

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

September 19, 2019

NOTICE TO OFFERORS

**The following are questions and responses regarding
RFP No. 4890.1, Music and Art Therapy Services**

- Question 1: Can you please elaborate on the following two statements?
1. 8.1 Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification
 2. Point-by-point Response to each section of the RFP

Answer: 1. We ask that your submission be in the same order as the RFP, meaning, please respond to each section in the order of the RFP.

1.0 Intent

2.0 Background

3.0 Scope of Services (here, you would outline how you will provide the scope of services requested and so forth.

2. A point by point response is that same as responding in the order as the RFP. It is sufficient to indicate under each section “Understand and Comply” which indicates you have read the paragraph, you understand and comply.

- Question 2: Can you explain the elements of the pricing proposal? 8.4 A pricing proposal shall be submitted as a separate document outlining any content, timeline for implementation, training, professional development, etc.

Answer: Here you would provide how and what the services are you provide and how they are priced, hourly, per session etc.

- Question 3: In Paragraph 9.0, the 2nd paragraph requests that responses be in binders. The opening letter to Prospective Respondents asks that the proposals be delivered in an opaque envelope. These two requests seem in contradiction. Can you elaborate?

Answer: The response should be bound either in a binder or with some report cover and that bound document should be placed in an envelope that you cannot see through.

- Question 4: What specifically is to be redacted from the redacted copy of the proposal?

Answer: The redacted copy is used in the event that MCPS is requested to provide materials for a public information request. The information to be redacted is any information you consider to be confidential or proprietary.

- Question 5: Referring to section 3.1.3, if IEP team meetings are not scheduled in collaboration with the music therapist or are scheduled at a time the music therapist is unable to attend, how is this to be handled?

Answer: MCPS will attempt to schedule each IEP team meeting in collaboration with the music therapist. However, if this is not feasible, the music therapist will send the case manager a written update with progress on goals, no later than 7 days in advance of the meeting.

Question 6: Will a profit & loss statement meet the needs of the requested fiscal report?

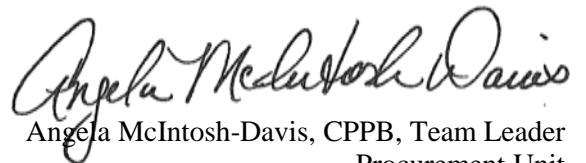
Answer: Yes

Question 7: What qualifies as sufficient evidence that a contractor maintains a permanent place of business?

Answer: A permanent address

Question 8: Does the submission have to be hand delivered?

Answer: No, it can be sent via US mail, courier, FedEx or UPS, however, it must be received in the Procurement unit by the due date and time as indicated in the RFP or it will not be accepted.


Angela McIntosh-Davis, CPPB, Team Leader
Procurement Unit

AMD

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

Accepted By: _____
(Name & Title)

Name of Company: _____