



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: May 5, 2021

TO: All Prospective Proposers

FROM: Beth Kirk
Director of Procurement, Office of Procurement
301-546-0007

RE: **Addendum 1 to RFP 21-15 – Grants and Contracts Administration Svs**

The following amends the above referenced Solicitation documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and included it in the Proposal.

Questions and Responses.

Attached to this Addendum 1 is the Questions and Response Log. The Questions and Response Log contains all of the Questions received.

The Last Day for Questions was April 30, 2021 at 10:00 AM ET

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

SOL./RFP NO.: 21-15

PROPOSAL DUE DATE:

May 13, 2021 at 10:00 AM ET

FOR: Addendum 1 to RFP 21-15 – Grants and Contracts Administration Sys

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 5-5-2021

Addendum No. dated

Addendum No. dated

Addendum No. dated

Addendum No. dated

As stated in the Solicitation documents, this form is included in our Proposal.

Signature

Name Printed

Title

Date

END OF FORM

Q#	Addendum No.	RFP Section	Questions	Responses
1	1		Describe any limitations/restrictions on the position or services under the HEERF award that may impact the contract for services?	The funder does not impose any specific limitations other than the need to follow OMB, Department of Education, and PGCC regulations. Specific terms of agreement/any institutional limitations will be agreed upon via the Statement of Work/contract issued by PGCC. There could be limitations with respect to access to the College's platform systems.
2	1		How much were the additional funds awarded in January 2021 and please clarify if the administration of those funds also part of the contract for services?	In January, \$11,453,403 was awarded in institutional funds. Administration of these funds will be part of the contract for services, in addition to administration of the \$1.4 million in funds awarded earlier.
3	1		What are the expectations of additional services that may be required for grant closeout?	The awardee will be expected to help keep necessary records for closeout throughout the contract term, working with the accounting team and other College departments, prior to grant and contract end, to prepare as much as possible to meet final requirements.
4	1		The HEERF grant is to be managed in line with OMB, DoE, and PGCC internal procedures. In effect of conflicts, how will those discrepancies/approvals be handled? What is the process for the contractor to elevate issues for decision making?	If conflicts arise and/or issues need to be elevated for decision making, the contractor will let the institutional/full-time staff project lead (currently the PGCC Controller) and Grants Office know. The team will work together to help resolve conflicts while maintaining compliance.
5	1		Are there established metrics/requirements for grant program evaluation or does the scope include development of the evaluation guidelines similar to the development of SOPs for HEERF-award management, etc.?	PGCC has already established priorities for funding that will guide evaluation. The funder did not require submission of an evaluation plan, development of specific evaluation guidelines. The Contractor shall be responsible to ensure the institutional priorities that have already been established for the funding are properly vetted, procured, and managed in accordance the

				funders requirements the Grants Office will provide assistance.
6	1		Have all required fiscal and technical reports been completed and submitted as required by the HEERF award as of the current date? If not, will it be the responsibility of the contractor to complete such reports?	Yes, all required reports have been submitted to date. The contractor while working with the PGCC Accounting Team, will be expected to assist with future reporting and ensure all required reporting is completed timely and as required. Currently there are no outstanding/past due reports.
7	1		Do the duties of the contractor require the tracking and reporting of accounting transactions?	Yes, with the assistance of the Accounting Team.
8	1		Will the contractor be required to provide legal advice to PGCC?	The Contractor will be responsible for ensuring that all HEERF agreements are completed in compliance with relevant internal and external guidelines, but will not be requested to provide specific legal advice outside of the services described in this RFP. The Contractor shall advise the College if a situation arises that requires legal advisement.
9	1		Will the contractor be supported by PGCC counsel during the negotiation of HEERF Agreements?	Counsel is not commonly involved in specific grant agreements, but can be included as needed.
10	1		Does PGCC have written policies procedures for accounting and grant administration activities?	Yes, the Contractor shall be provided PGCC's Federal Grants Management, Accounting and Finance, and Procurement manuals. Each manual contains the College's internal policies and procedures. It is the Contractor's responsibility to inform the College if the College manuals lacks a policy or procedure relevant to the Services or if the manual contains contradictory policies or procedures in regard to the funder's requirements.

11	1		Can PGCC confirm that while the contractor may make approvals, it will not handle receipt/disbursement of funds on behalf of PGCC?	Yes, drawdowns for federal funds and payments will be handled by PGCC Accounting.
12	1		How many hours are anticipated on a monthly basis?	It is expected the Contractor shall be available Monday – Friday during the College’s working hours from 8:30 AM to 4:30 PM ET to attend meetings and work collaboratively with various departments on their initiatives. It is anticipated the Contractor shall be available as needed to provide services as expeditiously as possible given the amount of reporting and procurements planned. It is anticipated 40 hours a week is required. However, <u>Proposers are to include a schedule, assessment or a plan to describe the level of effort/hours your firm proposes to be required to meet the service requirements during the engagement.</u>
13	1		How many positions in addition to the Administrator is PGCC looking for the Contractor to fill?	A temporary and or permanent Grant Accountant will be engaged, but the PGCC team has already begun the process to find this person. The contractor may be asked to assist with the final stages of this process.
14	1		What is the total budget for this work?	Proposers are to provide within your firm’s proposal the fees/rates/total fee for all of the required services described in this RFP.
15	1		Is a Certified Grants Management Specialist (CGMS) an acceptable certification instead of a CRA?	Yes.
16	1		Are the PGCC standard terms and conditions negotiable?	The RFP allows Proposers to include exceptions in the specified submission Tab. The College does not guarantee exceptions will be accepted.
17	1		Are any of the standard terms and conditions non-negotiable due to state or local laws or regulations?	There are some standard terms and conditions that are not negotiable.

18	1		Does PGCC have a list of small, woman-owned, or minority-owned firms that have expressed interest in this work? If so, could PGCC please provide a list of the firms.	<p>The College encourages Proposers to visit the State’s MDOT, MBE site to identify possible MBEs. Link provided below: https://mbe.mdot.maryland.gov/directory/</p> <p>If your firm is unable to sub-contract any portion of work/services to an MBE, Proposers are to complete the required forms as provided in the RFP.</p>
19	1		For pricing purposes, would PGCC prefer for pricing to be provided for 2021 only or for multiple years?	Proposer may submit pricing by fiscal year, FY 21 ends June 30, 2021 and FY 22 starts on July 1, 2021 – June 30, 2022.
20	1		Which system(s) does PGCC currently utilize to manage grants?	<p>The College utilizes Colleague Enterprise Resource Planning as its fully integrated financial management system; this applies to grants. PGCC does not currently use specific project management software (such as MS Project, Asana, etc.) across the board for grants. The Contractor may use such tools if/as available. The Grants Office uses Amplifund to track institutional grant data. Other systems in place include periodic meetings (compliance checks) scheduled by the Grants Office. <u>Proposers are to include in your proposal all of the tools, (software, etc.) that will be used in the required services. Proposer’s fee shall include the cost of all tools and equipment associated with the Services.</u></p>