

COUNTY OF MONTGOMERY

PURCHASING DEPARTMENT
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Jeff Groseclose CPPB, VCA, VCO, Procurement Manager

REQUEST FOR PROPOSAL, RFP # 23-03 issued October 5, 2022 ADDENDUM NUMBER 1

DATE: October 19, 2022
TITLE: Outsource Printing of Forms

Amendments:

1. The due date/time for proposals is hereby changed. Sealed proposals will be received until **November 1, 2022** up to and including **3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.
2. The RFP requests three (3) references similar to Montgomery County. Proposals should describe the services provided to those references. Proposals should also describe the offeror's experience providing services that are similar to services requested by Montgomery County in this RFP.
3. No further questions will be accepted after the issuance of this addendum.

Clarification:

1. **Question:** This RFP states that it has the potential for 4 annual renewals. How will price changes be handled during the life of the contract?

Montgomery County Response: The County typically only allows price increases to be negotiated at the time of mutually agreed upon annual renewal. Price increases are negotiated to be no more than the services category of the U.S. Bureau of Labor Statics Consumer Price Index (CPI-W). Offerors may propose alternate methodology for price changes.

2. **Question:** The RFP Pricing Schedule gives specific quantities for each form? Should vendors assume the County wants unit pricing for each item to be based on one printed form and one return envelope inserted in an envelope for each form?

Montgomery County Response: Yes. The Pricing Schedule in Section X of the RFP is for comparison purposes. Offerors should understand that some mailings may include multiple forms or various inserts be included in the mailing. Offerors should provide unit pricing in this schedule as described, but should also explain in their proposal how multiple forms and/or additional inserts will be priced. Also, some mailings from the Treasurer's Office to lenders instead of citizens are bulk mailed. Offerors should also explain how bulk mailings to lenders will be priced.

ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS:

_____ Zip Code _____

SUBMITTED BY:

PRINTED NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Telephone Number: (____) _____

Fax Number: (____) _____

Email: _____