

SOLICITATION AMENDMENT #1
RFP #1154113
May 15, 2023

PAGE 1 of 2 FOR THE PROCUREMENT OF: **Employee Giving Campaign Management Services**

DESCRIPTION OF AMENDMENT - THE FOLLOWING INFORMATION IS APPLICABLE TO THE SOLICITATION:

The following information is provided in response to vendor inquiries:

Offeror's Question and Answer

THERE ARE NO OTHER CHANGES.

THE CHANGES SET FORTH BELOW ARE HEREBY INCORPORATED INTO THE ABOVE-CITED SOLICITATION. THE DATE SPECIFIED FOR RECEIPT OF OFFERS **HAS NOT BEEN EXTENDED.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT AMELIA MARIAN AT

CEC.Procurement@montgomerycountymd.gov

Question #1	<p>Please provide the total annual donation dollar amount over the past two-three year period broken down by 20, 21 and 22.</p> <p><i>Answer:</i> Please find below the total annual donations for the past three years:</p> <ul style="list-style-type: none"> • 2022: \$ 297,170 • 2021: \$ 282,942 • 2020: \$ 247,331
Question #2	<p>How have all the costs for administering the program in the past been covered, is it only through percentage of donations?</p> <p><i>Answer:</i> The vendors administering the Employee Giving Campaign Management Services received an administrative fee of no greater than 7% of the amount donated by County employees and retirees during each annual Campaign. The vendors need to charge a fully loaded administrative fee, no additional costs outside of the administrative fee are being covered.</p>
Question #3	<p>What is the total employee and retiree program eligibility?</p> <p><i>Answer:</i> As of 2021, Montgomery County Government, Maryland had approximately 10,000 employees all eligible to participate in the Employee Giving Campaign Management Services.</p>
Question #4	<p>How many program participants (employee and retiree) are there?</p> <p><i>Answer:</i> In the past years, we had over 9,000 program participants in the annual campaign.</p>
Question #5	<p>How many participating charities are there in the program?</p> <p><i>Answer:</i> The vendor administering the Employee Giving Campaign Management Services has a search option enabling County Employees to look up and donate to their charity of choice. If a particular charity was not included in the cohort participating in the program, the vendor administering the Employee Giving Campaign Management Services added the charity to the pool of participating entities.</p>
Question #6	<p>In prior years, how many of the participating charities received total donations between:</p> <ul style="list-style-type: none"> I. \$0 and \$250 II. \$251 and \$500 III. \$501 and \$1,000 IV. \$1,001 and \$5000 V. above \$5001 <p><i>Answer:</i> At this point in time, we don't have the information readily available in order to post the Questions and Answers in a timely fashion before the solicitation's due date.</p>

Solicitation Amendment #1
RFP #1141628 - Transcription Services for the Circuit Court for Montgomery County, MD
Offeror's Question and Answer

Question #7	<p>How has the program been communicated in the past? What is the expectation is moving forward regarding the selected vendor for outreach, education and marketing of the program?</p> <p><i>Answer:</i> The County is responsible for outreach and marketing services pertaining to the Employee Giving Campaign Management Services, while the vendor administering the program is responsible for providing technical assistance and education to employees interested to participate in the program.</p>
Question #8	<p>Is there a requirement by the County that the selected vendor include MWBE subcontract inclusion with this contract?</p> <p><i>Answer:</i> See ATTACHMENT C - Minority-Owned Business Addendum to General Conditions of Contract Between County and Contractor for details.</p>
Question #9	<p>Would the County consider participating in the Federal Office of Personnel Management (OPM) CFC (Combined Federal Campaign) program?</p> <p>If Montgomery County Government meets the eligibility criteria for the Combined Federal Campaign, we are open to explore the possibility of joining the program.</p>