



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: August 31, 2021

TO: All Prospective Proposers

FROM: Brittany Ryans, Procurement Coordinator
Prince George's Community College
Office of Procurement, Suite 264
Largo, MD 20774-2199
ryansbn@pgcc.edu
Telephone No.: 301-546-6000

RE: **Addendum 2 to RFP 22-03 Event Production Services**

The following amends the above referenced RFP documents. Receipt of this addendum two is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. The following amends the Solicitation Schedule.

Walk-Through Date: September 8, 2021, 1:00 PM ET

A walk-thru will be held on Wednesday September 8, 2021, 1:00 PM ET. Your firm must RSVP to attend the walk-thru by emailing Brittany Ryans – ryansbn@pgcc.edu by September 7, 2021, 12 PM. Only the first 5 vendors that RSVP will be allowed to attend, two attendee per firm. More details about the walk-thru will be provided once your RSVP is confirmed.

Proposal Due Date: September 15, 2021

Oral Presentation/Discussion Session(s): TBD
If held and for invited shortlisted firms only

Contractor(s) Selection Anticipated to be finalized: September 27, 2021 (*projected*)

Contract Commencement by: October 3, 2021

2. Questions and Responses.

Attached to this Addendum 2 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was August 20, 2021 at 10:00 AM ET

No.	Addendum No.	Solicitation Section/Reference	Question	PGCC Response
1	1		Whether companies from Outside USA can apply for this? (like, from India or Canada)	The service being requested needs to be provided on campus in Largo, MD. Workers must be local to the area, though the company may be internationally based.
2	1		Whether we need to come over there for meetings?	On site meetings may be required for orientation purposes.
3	1		Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	The tasks cannot be performed from outside the USA.
4	1		Can we submit the proposals via email?	Yes, email submittals are allowed.
5	1		Britt's Industries is certified as an MBE and on this RFP there is an MBE goal of 15%. I was wondering if you would be check the box for the Bidders List to show on EMMA. Without a pre-bid conference it's impossible for MBEs to reach out to the Primes. If you check the Bidders List this would allow everyone to see every company that is looking at the RFP and an opportunity to reach out to the Primes.	The MBE goal may be self-performing. If your Firm meets the College's definition of an MBE and you are a Prime Contractor submitting a bid, you are not required to sub-contract the MBE goal. The College will enable the Bid Holders List function on EMMA to view Vendors who have acknowledged receipt of the solicitation.
6	1		Can you please check the Bidders List in emma to show, so everyone can see who is looking at this RFP.	The College will enable the Bid Holders List function on EMMA to view Vendors who have acknowledged receipt of the solicitation. Under Addendum 2, a walk thru/pre-bid conference has been posted. Please review updated RFP schedule.

			With no pre-bid conference it makes it very hard for the MBEs to reach out to the Primes looking at this RFP.	
7	1		Can you please post the list of questions and include the companies name, contact name and email of who ask the question so we have an opportunity to contact some primes?	The college will not release the contact information of other potential prospers at this time. However, if the Prime requires a sub-contractor to meet the college's MBE percentage for this solicitation, PGCC will assist with providing that information upon award.
8	1		Has this RFP ever been issued before?	No
9	1		What is the \$ value of the previous RFP if it was issued before and/or this current RFP?	Value = \$50,000 annually
10	1		Who is the incumbent? Can you please provide a contact name and email address.	There is no incumbent for this solicitation. This solicitation has not been released prior to 22 -03.

End of Addendum 2 dated 08-31-21

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: RFP 22-03

PROPOSAL DUE DATE:

September 15, 2021 at 10:00 AM ET

RFP FOR: Event Production Services - Updated

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 8-13-21

Addendum No. 2 dated 8-31-21

Addendum No. dated

Addendum No. dated

Addendum No. dated

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

Signature

Name Printed

Title

Date

END OF FORM