

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

**November 22, 2022**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 4966.1, Benefit Payments Consultant for Montgomery County Public Schools (MCPS)  
Employee's Retirement and Pension Systems**

**Question 1: Does MCPS prefer the work be done on-site, off-site, or should a hybrid model be assumed? If there is work that is done on-site, should travel expenses be a part of the bid or be included in a separate line item?**

**Answer:** Hybrid. Any travel needs to be pre-approved by MCPS.

**Question 2: Can MCPS share the budget estimates for the engagement if they have already been established (this helps tremendously with project scoping)?**

**Answer:** We ask the vendors to provide a cost proposal and competitiveness of the fee structure is one of the evaluation criteria.

**Question 3: Is the term for the engagement known, and if so, can MCPS publish, along with any renewal / extension possibilities?**

**Answer:** The term is estimated to be 12 to 18 months, subject to changes agreed upon by both MCPS and the selected vendor.

**Question 4: Is there another vendor that is providing similar services to MCPS?**

**Answer:** Yes.

**Question 5: The proposer is to supply facility for contractors and all equipment. Will the contractor be able to use its existing facilities?**

**Answer:** Yes, we will provide office space for the on-site days.

**Question 6: (Reference Section 3, Scope of Work): Project Management services are a large part of this engagement. MCPS refers to a collaborative model as the mode for the service. Can MCPS provide more details on how the collaboration will work?**

**Answer:** The selected vendor will act as the project lead, collaborating with MCPS staff, as well as the terminated and the selected benefit payment service providers.

**Question 7: (Reference Section 4, Contract Term and Fee Proposal): MCPS is requesting that a fee proposal be part of vendor response. Is there a preferred bid type (Fixed Fee, Time, and Material, etc.) MCPS prefers? Can vendors provide multiple bid options or are vendors limited to one type of response?**

**Answer:** No, there is no preference. Please provide only one response that details the components of your fee proposal and the total project cost. The selection will not be based on which firm submits the lowest fee proposal.

**Question 8:** (Reference Section 7, Evaluation Criteria): MCPS lists four factors in determining the winning bid. These are listed as:

- a. Completeness, quality, and thoroughness
- b. Experience in the field of benefit payments service provider transition and implementation
- c. Competitiveness of the fee structure relative to other respondents
- d. References and other evidence regarding the qualifications of the respondent.

**Has a weighting been assigned to the four factors and can MCPS publish that weighting, if already determined?**

**Answer:** We do not disclose the evaluation weighting.

**Question 9:** Have you selected a payment provider?

**Answer:** Yes, we are currently in the contract review stage.

**Question 10:** What length of time should we assume for the project?

**Answer:** The whole project is estimated to be 12-18 months, subject to changes.

**Question 11:** Under the heading of data governance the following requirement was listed, “Identify pensioners paid in currency and other matters relating to currency (where applicable).” Is this referring to ‘foreign currency’. Please elaborate.

**Answer:** Foreign currency. However almost all the current benefit payments are made in USD.

**Question 12:** Is the system you are looking to implement related only to payment? Will another third party system be used to track balances up until the point of retirement and the new system will be used to administer an ongoing annuity or lump sum?

**Answer:** Please refer to RFP 1200.1 for the scope of work of the selected benefit payment service provider. We currently utilize a third-part system to track balances up until the point of retirement.

Caleb L. Young, CPPB  
Buyer, Division of Procurement

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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: \_\_\_\_\_