

ADDENDUM TO REQUEST FOR PROPOSAL (RFP)

Issued By: PURCHASING OFFICE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY UPPER MARLBORO, MARYLAND 20772-9983	Addendum	Date of this Addendum	Number of Pages
	No. 2	April 12, 2023	2
	RFP No.	Date RFP Issued	Date & Hour of Return of RFP
	PUR-015-23	March 15, 2023	April 17, 2023 at 11:00 a.m.
TITLE: PUR-015-23 Professional Auditing Services			

The above RFP is amended as follows. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.** The purpose of this addendum is to provide responses to questions.

Questions and Responses

1. In RFP section *Part III: Technical Proposal Format, 2.0 Volume I: Technical Proposal Format* it states, “Each proposal must include a table of contents and all pages in the technical proposal must be numbered, consecutively from beginning to end and separated by tabs as described below:” Can you please clarify if bookmarks in the pdf document for email submission would be acceptable for the tabs or would you like firms to submit it the names of the tabs separately with page sections.
Answer: Each proposal must include a TOC. Bookmarks or other methods that separate the sections are acceptable.
2. In RFP section, *Part III: Proposal Format, 2.0 Volume I: Technical Proposal Format, Tab C: Experience and Capabilities*, it states: “Offeror(s) shall provide information on past and current experience with rendering services similar in size and scope to those in this RFP. See Part IV, Section ELIGIBILITY AND QUALIFICATIONS.” Can you please clarify if you would like firms to submit the information in the section Part IV, VI under this tab?
Answer: Part IV, Section VI
3. In RFP section, *Part III: Proposal Format, 2.0 Volume I: Technical Proposal Format, Tab D. Fiscal Integrity/Financial Statements*, it states: The Offeror(s) shall include in its proposal, completed audited financial statements including the auditor’s notes, for its last two fiscal years. If the Offeror(s) has not had its financial statements audited by an independent accounting firm, the Offeror(s) must submit such un-audited financial statements as it has. Some acceptable methods include but are not limited to one or more of the following: a. Recently audited (or best available) financial statements, b. Dunn and Bradstreet Rating, c. Standard and Poor’s Rating, d. Lines of credit, e. Evidence of a successful financial track record, f. Evidence of adequate working capital. Can you please clarify if firms need to only submit one of the methods listed in the RFP.
Answer: Confirmed
4. In RFP section, *Part III: Proposal Format, 2.0 Volume I: Technical Proposal Format, Tab E. Technical Response to RFP Scope of Work*, states: “The Offeror shall address each major requirement of Part IV (Scope of Work). See Section 7.0 Organization of Technical Response for additional information regarding proposal organization.” Can you please clarify if you would like firms to submit the information under the section titled *VII. The Technical Response*.
5. **Answer: Section VII. The Technical Response**

6. In RFP section, *Part IV: Appendices, 8. Proposal Submission, b. Submission* states: “SUBMISSION: Proposals must be delivered to the Purchasing Office, 13300 Old Marlboro Pike Room 20, Upper Marlboro, Maryland 20772. Vendors must submit technical and cost proposals as specified in the General Terms and Conditions. Vendors shall retain one (1) copy of the proposal for their files. Proposals must be signed and submitted by an authorized representative of the company. Each Vendor may attach a letter of explanation to the proposal, if so desired (or required), to provide an explanation of any detail(s) in the proposal. This letter may not be used to offer optional or alternative proposals or pricing. In the event of inclement weather on the due date of a bid and The Board is closed, the bid will be due and opened on the next business day at the same time as specified in the bid or applicable addendum. Can you please clarify if you would like firms to submit the proposals electronically or hard copies.
Answer: Electronic copy only via eMMA.

7. We are compiling our proposal for The Board of Education of Prince George’s County. One section of the RFP specifies the proposal can be submitted solely via electronic submission on eMMA, while another section states that it must be mailed hard copy. Can I please have some clarification on method of submission?
Answer: See Question and Response No. 5.

Bidders must complete, sign, and return two copies of this Addendum or Appendix G – Addenda Acknowledgement with their proposal response. Failure to do so MAY be cause for your offer to be ruled non-responsive and not considered for award.

Donna Parks

April 12, 2023

If your Bid has already been submitted and, because of this Addendum, you desire to modify your offer, you may do so by letter or email provided such notice makes reference to this Addendum and is received prior to the time specified for return of Bid.

Company Name of Bidder	Signature of Person Authorized to Sign
Address	Type or Print Name and Title