

**Division of Finance Management
Department of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

July 16, 2026

NOTICE TO OFFERORS

**The following are questions and responses from the Pre-proposal conference on July 15th at
10:00am regarding the
RFQ No. 1083.7, Professional Services and Temporary Personnel for Information Technology
Consulting/Contractual Services**

No.	Question	Answer
1.	Can we bid only on staffing part?	Yes.
2.	Is there any incumbent on this RFP?	This is a new RFP, the list of awardees for the 1083.6 contract can be found on the MCPS Procurement site under "Awarded Contracts"
3.	Do we need a MCPS as witness to sign or do we just sign and leave the witness blank?	Just sign and leave the witness blank.
4.	We do not see a signature block on the addendum, although it states that it must be signed. Do we still need to sign it?	All the Erratum-Addendum have the signature block on the last page, yes, you need to sign all of them.
5.	Do we need to add every Addendum and sign them, or acknowledge all the Addendum and then sign?	You have to acknowledge all the Addendum, sign them and add them to the proposal package.
6.	Is there a desk or someone to take our boxed proposal who can give us a date and time stamp?	Yes, if you come from 7:30am to 5:00pm, somebody will receive your proposal and give you a receipt document.
7.	Can we expect extension in the due date	No.
8.	Do we need to provide name of key personnel anywhere in reference or in response?	No.
9.	For each labor category, we need to provide a separate reference sheet?	No, they can be combined on one sheet.
10.	Is it mandatory to provide references that are comparable in size to MCPS?	No, it is not mandatory.

11.	Just to confirm SOC II is only required upon requirement.	Correct.
12.	Please confirm whether audited financial statements for the last two years are mandatory with the proposal, or whether annual fiscal report / D&B / CPA letter will be acceptable.	Yes. Please submit documentation that you have that can demonstrate fiscal responsibility to the extent you are able, see question 645 on the Q&A document.
13.	If we are just proposing for Temp Personnel Staffing, do we need to submit the resume at the time of submission of the bid?	No, resumes are not required at the time of submission, see question #671 on the Q&A document.
14.	Just a Profit and Loss sheet will be okay, for example if we use Quick book would that be okay?	Yes, please provide any document that can reflect your financials.
15.	Instead of a financial statement for the last 2 years, would a CPA letter be acceptable instead?	Yes. Please submit documentation that you have that can demonstrate fiscal responsibility to the extent you are able, see question 645 on the Q&A document.
16.	How can you find out who won a contract? if yes what is the name of the incumbent? Do you have a list of subcontractors or independent contractors? If so, how can I get listed?	This is a new RFP, the list of awardees for the 1083.6 contract can be found on the MCPS Procurement site under "Awarded Contracts"
17.	Are we able to submit the proposal as both a prime and to be a subcontractor on a separate submission?	Yes.
18.	Do we have to list staff names since no resume are required?	No, that is not required.
19.	If our proposal does not contain any information requiring redaction, are we still required to submit a separate redacted copy?	You have to add a letter with the original submission indicating that you don't have any information to be redacted and sign the letter.
20.	For the Staffing Plan requirement, should we map our proposed technical resources to the labor categories, or include our account management team? And do you expect named candidates or just a role-based staffing plan?	Mapping to the labor categories is preferred. No names are required.
21.	Do we need to submit the signed copy of the Questions and Answers document with our proposal, as it has a placeholder for signature at the end.	Yes.

22.	Are you going to accept additional questions post this meeting.	No, the due date to submit questions was June 22nd, 2026.
23.	Will there be a second round of questions that will be addressed by the means of an addendum	No, the due date to submit questions was June 22nd, 2026.
24.	Could you please confirm whether the digital/ electronic signatures are acceptable.	Yes.
25.	Will the questions and answer discussed in this meeting be available in the form of an addendum.	Yes, they will be posted on our Procurement Portal and in Emma as a PDF attachment.
26.	What is the maximum of awards will be given under this BPA? is there any ceiling limit?	No maximum has been determined but likely ~10 vendors will be selected.
27.	Should we provide separate costing for Functional area or only just the attachment 2A?	Only attachment 2A is required.
28.	How many years back can our references go?	5 years.
29.	Please confirm whether all forms, addenda, transmittal letter, and certifications require wet ink signatures, or if printed digital signatures are acceptable.	Printed digital signatures are acceptable.
30.	Please confirm whether IT staffing / staff augmentation firms are eligible to respond, provided they meet the RFP's references, labor category, security, insurance, and compliance requirements.	Yes.
31.	We would like to seek clarification regarding the Functional Area Competency Matrix. The Q&A indicates that responses should be submitted in Attachment 2A; however, Attachment 2A does not contain fields for Evidence and Functional Category, which are also required. Could you please advise how these details should be provided?	Attachment 2 has been modified, and an updated version was posted, see Erratum/Addendum No.4.
32.	Could you also confirm whether, in the "Staffing Plan & Labor Category Mapping" section, we need to map the labor categories identified in RFP Sections 3.3.3 through 3.3.6 and list representative positions that we can provide under each category?	Correct.
33.	In the Evaluation Criteria table, could you please clarify what is meant by "evaluation of visual work plan and flow charts"?	This is referring to any project plans and/or case studies included as evidence in the proposal.

34.	Under Proposal Tab #7 – Mandatory Submissions: Attachments, the RFP references qualifications and methodology for analyzing, planning, migrating, and implementing a new Web Content Management System (CMS). What CMS requirements, if any, does MCPS expect vendors to support under this contract?	This section has been removed from the RFP, see Erratum/Addendum No.4.
35.	Will labor rates submitted in Attachment 2 serve as ceiling rates for the duration of the contract, or may rates be negotiated at the individual SOW level? May be negotiated at the individual SOW level.	Rates may be negotiated at the SOW level.
36.	Is it mandatory for the references to be from organizations comparable in size to MCPS, with 25,000+ employees, or are references from smaller organizations also acceptable?	No, not mandatory.
37.	Does 1 vendor manage the whole team and all resources?	No, there are multiple vendors and teams are managed by the individual department that submitted the SOW.
38.	Are there resources assigned from multiple vendors?	Yes.
39.	Do we present candidates at time of submission for this RFQ, or do we receive separate RFQs and SOWs for each resource requirement?	Separate SOWs are issued.
40.	As section 8 has been removed from RFP, so as Tab Headings; can you please confirm where we have to submit attachments, as a Separate Tab, or Separate documentation	Attachments are not required to be in separate tabs.
41.	The 10 vendor selection is it per functional area? Specially for vendors that submit for a few area are we at a disadvantage since 10 barely covers all the area?	No. Vendors may submit for select functional areas.
42.	Please verify that the requirement on the Cyber coverage is 2 million, not 5 million?	Correct, it is \$2 million.
43.	Whether the County intended the SOC 2 requirement to apply uniformly to all staffing vendors, or whether there is flexibility for firms that can demonstrate equivalent security maturity through recognized government cybersecurity frameworks.	SOC II is only required for cloud hosted applications.
44.	Please confirm for each functional area we are proposing only the relevant project example is sufficient or do we need to provide our approach as well?	Relevant project examples are sufficient.

45.	How likely are you to select other than incumbent?	This is a totally new RFP, the incumbent could be different.
46.	Can we provide references from large commercial organizations, or do all references need to be from public sector agencies?	Both are acceptable.
47.	If we have multiple relevant projects for the same agency, can we submit two references from that agency, each for a different project, or do the references need to be from different agencies?	Yes.
48.	Do we need to submit Volume I, Volume II and Attachment Documents (Separate Doc)	Section 8.0, Format of Response is being removed entirely from the RFP. See Erratum/Addendum No.3
49.	Could the County clarify whether the SOC 2 requirement is a mandatory pass/fail requirement or an evaluation factor? If it is mandatory, has the County assessed the potential impact on competition among qualified local and small business firms?	SOC II is only required for cloud based applications.
50.	Since today's meeting is providing new information and clarifications that may impact proposal responses, would the State consider extending the proposal due date to allow offerors adequate time to update their proposals and account for the adjusted mailing time?	No.
51.	When departments evaluate responses to individual SOWs or Requests for Resumes, what factors typically drive selection beyond hourly rate, for example, candidate availability, directly comparable experience, certifications, proposed approach, or speed of response?	The vendors that meet all the evaluation criteria.
52.	What performance issues have MCPS experienced under the current contract, or what practices have differentiated the most successful incumbent vendors?	None.
53.	Can MCPS verify that incumbent vendors can use MCPS references?	Yes.
54.	Do the Proposal, the Price sheet you all provided, is that considered Volume 2 or should we create a separate Volume II with all the roles in the pricing in a Word document.	Section 8.0, Format of Response is being removed entirely from the RFP. See Erratum/Addendum No.3

55.	If we're proposing for multiple functional areas, can we use the same client and the same project as evidence across multiple functional areas, as long as that project demonstrates expertise in each of those areas? Or are you expecting a different client or project example for each functional area?"	Yes.
56.	During this Q&A, both "SOW" and "staffing" were mentioned. There was also a clarification of distinction between "Professional Services" and "Temporary Staffing". Could you please clarify whether this RFP is for SOWs with vendors occasionally supplying temporary staff supplementing awarded SOWs? And	Yes. This solicitation is intended to support both professional services engagements delivered through Statements of Work (SOWs) and temporary staffing/staff augmentation needs delivered through Requests for Resumes (RFRs), depending on the nature of the requirement. Vendors may utilize temporary personnel or subcontracted resources in support of an awarded SOW; however, such personnel must be identified and disclosed to MCPS in accordance with the RFP requirements, and any subcontracting arrangements are subject to MCPS review and approval.
57.	Are SOW execution and deliverables are supposed to be completely managed by vendors, or will there be any project managers from your side on each SOW?	No. SOWs are not expected to be executed entirely independent of MCPS oversight. While the awarded vendor will be responsible for managing the resources, performing the work, and delivering the agreed-upon outcomes specified in the SOW, MCPS will provide contract and project oversight. MCPS personnel, including a designated project manager or business owner as appropriate, will monitor progress, review deliverables, and confirm satisfactory completion of contractual requirements prior to acceptance and payment. This approach helps ensure successful delivery and alignment with MCPS objectives.
58.	What is the overall budget for this BPA?	See past awards for historical spend.
59.	What is the duration of this BPA?	This contract is renewed annually.
60.	What are the maximum awards going to be provided?	No max has been determined.

61.	Do we need to submit an audited financial statement?	Financial statements are not mandatory at the time of submission. They should be available from successful offerors during contract finalization.
62.	As discussed during today's meeting, will you be providing a written summary of the questions and answers (Q&A)? If so, please let us know when we can expect to receive it.	Yes, on Monday 20 th , 2026.
63.	Will labor rates submitted in Attachment 2 serve as ceiling rates for the duration of the contract, or may rates be negotiated at the individual SOW level?	May be negotiated at the SOW level.
64.	Can we bid only on staffing?	Yes.
65.	Can we send some more clarifying questions on e-mail?	No, the due date to submit questions was June 22nd, 2026.
66.	Will future task orders primarily be issued as Statements of Work (SOWs), Requests for Resumes (RFRs), or a combination of both, and what factors will determine which procurement method is used?	SOWs.
67.	Whether we need to submit candidate resumes?	No.
68.	Once proposals are submitted by the July 27 deadline, could you please provide an overview of the anticipated evaluation timeline? Specifically, when should Offerors expect to receive notifications regarding the results, and how will those notifications be communicated (e.g., via OpenGov, email, or another procurement portal)?	The evaluation could vary; When Procurement receive the results of the evaluation, we will send a Pre-award letter to all the vendors, we are planning to take this RFP to September board for approval, after this day, Procurement will send the final awards letters.
69.	"What types of County information will contractors have access to? Will personnel be handling Criminal Justice Information, HIPAA, IRS, PCI, or other regulated data that necessitates the SOC 2 requirement?"	Varies by department but SOC II Is only required for cloud based applications
70.	"Since this solicitation appears to focus primarily on temporary personnel and professional consulting services, could the County clarify whether vendors are being evaluated as staffing providers or as technology service providers operating County information systems?"	Staffing providers with personnel who can perform in the functional areas.
71.	Would the County consider equivalent cybersecurity assurance such as NIST Cybersecurity Framework,	Yes.

	NIST SP 800-171, ISO 27001, FedRAMP authorization where applicable, CMMC, or documented security policies and independent assessments in lieu of SOC 2?"	
72.	For Section 2 (School and Business Applications), if an Offeror has experience supporting comparable enterprise platforms for government agencies but not necessarily within K-12 environments, will that experience be considered responsive?	Yes.
73.	Could MCPS please consider re-releasing the Q&A with clarifications? Some responses appear ambiguous, especially around submission requirements and pricing/functional area instructions. Given this, would MCPS also consider extending the proposal due date to allow vendors enough time to submit a complete and compliant response?	You can follow the Q&A and Pre-proposal Q&A documents and the Erratums.

Saudy Espinal, Buyer II
Department of Procurement

Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted: _____
Name and Title

Company Name: _____