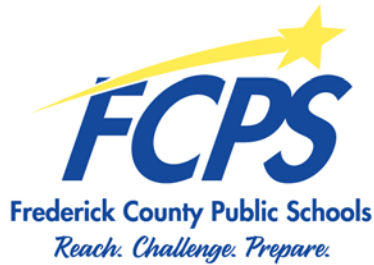


**Purchasing Office**  
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Kerrie Koopman CPPB, CPPO,  
Purchasing Manager  
Kim Miskell, CSBO, Assistant Purchasing Manager  
**Bill Meekins CPPB, CSBO, CPCP,**  
**Purchasing Agent**  
Shane Ryberg, Purchasing Agent

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## ***ADDENDUM***

December 13, 2019

### **ADDENDUM # 1**

**RFP 20MISC4, Affordable Care Act (ACA) Workforce Tracking and Reporting Solutions**

**DUE DATE & TIME: FCPS Main Lobby, Tues., January 7, 2020, prior to and time stamped no later than 2:00 P.M.**

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original bid packages and any resultant contracts for the above bid.

Please be advised that the Technical Proposal Requirements - Section IV was inadvertently omitted from the original proposal package.

1. This Addendum includes the following attachment(s):
  - a. Technical Proposal Requirements - Section IV (2 pages)

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

*Bill Meekins*

Bill Meekins CPPB, CSBO, CPCP,  
Purchasing Agent

Attachment

bm/ab

pc: Donna Clabaugh, Senior Manager, Employee Benefits

**FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)  
TECHNICAL PROPOSAL REQUIREMENTS  
SECTION IV**

**1. GENERAL**

Respondents shall submit a total of three physical copies (one (1) with original signatures), and one (1) digital copy. The following information, at a minimum, must be provided for proposal evaluation by the Selection Committee. Your submittal should be complete in every way in order for the Selection Committee to make a proper and complete evaluation of your capabilities and response. Respondents not providing the following information may be considered non-responsive.

**Technical Proposals must be submitted in a separate envelope from the Cost Proposals.** Submittals shall be clear and concise. Utilize a table of contents for ease in finding the necessary information. The cover letter (letter of transmittal) accompanying the submittal shall be signed by the person or persons required and authorized to legally bind the firm to the submittal and shall specifically state that the firm shall complete all services set forth in the requirements within the proposed time limits to the satisfaction of FCPS.

Unless specifically requested, extraneous presentation of materials is neither necessary nor desired. Unnecessarily elaborate brochures or presentations, beyond that sufficient to present a complete and effective proposal, are not desired. Elaborate artwork, expensive paper, bindings, visuals, and other presentations aids are not required. Any justification or explanatory materials relevant to your submittal and/or requirements shall be set forth in this letter. The letter shall be concise and need not repeat any of the detailed information set forth in your submittal. Submittals shall be on 8 ½ x 11 " paper only.

**2. EXPENSES INCURRED IN PREPARING PROPOSAL**

FCPS accepts no responsibility for any expense incurred by the vendor in the preparation and presentation of their proposal. Such expenses are to be borne exclusively by the vendor.

**3. MANDATORY REQUIREMENTS**

1. Cover Letter: The cover letter will briefly summarize the vendor's ability to provide the services specified in this RFP. It will also state that the vendor, if awarded a contract, will not use the names and addresses of FCPS employees for any purpose not directly related to the services of this contract.

The cover letter must be signed by a representative of the vendor who has the legal capacity to enter the organization into a formal contract with FCPS.

2. Company Profile: The vendor must have at least five (5) years experience in providing ACA Management services similar to those described in the RFP. Statement of this is required in the Cover Letter.
3. Independence and Impartiality: The vendor shall assure independence and impartiality in its recommendations through incorporation of such a statement in the proposal to FCPS. Statement of this is required in the Cover Letter.
4. Service and Organization Controls (SOC) 2: The vendor must provide a SOC 2 report, or equivalent, for review.

#### **4. TECHNICAL REQUIREMENTS**

**1. Firm Overview**

How many years has the firm been in business? Explain firm management structure and provide a one-page history of your firm.

**2. Understanding of Scope of Services**

The vendor must demonstrate an understanding of the scope of work to be performed with consideration for the school system and public sector environment.

**3. Experience/References**

Include the following information about three (3) to five (5) organizations/companies of similar size and volume, with priority to Maryland school systems for whom your firm provided ACA Management services in the last five (5) years. If there is no experience with Maryland school systems, please include experience in the following priority order: out of state school systems, county/local governments, higher education.

- i. Name of School System/Organization/Company
- ii. Number of employees
- iii. Services provided and offered
- iv. Name, title, address and telephone number of individuals who may be contacted by the evaluation committee for reference purposes.

**4. Company Financial Condition**

Provide your company's latest annual report and financial statement, and the most recent quarterly reports.

**5. Certificate of Insurance**

- i. Provide a sample insurance certificate to verify bidder's ability to obtain the required insurance for this work. (See Section II, Specific Terms & Conditions, Item 13 Contractor's and Subcontractor's Insurance.
- ii. Insurance shall include Professional Liability coverage.

**6. Project Approach**

- i. Explain on two pages, or less, why your firm is qualified to execute the project.
- ii. Describe the firm's plan to meet all three services identified in the Scope of Services. Each service should be explained individually, and include any assumptions held by the firm.
- iii. Explain any technology and security requirements for sending data to the vendor.
- iv. Explain your firm's timeline and activity schedule for implementation. Timeline should begin with the post-award meeting between Frederick County Public Schools and representatives from the awarded vendor.
- v. Provide a sample agreement form, if any, that FCPS would be required to sign.