP) TITLE: VOCATIONAL TRAINING AND EMPLOYMENT SERVICES
BID NUMBER: E924-001
BID OPENING DATE AND TIME: August 25, 2023 @ 3:00 PM



ADDENDUM #1

Issued: August 18, 2023

PURPOSE OF ADDENDUM:

- To provide answers to all vendor questions. See following page.
- To replace original Price Proposal, with attached, "Revised Price Proposal"
- To replace original Section 5 "Required Submittals" section with attached, "Revised Required Submittals"

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 **August 25, 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
Approximately how many refugees are expected to receive vocational training?	NA. Montgomery College will provide all vocational training
How many refugees in total are registered in MORA today?	NA. Montgomery College will provide all vocational training
Will a cybersecurity bootcamp training, which provides industry-recognized credentials (such as CompTIA) and placement services be considered a Vocational Training for this grant?	NA. Montgomery College will provide all vocational training
Is there a limit on the length of the vocational training program?	NA. Montgomery College will provide all vocational training
What would you consider as an optimal length of training?	NA. Montgomery College will provide all vocational training
What would you consider as an optimal length of training?	NA. Montgomery College will provide all vocational training
What are the eligibility requirements for a vendor to provide vocational training?	NA. Montgomery College will provide all vocational training
Our professional training programs are mainly remote, will that be acceptable?	NA. Montgomery College will provide all vocational training
Contract Information Form, item B.2. What is meant by minority classification?	Minority classification refers to sub category of minority firm. Examples include: Hispanic, Native American, Black, and Asian-Indian, etc.
How is a Minority Business Enterprise defined?	A business/firm/company that is at least 51% owned by any such individual listed above.

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

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SECTION 7 – PRICE PROPOSAL

REMINDER: Submitted pricing cannot exceed grant award amount of \$367,672.

Line Item	Description	Annual Total Price
001	Annual Salaries & Wages, per assigned staff person (Attach breakdown for each position to include wage per hour). If a FT position is to be partially devoted to the grant, please note accordingly. NOTE: The annual total price is shall include a total annual budget for only those staff assigned to this grant. Please provide a separate document with total annual budget breakdown	\$
002	Associated Annual Contracted Services	\$
003	Associated Annual Supplies and Materials	\$
004	Other Associated Charges (attach breakdown for each charge)	\$
ANNUAL GRAND TOTAL:		\$

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror’s omission. An award will be made in the best interest of the College, in aggregate, to the most responsible, responsive, qualified Offeror with the lowest submitted price that can meet the terms, conditions, and specifications of this solicitation.

Montgomery College is tax exempt, certification provided upon request

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name

Name

Title

Authorized Signature and Date

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SECTION 5 – VENDOR PROPOSAL SUBMISSION

5.2 Required Submittals

5.2.1 Technical Proposal to include the following:

- Transmittal Letter
- Statement of Qualifications & Experience
- Proposed Services
- Staffing and Personnel
- References (Attachment A)
- Contractor Information Form (Attachment B)
- Non-Debarment Acknowledgement (Attachment D)
- Conflict of Interest Form (Attachment E)
- Mid-Atlantic Purchasing Team Rider Clause (Attachment G)-Optional
- Signed Acknowledgement of Addenda, if applicable
- Subcontractors List, if applicable

Price Proposal (Section 7)