

Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850

June 8, 2018

NOTICE TO BIDDERS

The following are questions and responses regarding RFP 4461.1, Resource Allocations Analysis

**Question 1:** Can you please confirm the number of copies of the Pricing Proposal we are to submit- should we follow the same instructions as provided for the Technical: 1 Original and 5 copies, plus USB?

**Answer:** Yes. Please provide one (1) original pricing proposal, along with five (5) copies. The pricing proposal can be included on the same USB drive as the Technical and Redacted copies.

**Question 2:** In Section 9.0 MANDATORY SUBMISSIONS, Page 6 the first bullet instructs that we provide “a point-by-point response to each section of the RFP”. Is this to include sections 1.0 INTENT through and include 21.0 NOTICE TO BIDDERS?

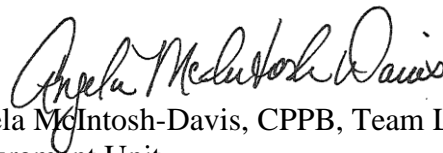
**Answer:** Yes. For each section of the RFP not requiring a specific response, “Understand and Comply” will suffice.

**Question 3:** On the top of page 7 of the RFP, it states “All Contractor’s submitting a proposal shall include evidence that they maintain a permanent place of business. Copies of any appropriate licenses necessary to perform this work shall be submitted with each proposal.” Is a financial audit adequate as evidence since it includes details of our operating lease?

**Answer:** Yes, the financial audit detailing lease information would suffice. Other forms of evidence can include a copy of the contractor’s W9 or Business License to offer services in the State of Maryland.

**Question 4:** What are the estimated number of hours per week, and number of weeks to work for this project? In order to estimate pricing, the number of total hours for each section (3.1 to 3.6) would be needed.

**Answer:** The number of hours per week and the number of work weeks required for this project should be determined as part of the contractor’s assessment of the requirements listed in 3.1 to 3.6.



Angela McIntosh-Davis, CPPB, Team Leader  
Procurement Unit

AMD:ea

Please indicate your receipt of this notice my signing below and returning with your proposal or under a separate cover.

Accepted By: \_\_\_\_\_  
(Name & Title)

Name of Company: \_\_\_\_\_