

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

REQUEST FOR PROPOSAL (RFP) TITLE:

Flexible Spending Accounts (FSA) and Commuter Benefits Administration, COBRA and Direct Billing Services

RFP NUMBER: E925-007

CLOSING DATE: May 5, 2025 @ 3:00PM Eastern Standard Time



**ADDENDUM #2**

Issued: April 15, 2025

**PURPOSE OF ADDENDUM:**

- Replace first paragraph of section 1.2 (Electronic Proposal Submittal Due Date), to the following:

“All responses to this Request for Proposal must be submitted electronically in the same editable format provided, in two separate attachments: One attachment shall consist of the Technical Proposal, and the second attachment shall consist of the Price Proposal. Both attachments shall be sent together, in a single email. See **Section 7 Proposal Submission** for complete submission instructions.”

**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 **May 5, 2025, 2025**.

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](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature