

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

**NOTICE TO OFFERORS**

**The following are questions and responses in reference to:**

**RFP No. 4601.1, Comprehensive Analysis of the Operational Structure of Montgomery County Public Schools (MCPS) Central Services with emphasis on the Office of Human Resource Development (OHRD)**

QUESTION	ANSWER
In the second strategic plan objectives it states an “Improve the strategic recruitment strategy to increase high-quality workforce diversity,” does “diversity” relate to demographic characteristics, such as race, gender, etc., or professional back, or both? (2.0).	<b>Workforce diversity in MCPS refers to demographic characteristics such as race, gender, ethnicity and language literacy</b>
Similarly, the third bullet states “increase experienced and diverse principals and teachers,” “Diversity” relate to demographic characteristics, such as race, gender, etc., or professional back, or both? (2.0)	<b>Workforce diversity in MCPS refers to demographic characteristics such as race, gender, ethnicity and language literacy.</b>
How many departments comprise the MCPS central office? (3.1, #1)	<b>The current central service structure can be found in the FY25 superintendents proposed budget <a href="#">linked here</a>.</b>
Are the stakeholder interview requirements for individual interviews? Approximately how many principals, directors, senior staff, and presidents of three employee associations should the awarded firm be prepared to interview? (3.1, #4)	<b>The stakeholder interviews can be held in groups. The groups should be organized with role within the organization. There are 207 principals, 63 directors, and 32 senior staff. Each employee association president should be interviewed individually.</b>
Do bidders need to take any action in EMMA for proposal submission? (8.0)	<b>No. The notification in EMMA is for notification purposes only by MCPS.</b>

Who are the officials we can drop the proposal off to? Are there any additional instructions for drop-off not already mentioned in the RFP? (8.0)	<b>The proposal shall be dropped off as indicated in the RFP to the Division of Procurement, 45 W. Gude Drive., Suite 3100, Rockville, MD.</b>  <b>Upon drop off, you may request a receipt of timely delivery for your records.</b>
Is there a limit to the number of pages (8.0)?	<b>There is not a page limit.</b>
Could you share an estimated weighting of the four criteria?	<b>No, that information cannot be shared at this time.</b>
Is there an incumbent for this work?	<b>No</b>
Is there a bidders' conference?	<b>No, there will be no pre-bid conference.</b>

Angela McIntosh Davis, Director  
Division of Procurement

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: \_\_\_\_\_