

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

August 9, 2018

NOTICE TO OFFERORS

**The following are questions and responses regarding
RFP No. 4474.1, Childcare Benefit Administrator**

Question 1: RFP section 8.1. states: “Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification.” Can you please confirm the “RFP specifications” that require an individual response? Please confirm if a response must be provided for each section, including sections 1.0, 2.0, 16.0, etc., or only requirement-focused sections such as 3.0, 5.0, 7.0, 15.0, 21.0, and those items outlined under section 9.0. If a response is required to all sections, is it permissible to reply “Understood” to informational sections such as 1.0?

Answer: Yes, a response is required for all sections. It is permissible to reply “understood” to informational sections.

Question 2: Please confirm if the total number of eligible employees who will have access to the services requested under this RFP is 23,000, as stated in RFP section 2.0 Introduction.

Answer: At this time, this benefit is extended to our SEIU member employees. We can estimate that there are 10,000 eligible employees who have access at this time.

Question 3: Will you provide a mutual NDA?

Answer: A mutual NDA can be provided on a limited basis as we are bound by the Freedom of Information Act (FOIA) and the Maryland Public Information Act (MPIA) for information requests. This is discussed in part 10.0 and 11.0 of the RFP.

Question 4: Can you please provide an updated file of employee home zip codes so that we may map our backup care network coverage?

Answer: Yes. Please see the attached Exhibit A.

Question 5: Would you please share utilization data from your current program?

Answer: This is a new program. There is no data to share at this time.

Question 6: The document has general guidelines, but will you be able to confirm with us when you are ready to reach out to the references we provide? We want to be respectful of our clients' time, and knowing when they've completed a reference is important in determining how often we may offer them as a reference.

Answer: Once the submissions are received and the evaluation team begins their review, the references will be contacted sometime thereafter and prior to the recommendation for award.

Angela McIntosh-Davis, Team
Leader
Procurement Unit

AMD

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

Accepted By: _____
(Name & Title)

Name of Company: _____