

July 2, 2026

ERRATUM/ADDENDUM No. 3

**RFP 1083.7, Professional Services and Temporary Personnel
for Information Technology Consulting/Contractual Services**

The above referenced Request for Proposal is hereby modified to reflect the following changes.

1. Section 8.0, Format of Response is being removed entirely from the RFP.
2. Section 9.0, Mandatory Submissions is being modified as follows:

9.0 MANDATORY SUBMISSIONS

Where vendors are required to submit electronic documents using the attachments contained herein, the documents should be returned in the same file format (e.g. Microsoft Word file or Microsoft Excel file).

Instructions relating to each part of the response to this RFP are defined in the remainder of this section. MCPS shall not be responsible for any costs incurred by the Vendor in the preparation and submission of their response to this RFP.

Vendor shall include all statements and representations in its response that it wishes to have included in any contract for services with MCPS. If the Vendor responds only "Understand and comply," it is assumed that the Vendor complies with MCPS' understanding of the requirement.

Vendor must include a table of contents for clear identification of the material to ensure the integrity of the evaluation process and verify the technical and fiscal capacity of all Offerors, MCPS adopts a two-volume submission model. Proposals must be organized into distinct, sealed packages as described below. Failure to organize proposals in this manner shall be grounds for disqualification.

9.1 Two-Volume Submission Requirement

Offerors must submit their response in two (2) separate volumes:

- **Volume I – Technical Proposal:** Contains all qualifications, methodologies, and past performance data. Strictly no pricing information shall be included in Volume I.
- **Volume II – Financial Proposal:** Contains the completed Attachment 2 – Services and Cost spreadsheet and any cost-related justifications.

9.2 Volume I: Technical Proposal Organization

Volume I must be organized into the following numbered tabs to facilitate "mapping" the response directly to RFP requirements:

- **Transmittal Letter:** Must be signed by an official authorized to bind the firm and acknowledge the receipt of all addenda.
- **Executive Summary and Exceptions:** A high-level overview of the proposal. This tab **must** clearly list any exceptions taken to the **MCPS General Contract Articles**; if no exceptions are taken, the Offeror must explicitly state "No exceptions".
- **Offeror Profile and General Information:** Includes corporation size, years in business, and primary technical domains.
- **Functional Area Competency Matrix:** Offerors must identify which of the **10 Integrated Functional Areas** they are proposing for. For **each** area checked, the Offeror **must** provide verifiable evidence of expertise and one (1) successful project example (delivered on time and within budget).
- **Staffing Plan and Labor Category Mapping:** A detailed chart mapping proposed personnel to the **Standardized Labor Categories** defined in Section 4.4.
- **Transition and Risk Management Plans:** A narrative describing how the vendor will migrate services with minimum disruption and build contingencies to mitigate project risks.
- **References:** A minimum of **five (5) references** utilizing **Attachment 3**, ideally from school districts of comparable size to MCPS.
- **Required Affidavits:** Completed RFP/Proposal Affidavit, Conflict of Interest Disclosure, and Minority Business Enterprise (MBE) acknowledgments.

9.3 Volume II: Financial Proposal

This volume must contain only the financial response. Offerors must propose pricing for all labor categories defined in the RFP to be considered for a Master Agreement award.

- **Hourly Rate Ranges:** Rates must be provided as a range in the "2-Cost" tab of the worksheet for all prioritized labor categories.

9.4 Redacted Copy and MPIA Compliance

In addition to the original volumes, Offerors **must submit one (1) redacted copy** of their entire proposal in a flash drive.

- **Justification Requirement:** Each redacted section must be accompanied by a written justification explaining why the information is exempt from disclosure under the Maryland Public Information Act (MPIA).
- **Prohibited Redactions:** Classification of an entire proposal or total price as proprietary is not acceptable and results in the rejection of the proposal.

9.5 Acknowledgement of Security and Vetting

All submissions must include a signed acknowledgment of MCPS Enhanced Vetting Protocols. By submitting a proposal, the Contractor agrees to bear all costs for CJIS State and Federal background checks and drug screening for any personnel assigned to MCPS

- **9.6 Responses to Scope of Work**

- a) For every requirement listed in **Attachment 2 - Services and Cost.xlsx** of this RFP:
Vendors must provide either a "Yes" or "No" in "column B" of the "**I-Work**" tab of the spreadsheet. A blank, null or any value other than "Yes" in "column B" will be evaluated as same as No".
- b) For each checked competency, Vendor must provide evidence of relevant experience. This include expertise in product components, tools and technologies.
- c) Vendors must provide a range of hourly rate in "column B" and "column C" of the "2-Cost" tab of the worksheet.

Each offeror must submit a complete proposal including all required information and attachments. The response shall address each paragraph in the same order as the RFP and provide an individual response to each RFP specification. All proposals must be presented using the same numbering sequence and order used in this RFP document or as otherwise specified by MCPS. Offerors may request via e-mail to Saudy_EspinalDeVolez@mcpsmd.org, Buyer II, MCPS Department of Procurement a Microsoft Word version to help them in preparing the response.

One (1) original hard copy and one (1) flash drive that should include, one (1) original, one (1) copy and one (1) redacted copy must be sent by mail, courier or hand-delivery and shall be bound. A table of contents should be included and all pages numbered as referenced in the Table of Contents. No faxes or electronic submission of proposals will be accepted. Proposals are to be received no later than **2:00 p.m. on July 27, 2026**. Submit responses of the entire RFP proposal to:

Montgomery County Public Schools
Department of Procurement
45 West Gude Drive, Suite 3100
Rockville, MD 20850

Submissions will become the property of MCPS.

The proposal must be signed by an official who has authority to contract with MCPS. The firm and the official's name shall be used in the contract process. MCPS reserves the right to make an award without further discussion of the proposals received. MCPS may also negotiate with the one offeror who submits the best proposal or with two or more offerors who are in the competitive range. Therefore, it is important that the offeror's proposal be submitted initially on the most favorable terms from both the technical and cost standpoints. After the submission and closure of proposals, no information will be released until after the award. It is understood that the offeror's proposal will become a part of the official file on this matter without obligation to MCPS.

The proposal must be complete and comply with all aspects of these specifications. Marketing or promotional verbiage will likely overshadow the offeror's qualifications and expertise. MCPS urges the offeror to be specific and brief in their responses.

Offerors must include all statements and representations made within its proposal in the contract for services with MCPS unless otherwise agreed upon by MCPS and offeror during negotiations. This includes, but is not limited to, the vendor's point-by-point response to this RFP. If the offeror answers only "Understand and comply" it is assumed that the offeror complies with MCPS' understanding of the requirement.

Complete Response must include:

- Pricing Proposal
- References, See 7.0 References
- Vendor's annual fiscal report to demonstrate the vendor's financial stability (If desired, the vendor may also include any other financial documents that Vendor wishes to include regarding Vendor's financial condition. This documentation is not mandatory.)
- Equal Opportunities Certification (Attachment A)
- Certification of Non-segregated Facilities (Attachment B)
- Minority Business Enterprise (Attachment C)
- Non-Debarment Acknowledgement (Attachment D)
- Company Background Form (Attachment 1)
- Service and Cost (Attachment 2)
- Service Details (Attachment 2A)
- Vendor Reference (Attachment 3)
- Current Form W-9
- A list of any variances from or objections to the terms and conditions of the MCPS General Contracting Articles, as well as a justification for any such variances or objections.
- Any additional information and comments your firm deem necessary to clearly communicate your firm's qualifications and the process you would use analyze, plan, migrate, and implement a new Web Content Management System (CMS) along the lines specified in the Scope of Services.

All Vendors shall complete the following information in Section 23.0-NOTICE TO BIDDERS:

- I. BIDDER INFORMATION
- II. BIDDER'S CONTACT INFORMATION/VENDOR'S CERTIFICATION

MCPS shall not be responsible nor be liable for any costs incurred by the vendor in the preparation and submission of their proposals and pricing.

Pricing proposal shall be submitted as a separate document outlining content, timeline for implementation, training, professional development, etc. DO NOT include the pricing proposal with your technical response. This could result in your submission to be non-responsive.

All other terms and conditions of the RFP remain the same.



Angela McIntosh-Davis
Director, Department of Procurement

AMD:se

Please indicate your receipt of this notice by signing below and return with your bid or under separate cover.

Received: _____
Name and Title

Name of Company: _____