

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

**December 30, 2019**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 4892.1, Professional Growth System Consultant**

Question 1: On page 4 of the RFP it indicates that the proposed timeline for the study is 6 months but that the contract if for one year. Please clarify the length of the contract and study duration.

**Answer: The contract will be for at least one year to account for any delays in the process or any follow-up that may be required.**

Question 2: Page 6 of the RFP lists two items that do not appear to align with the scope of work. How should these be addressed in the proposal?

“MCPS reserves the right to engage the External Consultant(s) in providing future consultation and follow up regarding the MCPS curriculum.”

“The selected provider must have demonstrated experience in providing alternative programs for students to obtain a high school diploma (as defined in section 3) in similar institutions (e.g. school district, departments of education, etc.).”

**Answer: Correct. These items will be removed via an erratum to the RFP.**

Question 3: Page 5 item 6.3 indicates that “a pricing proposal shall be submitted as a separate document.” What format does MCPS require for this pricing proposal?

**Answer: You should provide pricing however your agency prices a project such as hourly rate by staff assigned and project number of hours to complete the project.**

Question 4: Depending on the contract award date, the data collection timeframes may conflict with district schedules and calendar. How will MCPS make district and school personnel available for data collection activities?  
Is the award based solely on price, assuming that the minimum requirements on other factors are met?

**Answer: Depending on the contract award date, the data collection timeframes may conflict with district schedules and calendar. How will MCPS make district and school personnel available for data collection activities?**

Question 5: Who at MCPS will be charged with helping the selected provider coordinate communication, outreach, and access to MCPS documents for data collection and analysis purposes?

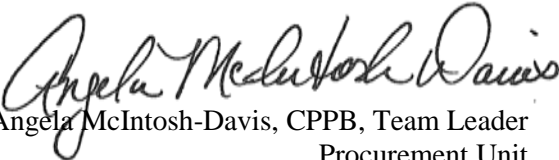
**Answer: There are key stakeholders who will be available to support/provide resources needed to conduct the study.**

Question 6: Will federal funds be used to finance this work? If so, what additional financial reporting options will be required?

**Answer: No, this is not applicable.**

Question 7: What is MCPS’s anticipated budget for the study?

**Answer: There is no set budget. Please ensure that your proposed budget is included.**

  
Angela McIntosh-Davis, CPPB, Team Leader  
Procurement Unit

AMD

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

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

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