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

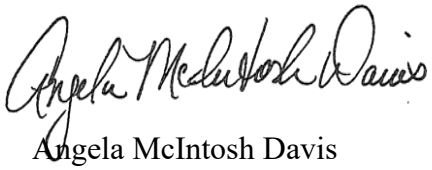
October 30, 2026

The following are responses to questions received regarding RFP 9923.1, Administrative Facilities Planning, Space Programming, and Potential Consolidation Study.

Question 1	How many facilities are included in the scope of work? The RFP materials mention both twelve and eight facilities.
Answer 1	Eight facilities as listed in Attachment B.
Question 2	Given that administrative facilities planning and portfolio optimization are inherently iterative, does MCPS anticipate using the outputs of this study (such as the asset analysis, recommendations) to trigger subsequent planning or implementation phases, real estate negotiations, or detailed facility programming in FY28 and beyond?
Answer 2	It will be determined after the study is completed.
Question 3	Given that MCPS administrative staff operate across 12 primary and leased facilities, to what extent does MCPS anticipate the consultant recommending changes to current hybrid/telework policies versus programming around existing labor agreements and policies?
Answer 3	It's part of this project to review, discuss, and determine it.
Question 4	Will MCPS utilize a mathematical formula to score the 20 Fee points, or will fees be evaluated qualitatively based on overall best value?
Answer 4	MCPS will utilize an objective, mathematical formula to score the 20 allocated fee points. This ensures a consistent, fair, and transparent evaluation of all cost proposals. The lowest total cost proposal submitted by a qualified bidder will receive the maximum allotment of 20 points. While the cost points themselves are determined strictly via this quantitative formula, MCPS evaluates the *entire* proposal—including technical capabilities, experience, and fee structures—to determine the overall "best value" for the district. MCPS reserves the right to award the contract to the bidder who presents the best combination of technical merit and cost effectiveness, rather than solely based on the lowest bid.
Question 5	Does MCPS expect in-person focus groups and/or visioning workshops, or is a blended virtual/in-person facilitation model acceptable?
Answer 5	A blended virtual/in-person facilitation model is acceptable as long as it is appropriate. Meeting format for each task will be reviewed and discussed during the kick-off task phase.

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Question 6	How does MCPS define the form of a report, is there flexibility with the form of the report as long as it includes required topics?
Answer 6	MCPS is open to recommendations, and the format of deliverables will be reviewed and discussed during the kick-off task phase.
Question 7	Is the following data available for all administrative locations: a. Departmental and divisional staffing data b. Employee location and primary reporting facility c. Existing space assignments and room information
Answer 7	a. The data will be provided to the successful consultant. b. The data will be available, but verification of locations for each department and division is part of the scope of work. c. Some of the information is available, but verification of location is part of the scope of work.
Question 8	Could MCPS please confirm that full proposal submission packages should **not** include an electronic, password-protected copy of the fee proposal, and should instead only include a hard copy fixed fee proposal (as part of the hard copy submission) in a separate sealed envelope to be delivered to Montgomery County Public Schools, Department of Procurement, 45 W. Gude Drive, Suite 3100, Rockville, Maryland 20850
Answer 8	Please submit the complete response. One electronic on a flash drive **Not password protected** and one complete hard copy



Angela McIntosh Davis
Director

AMD

Please indicate your receipt of this notice by signing below and returning with your proposal.

Accepted By: _____

(Name & Title) Name of Company: _____