

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

February 16, 2021

NOTICE TO BIDDERS

The following are questions and responses regarding

**RFP No. 4924.1, Organizational Assessment of the Department of Facilities
Maintenance and Operations**

Question 1: Do you have a projected budget range for this project?

Answer: \$50,000 - \$60,000

Question 2: Do you have a projected timeline for this project?

Answer: 10-12 weeks Starting March 29 or April 5th

Question 3: Please confirm the RFP Format to follow. Section 7.0 asks for the same order as the RFP but the only outlines shown are the scope of work and the Evaluation Criteria (section 11.1 a-f) otherwise no specific submission outline. Please confirm if you'd like to follow the Evaluation Criteria outline.

Answer: The same order as the RFP means to respond to each section, which is a point by point response. If the section requires no specific response, you may reply "Understand and Comply" to that section. However, in a section like the Scope of services, it is expected that you will respond with specific service etc.

Question 4: The evaluation criteria in Section 11.1 of RFP 4924.1 appear to be intended for a different RFP focusing on issues of boundary analysis. Can you confirm if the evaluation criteria as shown in the document are correct?

Answer: You are correct. An erratum #1 will be issued effective February 15, 2021.

Question 5: Will MCPS allow for virtual meetings or will all meetings need to be onsite?

Answer: Virtual meetings will be allowed

Question 6: Has MCPS been working with another firm related to the scope of work on this RFP?

Answer: No

Question 7: If yes, is that firm prohibited from bidding on this RFP?

Answer: Not applicable

Question 8: Please define the maintenance organization staffing levels by trade, and hierarchy.

Answer:

- a) **Division Director**
- b) **Senior Manager (vacant)**
- c) **Service Center Area Managers**
- d) **Service Center Assistant Area Managers**
- e) **Trade (carpentry, electric, HVAC, plumbing, and general maintenance) Supervisor**
- f) **Trade Assistant Supervisor**
- g) **Technicians (apprentice, I, II)**

Question 9: Please provide the number of buildings, square footage, by usage type (admin, classroom, lab, auditorium, etc.)

Answer: See section 2.0 of the final RFP for number of facilities. Detailed information will be provided to the offeror.

Question 10: What is the expected period of performance for this work?

Answer: See response to question #2

Question 11: What is the estimated budget for this work?

Answer: See response to question #1.

Question 12: Is work expected to be conducted entirely on site or can the consultant perform some of the work virtually online?

Answer: See response to question #5.

Question 13: Section 3.0, Scope of Work, states, "Review operational functions and workflow processes including a review of job descriptions." Approximately how many different job descriptions are to be reviewed?

Answer: There are currently 75 job descriptions.

Question 14: Section 3.0, Scope of Work, states, "Provide recommended compensation ranges for positions." Section 3.1, Deliverables states, "Provide recommended compensation ranges for administrative and supervisory positions." Approximately how many administrative and supervisory positions are there for which compensation range is required? And is it correct to interpret this section to mean that MCPS does NOT want compensation ranges for trade workers?

Answer: Compensation ranges are expected for all hourly positions which includes, trades, administrative and supervisory.

Question 15: Per Section 8.0, can you please provide us with the Microsoft Word document referenced therein?

Answer: An MS Word version will be provided to the requesting offeror.

Question 16: Can you verify if the criteria at Sections 11.1 A through Care for this contract? They appear to relate to a different scope of work.

Answer: See response to question #4.

Question 17: The Evaluation Criteria (RFP Section 11) seem to be for another requirement—they do not appear to be relevant to the Facilities and Maintenance Assessment. Can you please clarify?

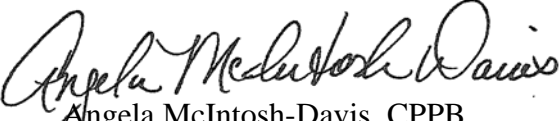
Answer: See response to question #4.

Question 18: Is experience with public schools a requirement or a preference and, if the latter, how much weight will be given to public school’s experience vs Facilities and Maintenance in other large, public sector organizations?

Answer: Higher weight will be given to experience with public schools, private schools and higher education institutions. Public sector experience would be one tier below the above.

Question 19: A good amount of our experience with facilities and maintenance resides in our professionals, not our firm. Will MCPS accept personal experience and/or references as a demonstration of qualifications?

Answer: Yes


Angela McIntosh-Davis, CPPB
Team Leader Procurement Unit

AMD:tml

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: _____