

240-740-7600

October 30, 2023

RFQ Number: 4347.3

Due Date: November 17, 2023

Open Time: 2:00 p.m.

To: Prospective Offerors:

Montgomery County Public Schools (MCPS) is seeking proposals for student photography services for students and staff. The information contained in the attached Request for Qualifications (RFQ) provides requirements.

Please respond according to the instructions provided in the attached. Proposals must be received on or before 2:00 p.m., on November 17, 2023. Proposals received after this date and time will not be considered. Proposals shall be delivered in a sealed opaque envelope with the RFQ number, opening date and opening time indicated in the lower left corner of the envelope. Proposals shall be marked on cover pages with “**ORIGINAL**” and “**COPY**”. Proposals shall be delivered to Montgomery County Public Schools Division of Procurement, 45 West Gude Drive, Suite 3100, Rockville, Maryland 20850.

The proposer must include one original printed proposal and two printed copies, and an electronic original plus a redacted version, on USB Flash drive. The proposal must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the Board of Education offices, this bid will open at the same time on the next regular working day.

Sincerely,



Angela McIntosh Davis, Director
Division of Procurement

AMD;jj
Enclosure