

**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. 4608.1, Consultant for the Development and Implementation of a Marketing Campaign to Support Recruitment of Candidates for Montgomery County Public Schools**

	<b>QUESTION</b>	<b>ANSWER</b>
<b>1.</b>	Is there an incumbent on this work? If so, who?	<b>No, this is a new contract.</b>
<b>2.</b>	Can you clarify what you are specifically looking for in the format of our response? Instructions in the RFP say to response “in the same order as the RFP and provide an individual response to each RFP specification.” Does this mean all RFP sections or specific sections? What sections would you like us to respond to?	<b>Yes, this means all RFP sections should be responded to. A section, such Section 1.0 Intent, only needs the response “Understand and Comply”. However, Section 3.0 needs you to respond specifically as to how you will complete this work.</b>
<b>3.</b>	Could you let us know what the budget is for this work?	<b>The budget for this project is not yet determined.</b>
<b>4.</b>	Could we request an extension to the submission deadline?	<b>No.</b>
<b>5.</b>	Could we request an electronic submission in light of the lifting of all delivery guarantees from all the courier companies?	<b>Unfortunately, we cannot accept electronic submissions at this time.</b>
<b>6.</b>	Do you have an incumbent and would they be participating in this RFP?	<b>No.</b>
<b>7.</b>	Could you let us know if you have a local preference or are you open to a Canadian agency that has done similar work with clients across the United States, with some currently being the States of California, Colorado and Wyoming?	<b>There is not a local preference. All submissions from vendors who are legally able to contract in the United States will be considered.</b>
<b>8.</b>	What would be the number of awards you intend to give (approximate number)?	<b>One.</b>
<b>9.</b>	Please provide us with an estimated NTE budget allocated for this contract.	<b>The budget for this project is not yet determined.</b>

<b>10.</b>	Is this an old contract or new contract?	<b>New.</b>
<b>11.</b>	What is the tentative start date of this engagement?	<b>The start date can only begin once the board has approved and the contract is signed by both parties. The anticipated board approval is summer 2024.</b>
<b>12.</b>	Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	<b>See above response.</b>
<b>13.</b>	Are there any pain points or issues with the current vendor(s)?	<b>N/A</b>
<b>14.</b>	Could you please share the previous spending on this contract, if any?	<b>N/A</b>
<b>15.</b>	Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	<b>There is no mandatory subcontracting requirement for this contract. If the vendor intends to or has the possibility of subcontract, that intent should be clearly detailed in their RFP submission.</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: \_\_\_\_\_