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

November 13, 2023

NOTICE TO OFFERORS

The following are questions and answers regarding
RFQ 4347.3, Student Photography Services
for Montgomery County Public Schools

NUMBER	QUESTION	ANSWER
1	Requirement 10.0 References: Can you clarify the number and type of references required? Requirement 10.0 states 6 references total, whereas the form states 12 references total.	As described in Section 10.0, include a minimum of three current non-MCPS clients, a minimum of three former non-MCPS clients, and a list all current MCPS clients, if applicable. Also, if applicable, include former MCPS clients.
2	Proof of Permanent Place of Business: What documentation will suffice as proof of "permanent place of business"?	Provide the location where a business is actually located; where most of the business activities, as well as the records are kept. A P.O. Box is not accepted. Proof of place of business may include a document such as: utility bill, lease agreement, mortgage statement, current business license, articles of incorporation, business tax return, or property tax receipt.
3	Requirement 16.0 Evaluation Criteria: Please provide clarification on the difference of "Pricing Structure" vs. "Pricing and Package Options	**Sample Pricing and Commissions Structures** is defined in Section 13.0 Mandatory Submissions as, "Sample Pricing and Commission Structures shall include sample price schedules for student photography services, special projects, and structures that specify any amounts paid by the offeror to the schools (such as flat rate, signing bonus, and/or percentage of sales)." **Pricing and Package Options** refer to options available to families.

Angela McIntosh-Davis, Director
Division of Procurement

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

Accepted:

_____   _____

Printed Name and Title   **Signature**

_____

Company Name