

ADDENDUM TO REQUEST FOR PROPOSAL (RFP)

Issued By: PURCHASING OFFICE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY UPPER MARLBORO, MARYLAND 20772-9983	Addendum No. 2	Date of this Addendum January 4, 2023	Number of Pages 2 Pages
	RFP No. PUR-002-23	Date RFP Issued December 2, 2022	Date & Hour of Return of RFP January 30, 2023 @ 2:00 pm
	TITLE: INFANT AND TODDLER SERVICE COORDINATION PROGRAM		

The above RFP is amended as follows. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

The purpose of this addendum is to –

1. **Change the Pre-Proposal Meeting;**
From: December 12, 2022 @ 10:00am
To: January 11, 2023 @ 10:00am

2. **Change Proposal Due Date:**
From: January 10, 2023 @ 2:00pm
To: January 30, 2023 @ 2:00pm

3. **Appendix I due date is changed:**
From: Due No later than 5pm ET on January 3, 2023
To: Due No later than 5pm ET on January 23, 2023

4. **Appendix K due date is changed:**
From: Shall be submitted No later than December 8, 2022 at 5pm EST
To: Shall be submitted No later than January 6, 2023 at 5pm EST

The following sections have been revised to read as follows:

3.0 PRE-PROPOSAL MEETING

A pre-proposal meeting is scheduled for **January 11, 2023 @ 10:00 a.m.** local time. The meeting will be held virtually via Zoom. Only interested Respondents who return the Appendix K Letter of Intent to Attend the Preproposal Conference included with this solicitation will receive the Zoom conference information.

While attendance at the pre-proposal meeting is not mandatory, the information presented is informative. All interested Offerors are encouraged to attend in order to be better able to prepare an acceptable proposal.

4.0 QUESTIONS AND INQUIRIES

No interpretation of the meaning of the specifications or other documents will be made to any Supplier orally. Questions shall be submitted in writing to: Gabrielle.Johnson@pgcps.org and Ann.Harrison@pgcps.org. To be

given consideration, the questions shall be received NO LATER THAN **January 23, 2023** at 1:00 p.m., EST. Please do not submit questions in PDF format. Questions that are deemed to be substantive in nature will be responded to in the form of an addendum and posted on the following portals:

PGCPS website www.pgcps.org/Purchasing

And

State of Maryland website

<https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

Questions Due: January 23, 2023 @ 1:00 pm

Addendum Posted: January 25, 2023 (estimated date only)

10.0 SUBMISSION DEADLINE

In order to be eligible for consideration, proposals must be received via eMarylandMarketPlace Advantage no later than **January 30, 2023**, at 2:00 p.m., Room 20. Vendors mailing proposals shall allow sufficient carrier delivery time to ensure timely receipt of their bid in the Office of Purchasing & Supply Services prior to the deadline. Any bid received in the Purchasing Office after the submission deadline, will be returned unopened. Delivery to the Board's mailroom, lobby, etc. shall not constitute delivery to the Purchasing Office. Purchasing is located at 13300 Old Marlboro Pike, Room 20, Upper Marlboro, Maryland 20772.

Bidders must complete, sign, and return two copies of this Addendum or Appendix B – 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.

Gabby Johnson

December 20, 2022

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
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Address	Type or Print Name and Title
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