

**OFFICE OF CENTRAL SERVICES
CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION**

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Roland L. Jones
Director
Office of Central Services

April 28, 2015

**Request for Proposal S15-028
Continuous Business Process Improvement Study for
Prince Georges County Public Schools**

ALL OFFERORS: This Addendum No.1 contains information pertinent to the referenced project. This Addendum No.1 shall supplement, amend and become part of the Request for Proposal Document for the title project and contract. All Proposals shall be based on this Addendum No.1 in accordance with the Bid Documents.

This Addendum No.1 contains the following:

- The Sign-In Sheet from the Pre-Bid Conference held on April 15, 2015.
- Questions and Answers from the Pre-Proposal Conference held on April 15, 2015.
- The Bid Opening date is extended until May 21, 2015, at 3:00 p.m.
- DELETE Section 5.5 Supplier Development & Diversity Division Partricipation Evaluation
REPLACE with Section 2.19 - Supplier Diversity Participation
 - 2.19.1 - Business Bidding Preferences
 - 2.19.2 - Supplier Participation
 - 2.19.3 - MBE Bonus Points

THIS RFP ACKNOWLEDGEMENT CONTAINS MATERIAL CHANGES AND MUST BE ACKNOWLEDGED AND SIGNED AND RETURNED WITH RESPONSE. FAILURE TO ACKNOWLEDGE IN THIS MANNER MAY RENDER THE OFFEROR NON-RESPONSIVE.

RFP SUBMITTED BY:

SIGNATURE

COMPANY

DATE

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ADDENDUM NO. 1

1. QUESTION:

On page 16, item 2.10 the RFP states that “at least thirty percent (30%) of the total dollar value of this contract be awarded directly or indirectly to County based minority business enterprises or minority business enterprises”. Then, on page 44 of the RFP, it has a sliding scale that awards primes with MBE subcontracts of 16% to 26% or more with a sliding scale of corresponding evaluation points.

- Will the County disqualify vendors who subcontract less than 30% to MBEs?
- Or will the County award vendors evaluation points according to the sliding scale on page 44?

1. ANSWER:

- Yes, the bidders will be considered non-responsive (disqualified) if their proposal does not include the required 30% MBE participation. This requirement is Mandatory.
- The County will use the following points system regarding MBE utilization:
- Bonus percentage points for MBE participation (Section 2.19)
Proposals whose MBE participation exceeds the 30% mandate/requirement will receive the following bonus percentage points:
 - 5 percentage points where SDDD certified MBE participation is 31-50%
 - 8 percentage points where SDDD certified MBE participation is 51-69%
 - 10 percentage points where SDDD certified MBE participation is 70% or more

2. QUESTION:

On page 32, item 3.5., number 15, it states that “Minority Business Enterprise participation shall constitute up to 15% of the total weight value of technical evaluation factors”; however, it states in the subheading above it, “Other (5%)”.

- Will the MBE participation constitute 5% of the evaluation criteria or 15%?
- Is there an alternative interpretation, in which the Other (5%) and the 15% both factor into the evaluation criteria? If so, can you please explain it?
- If just 5%, how will the sliding scales on page 44 and 45 be used to calculate evaluation points?

2. ANSWER:

- Vendor documentation of MBE participation will be counted for up to 5 points (5%) of the overall technical evaluation score
- No, there is no alternative interpretation. Up to 5 points (5%) will be counted toward the overall technical evaluation score only.
- Bonus percentage points for MBE participation (Section 2.19)
Proposals whose MBE participation exceeds the 30% mandate/requirement will receive the following bonus percentage points:
 - 5 percentage points where SDDD certified MBE participation is 31-50%
 - 8 percentage points where SDDD certified MBE participation is 51-69%
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3. QUESTION:

- Does the county have the following lists so that we can best address the county-based business participation requirement on page 16, item 2.11?
- A list of county-based businesses who “have experience in conducting performance studies of local educational agencies, education related studies, delivery of education related consultancy services, and/or execution of audits in K-12 school districts”?
- A list of county-based business who have “Experience in working with larger school districts (75,000 students or more)”?

3. ANSWER:

- Yes, the directory of Certified Minority Business Enterprises and County Based Business is are available at:

<http://www.princegeorgescountymd.gov/sites/SupplierDevelopment/Resources/Pages/Online-Vendor-Directory.aspx>

- Each vendor who decides to bid on this solicitation is responsible for holding interviews, obtaining capability statements and contacting references accordingly.
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4. QUESTION:

How long does the MBE Certification process take once an application is submitted?

4. ANSWER:

- Upon receipt of a complete application and required documentation SDDD will process the request for certification within 7-10 business days.

5. QUESTION:

Is 30% MBE participation a mandatory requirement, or a goal?

5. ANSWER:

- The 30% MBE participation is a Mandatory requirement.

6. QUESTION:

Can a firm apply, and possibly be awarded this contract, if it does not meet 30% MBE threshold?

6. ANSWER:

- No, the 30% requirement of MBE participation is Mandatory.

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7. QUESTION:

If a firm is an approved MBE in Prince George's County and is the prime contractor (with over 30% of the work), do they fully meet the MBE requirements?

7. ANSWER:

- **No, if a Certified Prince Georges County MBE proposes to self perform 51% of the proposed work under this proposal, then their participation requirement would be met.**

8. QUESTION:

If a contractor has completed their submission to be a Prince George's County MBE but it hasn't yet been processed by the County, would the County still be able to award them the contract, contingent upon MBE certification?

8. ANSWER:

- **No, Any Contractor who is eligible for Certification as an Minority Business Enterprise (MBE), County Based Business (CCB) or County Located Business (CLB) has to be certified at the time of the bid closing date.**

9. QUESTION:

Could a firm both a) submit a response as a prime contractor, and b) also be a MBE subcontractor on a competitor's proposal?

9. ANSWER:

- **Yes, a firm can submit a response as a prime contractor, and b) also be a MBE subcontractor on a competitor's proposal**

10. QUESTION:

As we are a corporation based in Texas, it does not appear that the affirmations requested on Form A, Bid/Proposal Affidavit from page 48 of the RFP apply to us. The form states, "if not applicable, so state".

- If the affidavit does not apply to us, do we still need to sign and submit the affidavit with our proposal?
- If so, should we alter the form to indicate it is not applicable to us? Or should we submit a separate statement indicating Form A is not applicable to us?

10. ANSWER:

- **Yes, all forms should be submitted with your proposal.**
- **Yes, submission of a separate statement indicating Form A is not applicable to us will be acceptable.**

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2.19.1 Business Bidding Preferences

As created by County Law, CB-17-2011, also known as the Jobs First Act, the County Based Business Certification was established for the purpose of enhancing Prince George's County's economic development by creating **bidding preferences** for County-based businesses and County-based small businesses on certain procurement contracts for goods and services with the County as described in County Code 10A-136, 10A-160, 10A-161 and 10A-162.

It is also the policy of the County that Minority Business Enterprises (MBEs), as defined in Section 10A-101(a)(27) of Prince George's County Code, will have the maximum opportunity to participate as Contractors or Subcontractors in the provision of goods and services.

The following preference points system is designed to meet the forgoing policy and law and will be applied in evaluating responses to this RFP:

Preference Category	Definition	% Points
County-Based Small Business	Certified County-Based Small Business is a small business as defined by COMAR21.01.02.01 (80) and is headquartered within Prince George's County and certified by SDDD as defined by 10A-101(a)(13.2) & outlined in Jobs First Act Section 10A-160(a)(3)	15%
County-Based Minority Business Enterprise (MBE) <i>Note: MBEs include Woman-owned, DBE, and Veteran certified</i>	Certified County Based MBE is a business certified by one of the five recognized entities (MDOT, WMATA, VA, NMSDC, WPEO, & CR-MSDC) as well as SDDD; headquartered in Prince George's County and is certified as a County-Based Business with the SDDD as defined by 10A-136(c) or by the Jobs First Act 10A -160 (c)	15%
County-Based Business	Certified County-Based Business is a business that is headquartered in Prince George' County and certified by SDDD as defined by 10A-101(a)(13) & Jobs First Act outlined in 10a-160(c)(1)	10%
Certified County Based Non-Profit Entity	County Code Section 10A-163 6(e) provides that non-profit entities that satisfy the applicable requirements and are headquartered in Prince George's County are eligible to be certified as County-based businesses.	10%
Minority Business Enterprise (MBE)	An MBE certified by SDDD as defined in 10A-136, but not certified with Prince Georges County as a County-Based Business as defined in 10A-160(c)	5%
Non-certified Business	Business Enterprise not certified by Prince George's County (this would include all businesses that are not certified with the SDDD-- MBEs, majority business, veteran business, etc.)	0

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Note: Preference points percentages will be added to (multiplied by) the total scored evaluation points for each response. Points will only be awarded upon Prime Responder meeting the minimum threshold. Businesses must be certified at the time of solicitation close. The SDDD is the official business certifying agency for the County.

2.19..2 Mandatory MBE and County-Based Business Participation

It is the Policy of Prince George's County, Maryland, that Minority Business Enterprises (MBE's) as defined in section 10A-101 (a)(26) and Section 10A-101-(a)(27) of the County Code, shall have the maximum opportunity to participate as contractors or subcontractors in the provision of goods and services.

As created by County Law, CB-17-2011, also known as the Jobs First Act, the County Based Business Certification was established for the purpose of enhancing Prince George's County's economic development by creating **participation requirements** for County-based businesses and County-based small businesses on certain procurement contracts for goods and services with the County as described in County Code 10A-136, 10A-160, 10A-161 and 10A-162.

All Proposal responses will contain: (1) a mandatory participation requirement of 30% with one or more SDDD certified Minority Business Enterprises (MBE); and (2) a mandatory participation requirement of 40% with one or more SDDD certified County-based businesses. Both of the foregoing requirements will be satisfied where an SDDD Certified County-based business performing at least 40% of the work is also an SDDD certified MBE.

If a Prime Certified Minority Business proposes to subcontract 50% or more of the work to Non-certified Minority Business firms, the business enterprise shall not be considered a Minority Business Enterprise (MBE) with respect to this particular solicitation.

Each firms' RFP response must include a Prospective Subcontractor Utilization Form that demonstrates how the mandatory MBE requirements will be met. Substitutions of MBEs and County-based businesses are permitted, so long as the substitution is certified by SDDD prior to the closing of the RFP. However, failure to utilize the subcontractors identified in the Prospective Subcontractor Utilization Form may result in adverse scoring.

The evaluation of the MBE participation will constitute up to 5% of the final technical score.

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2.19.3 MBE Participation Bonus Points

Proposals are entitled to receive the greater of the preference percentage points or participation bonus percentage points allowed under either Section 2.19.1 above or this Section 2.19.3. The preferences allowed under these sections shall not be applied cumulatively. The following tables set forth participation bonus points.

Bonus Percentage Points

Proposals whose MBE participation exceeds the 30% mandate will receive the following bonus percentage points:

- 5 percentage points where SDDD certified MBE participation is 31-50%
- 8 percentage points where SDDD certified MBE participation is 51-69%
- 10 percentage points where SDDD certified MBE participation is 70% or more

Prime Responders may demonstrate MBE participation by:

1. Completing the Subcontractor Utilization Form (Attachment 5C to Addendum 5).
2. Providing a copy of its current SDDD MBE certification letter.
3. Requesting and obtaining MBE status with the County prior to the closing date of this RFQ. Firms currently certified as MBE's with the Maryland Department of Transportation (MDOT); the Washington Metropolitan Area Transit Authority (WMATA) or the Maryland/District of Columbia Minority Supplier Development Council (MD/DMSDC) shall request the County's Supplier Diversity and Development Division to make a determination of their MBE status prior to the closing of this RFQ. Pending applications will not meet this requirement.

Note: Joint ventures must register as a licensed business entity and adhere to the same procedures stated above.

PRINCE GEORGE'S COUNTY GOVERNMENT
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(PRE-QUALIFICATIONS CONFERENCE SIGN-IN SHEET)

IFB NO.: S15-028

DATE & TIME: April 15, 2015 @ 10:00 a.m.

TITLE: RFP Continuous Business Process Improvement Study for Prince Georges County Public Schools

PLEASE PRINT

7. NAME OF FIRM: SC&H

Yes No

ADDRESS: 910 Ridderbrook Dr, Sparks, MD

NAME OF REPRESENTATIVE: Mike Lawler PHONE #: 443-790-5749

EMAIL ADDRESS: Mlawler@scandh.com CBBB/MBE CERTIFICATION: Yes No

ATTENDING SITE VISIT

8. NAME OF FIRM: T. Curtis & Company, PC Yes No

ADDRESS: 137 National Plaza, Suite 300, National Harbor, MD 20745

NAME OF REPRESENTATIVE: Terri Curtis PHONE #: 301-982-4620

EMAIL ADDRESS: Terri@Tcurtispc.com CBBB/MBE CERTIFICATION: Yes No

ATTENDING SITE VISIT

9. NAME OF FIRM: _____ Yes No

ADDRESS: _____

NAME OF REPRESENTATIVE: _____ PHONE #: _____

EMAIL ADDRESS: _____ CBBB/MBE CERTIFICATION: Yes No

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PLEASE PRINT

4. NAME OF FIRM: Howard Stone ATTENDING SITE VISIT
ADDRESS: _____ Yes _____ No _____

NAME OF REPRESENTATIVE: _____ PHONE #: _____

EMAIL ADDRESS: Beth Tigner CBBB/MBE CERTIFICATION: Yes _____ No _____

ATTENDING SITE VISIT

5. NAME OF FIRM: BeaTice Tigner Yes _____ No _____
ADDRESS: _____

NAME OF REPRESENTATIVE: _____ PHONE #: _____

EMAIL ADDRESS: Beth Tigner CBBB/MBE CERTIFICATION: Yes _____ No _____

SITE VISIT

6. NAME OF FIRM: UPD Consulting Yes _____ No _____
ADDRESS: 2526 St. Paul St. Baltimore MD

NAME OF REPRESENTATIVE: Mike Powell PHONE #: 443 977 0725

EMAIL ADDRESS: Mpowell@updconsulting.com CBBB/MBE CERTIFICATION: Yes No _____

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1. NAME OF FIRM: Corenic Construction Group

Yes No

ADDRESS: 4485 Forbes Blvd Lanham, MD 20706

NAME OF REPRESENTATIVE: Blairnson Cooper PHONE #: 303 928-4425

EMAIL ADDRESS: Blairnson@Corenic.com CBBB/MBE CERTIFICATION: Yes No

ATTENDING SITE VISIT

2. NAME OF FIRM: Apex Tech Solutions, LLC

Yes No

ADDRESS: 7700 Maryland Ave. Ste 100, Falls Church, VA 22043

NAME OF REPRESENTATIVE: Johnathan Thompson PHONE #: 703 585 3747

EMAIL ADDRESS: Johnathan.Thompson@ApexTechSolutions.com CBBB/MBE CERTIFICATION: Yes No

ATTENDING SITE VISIT

3. NAME OF FIRM:

Yes No

ADDRESS:

NAME OF REPRESENTATIVE: PHONE #:

EMAIL ADDRESS: CBBB/MBE CERTIFICATION: Yes No