



MONTGOMERY COLLEGE OFFICE OF PROCUREMENT

RFP NO.: E926-006

RFP TITLE: LIBRARY CONTRACTING SERVICES

RFP CLOSING DATE/TIME: April 17, 2026 @ 3:00 PM

ADDENDUM #1

ISSUED: April 8, 2026

QUESTION & ANSWER

PURPOSE OF ADDENDUM:

- To provide answers to all questions received by the April 7, 2026 question submittal deadline outlined in Request for Proposal (RFP).

All other specifications, terms and conditions remain unchanged.

Patrick Johnson, MBA, CPPB

Director of Procurement

Please sign below to acknowledge receipt of this Addendum and return with the **Technical Proposal submission**. If Technical Proposal was submitted prior to issuance of any addenda, addenda acknowledgements shall be submitted under separate email. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.**

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

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

\_\_\_\_\_  
Date

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



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<b>Vendor Questions:</b>	<b>Montgomery College Answers:</b>
<p><b>Work Distribution:</b> For contracts with multiple awardees, how does the College ensure a fair and equitable distribution of work requests? Is there a mandatory rotation, or is it based on the first vendor to respond?</p>	<p>The resultant contract is being awarded to one firm only.</p>
<p><b>Compliance:</b> What mechanisms are in place to ensure that department-level hiring managers are utilizing all awarded MFD vendors rather than defaulting to a single firm?</p>	<p>See above answer</p>
<p><b>Past Utilization:</b> Will the College provide data on the utilization rates of MFD firms versus non-MFD firms under the previous iteration of this contract?</p>	<p>See above answer</p>
<p>The 2021 solicitation listed very different insurance requirements with the limits for 2026 significantly higher than in 2021. We believe that for staffing services contract, the \$2,000,000 limit is excessive. Would the Government be willing to reduce these levels? (see below for comparison and requested reduction):            Commercial General Liability Insurance            2021: \$300,000 combined single limit of bodily injury            2026: \$2,000,000 per occurrence for personal injury:  <b>Request: Reduce to \$1,000,000 per occurrence of personal injury</b>            Property Damage Liability            2021: \$300,000 combined single limit of property damage            2026: Not less than \$2,000,000 for each accident.</p>	<p>The insurance requirements outlined in the 2021 solicitation had been in place for many years prior to 2021, and are now considered outdated. As recommended by our Office of General Counsel, the insurance requirements set forth in Solicitation E926-006 bring the College into compliance with current standards.</p>



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<p><b>Request: reduce to \$300,000 for each accident</b></p>	
<p>Can the Government please confirm that contract financial records and other submissions marked and proprietary and confidential will not be disclosed to any third parties?</p>	<p>All bidder information <b>clearly</b> marked as confidential and/or proprietary, will not be disclosed to any third parties.</p>
<p>In addition to the marking of proprietary and confidential information, would the Government be willing to sign a Non-Disclosure Agreement regarding submitted financial information?</p>	<p>Yes.</p>
<p><b>Resumes / Staffing Approach:</b> Should Offerors submit resumes for specific proposed candidates at the time of proposal submission, or will representative/sample resumes for each labor category be sufficient? If specific candidates are proposed, are Offerors expected to commit those individuals for immediate assignment upon award?</p>	<p>Submission of candidate resumes is unnecessary for the proposal process. We currently do not have vacancies that require immediate assignment.</p>
<p><b>Staffing Volume &amp; Demand:</b> Can the College provide estimated annual staffing volumes or the typical number of concurrent positions by labor category?</p>	<p>The current staffing numbers for the positions documented in the proposal are as follows:</p> <ul style="list-style-type: none"> <li>• Access Services Specialist: 13</li> <li>• Library Technical Services Assistant: 3</li> <li>• Librarian: 11</li> </ul>
<p><b>Response Time Expectations:</b> What is the expected turnaround time from issuance of a Work Request to submission of qualified candidates?</p>	<p>Depending on the urgency to recruit and availability of qualified candidates to interview, 3-4 weeks.</p>
<p><b>Assignment Duration &amp; Scheduling:</b> What is the typical duration range for short-term and long-term assignments? Are assignments generally full-time, part-time, or variable schedules?</p>	<p>Work hours are assigned based on staffing needs. The range is between 20-25 for part-time and up to 40 for full-time. The length of contract assignments can range from one semester to a full academic year.</p>



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<p><b>Pricing Considerations:</b> Is overtime required and should overtime be priced separately?</p>	<p>We do not offer overtime. Contract employee hours are limited to 40 hours max.</p>
<p><b>Work Location:</b> Will contracted staff be required to work fully on-site, or is any remote/virtual work anticipated for certain roles?</p>	<p>It is our practice for contract employees to work on-site for the duration of their employment. However; they can be afforded one day of telework per week at the discretion of the supervisor, pending any on-site staffing needs.</p>
<p><b>Background Checks / Onboarding Requirements:</b> Are there specific background check, badging, or onboarding requirements that must be completed prior to staff placement?</p>	<p>Yes. This is handled by Human Resources.</p>
<p><b>Performance Reporting</b> Does Montgomery College have a preferred format or template for monthly reporting and performance evaluations?</p>	<p>If monthly reporting is in reference to the contract employee’s performance, there is an expectation that the offeror has established procedures for check-in meetings and performance discussions with the direct supervisor. HR doesn’t require a written performance evaluation for contract employees.</p>
<p><b>Incumbent Information</b> Is there a current incumbent contractor providing these services, and will transition support or incumbent staff retention be considered?</p>	<p>Yes. The employment of current incumbent staff ends by June 30 so there will be no overlap.</p>

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