DATE: March 13, 2019

TO: All Prospective Proposers

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

RE: Addendum 2
       RFP 19-12 – Time and Attendance Software System and Services

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

A. Questions and Responses:

1. Which employee populations would be using multiple assignment and advanced scheduling (including shift swapping and callouts)?

   Faculty (substitutions) Campus Police, Facilities, and Enterprise Technology Network Operation.

2. Can you clarify if you would like pricing contained within Tab 4 or as a separate proposal?

   Pricing shall be provided in the Proposer’s proposal as described in the Response Requirements section. Proposers are to disregard the following sentence in 1.1 Submission, “No pricing information is to be provided in the Proposal; if any pricing information is includes, the Proposal may be deemed non-responsive by the Procurement Office. This sentence has been deleted in its entirety from the RFP.
3. If pricing is to be a separate proposal, do they want 4 hard copies (1 original, 3 copies) and 1 USB or CD?

   Pricing shall be provided in the Proposer’s proposal as described in the Response Requirements section, Tab 4 of the Proposal submittal. Proposers are to provide a total of 4 copies, as well as a CD/Flash drive of their Proposal.

4. IT Survey. Proposers may be required to complete the College’s IT Survey either during the procurement process or after. The Survey may impact the College to issue a final award and contract execution.”

   The IT Survey may be provided during the procurement process to the short-listed vendors or after the selection process. If issued the College will provide the Survey and its requirements for submission and further consideration.

5. Is this survey required for the response? If so where can the survey be found?

   No. The Survey has not been provided and is not a Proposal response requirement.

6. In reviewing the RFP, I have come across numerous instances within the RFP that asks us to accept all their terms and conditions (pg. 6, 12…), and sign forms that state that; Is it ok with us providing our disclaimer language? Are you firm on vendors accepting it as-is or providing redlines at this stage?

   Proposers are to include any exceptions to the College’s Terms and Conditions, within Tab 5 of the Proposer’s Proposal submittal.

7. Also, the RFP states the goal is to have 15% MBWE as part of this contract. If we’re not planning on utilizing any MBWE in the proposal, will you be ok with that or will we be disqualified?

   Proposers that are unable to provide an MBE Goal Commitment are to provide a detailed explanation to why their firm is unable to meet the MBE Goal Commitment.

8. Finally, you state we must provide references, or we could be disqualified. We typically do not do that in an RFP. Is providing Client names only ok? We will provide references later in the process if down-selected.

   Firms are to provide three references and Client Letters, per the RFP requirements. Proposer’s may omit the Contact Person name until requested by the College. The College reserves the right to disqualify a bidder/proposer for the failure to provide the requested information.
B. Announcement

The College is closed for Spring Break from 4:30 PM ET, March 15, 2019 – March 24, 2019. The College will reopen at 8:30 AM ET, March 25, 2019. Any correspondence or documents sent during this time will not be received.

End of Addendum 2 dated 03-13-2019
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 19-12

TECHNICAL AND FEE PROPOSAL DUE DATE:
March 27, 2019, 10:00 AM ET

RFP FOR: Time and Attendance Software and Services

NAME OF PROPOSER: _____________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. ___1___ dated 03-08-2019
Addendum No. ___2___ dated 03-13-2019
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______

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

__________________________________________
Signature

__________________________________________
Name Printed

__________________________________________
Title

__________________________________________
Date

END OF FORM