



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: October 20, 2021

TO: All Prospective Proposers

FROM: Gerald Green
Procurement Coordinator, Office of Procurement
301-546-7422

RE: **Addendum 2 to RFP 22-02 / Usher Services**

The following amends the above referenced RFP documents. Receipt of this addendum one 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. 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 October 6, 2021 at 10:00 AM ET

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: RFP 22-02

PROPOSAL DUE DATE:

October 27, 2021 at 10:00 AM ET

RFP FOR: Usher Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 10-19-21

Addendum No. 2 dated 10-20-21

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

RFP 22-02 Usher Services

Q#	RFP Section	Questions	Responses
1		What is the seating capacity (min/max) for CPA?	Grand Theater – 759 Max Capacity Proscenium Theater – 304 Max Capacity Black Box Theater – 152 Max Capacity Dance Studios – Under 100 Recital Hall – Under 100 Choral Studios – Under 100
2		What is the CPA attendance average?	The CPA opened in 2019, so our in-person events before the pandemic happened in Fall 2019 and ended in early 2020. The audience's attendance has varied in size because we utilize three theaters with different capacities, which will affect the attendance average. The largest audience attendance we experienced was 642 in Spring 2020. Our second season was 2021/2022 were all virtual events.
3		What other PGCC locations will ushering services be required? And what is the seating and attendance capacity?	Ushering will only be utilized for events in the Center for Performing Arts. Grand Theater, Proscenium Theater, Black Box Theater, Coat Check, Dance Studios, Recital Hall, Choral Studios and Art Gallery.
4		How many ushers are required on average for an event at the CPA?	Average of 8 ushers per event.
5		Is there a page limit for the technical proposal and additional format requirements?	No limitation on the pages. You must include all the pertinent information requested within the solicitation for consideration.
6		Can the contractor use company logo on uniform shirt?	No
7		Can a walk-through of the facility be scheduled?	Yes

8		Is parking available for ushers?	No special parking required. Parking at Center for the Arts is free and open to vendors.
9		Was TAB 5 intentionally omitted from the technical proposal?	The Numbering is off on the solicitation; there is no TAB 5 (all the information is correct on the solicitation)
10		Are any events held on a national holiday?	Prince George's Community College is closed on Federal Holidays and over Winter and Spring Breaks. No performances are scheduled during College Closures.
11		How many annual hours are required for ushering services?	<p>Events from September 2019 – March 2020 usher hours broken out monthly – below.</p> <p>*46 hours 8/30 – 9/26 *407.50 hours 9/27 – 10/31 *275.25 hours 11/1 – 11/28 *431.25 hours 11/29 – 12/26 *143 hours 12/27 – 1/30 *314.50 hours 1/31 – 2/27 *50 hours 2/28 – 3/26</p> <p>Total = 1,667.50 hours</p> <p>Estimated for Annual Hours – (September – May) = 2,100 hours</p>