

ADDENDUM TO REQUEST FOR PROPOSAL (RFP)

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| Issued By: PURCHASING OFFICE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY UPPER MARLBORO, MARYLAND 20772-9983 | Addendum No. 1 | Date of this Addendum April 6, 2023 | Number of Pages 2 |
| | RFP No. PUR-015-23 | Date RFP Issued March 15, 2023 | Date & Hour of Return of RFP 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 **Extend the Date of the Questions Due Date and Provide Pre-Proposal Conference Information.**

Due Date for Questions has been extended to: April 11, 2023, at 5:00 pm

Notice to Offerors

PGCPS previously rescheduled RFP PUR-015-23 Professional Auditing Services Preproposal Conference to take place on Wednesday, March 29, 2023, at 12:00 p.m. However, due to technical difficulties experienced with the Zoom conference program, the preproposal conference did not take place until 12:25 p.m. on the same date. Only one (1) potential offeror was in attendance. To ensure transparency, PGCPS is posting the minutes taken at the March 29, 2023, preproposal conference meeting, along with the attendance sheet.

Offerors via Addendum 1 are now being provided an opportunity to request that PGCPS host another preproposal conference. Should offerors desire PGCPS to host another preproposal conference, please submit your request no later than Friday, April 7, 2023, at 5:00 p.m. Offerors may send the request to: Donna.Parks@pgcps.org and Diane.Forde@pgcps.org.

Note: PGCPS offices will be closed April 7-10, 2023. However, emails will be monitored. Should offerors request another preproposal conference to take place, the preproposal conference will be scheduled for Tuesday, April 11, 2023, at 11:00 a.m.

Attachments:

- Preproposal Conference Minutes
- Preproposal Conference Attendance Sheet

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 6, 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.

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



PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

RFP PUR-015-23 PROFESSIONAL AUDITING SERVICES PREPROPOSAL CONFERENCE MINUTES

Solicitation: RFP PUR 015-23 Professional Auditing Services

Date/Location: March 29, 2023, at 12:00 p.m. (due to technical difficulties, meeting started at 12:25)

PGCPS Attendees: Donna Parks, Iris Redmon of the Purchasing Office and Michelle Winston, Treasury Office

Firms Attended: Clifton Larson Allen

Donna Parks opened the meeting at 12:25 pm by welcoming all attendees. She then proceeded to apologize for the late start of the meeting as she was experiencing Zoom technical difficulties. She also stated that PGCPS will ensure that really good notes are taken and will post the minutes and attendance sheet so that all interested vendors would have access to the meeting minutes and attendance sheet. Ms. Parks also indicated that should vendors wish her to do so, she would host another preproposal conference to ensure all interested vendors had an opportunity to attend a preproposal conference for this solicitation. Ms. Parks then conducted introductions first with the PGCPS staff, followed by vendors.

Donna Parks, PGCPS

Ms. Parks provided general instructions for the interested vendors as follows:

1. All Questions are due on March 27, 2023 @ 1 pm.
2. All questions asked today at the preproposal conference must be submitted in writing. Responses are not considered official unless in writing. Therefore, it is imperative that all questions are submitted in writing for an official response. Questions must be submitted in Word format to: Donna Parks at Donna.Parks@pgcps.org and Ann.Harrison@pgcps.org. Do not include or contact the Technical Project Manager, Michelle Winston.
3. Responses to all questions will be posted in an addendum tentatively scheduled for posting on March 31 2023.
4. MBE goal participation is 15%. Vendors shall reference Admin Procedure 3325. Should vendors have any MBE questions, please contact the MBE coordinator, Mr. Wes Owens, for assistance if needed at 301.952.6563.
5. All proposals are due no later than April 17, 2023, at 11:00 a.m.
6. All respondents shall submit their proposals via eMaryland MarketPlace Advantage. If you are not registered with eMarylandMarketPlace Advantage or are unfamiliar with the submittal process via eMarylandMarketPlace Advantage, I encourage you to register in advance and follow the instructions indicated for submitting a proposal.
7. Solicitation submission consist of three Volumes:
 - Volume I Technical Proposal. Offerors shall respond to all evaluation criteria included in the RFP. Do not alter or change the forms. Appendices B/C/D/E/F/G/J/K/L/M shall be submitted with Volume I. Technical Proposal. Volume I shall be submitted in the Technical Proposal envelope.
 - Volume II MBE Proposal. Offerors shall submit the MBE Utilization Form Attachment A. Note: eMMA does not have a MBE envelope. Therefore, offerors shall submit their MBE proposal in the Technical Proposal envelope as a separate upload/document.

- Volume III Financial Proposal shall be submitted in the Financial envelope and shall include Appendix H and the Appendix H Excel spreadsheet. Document shall be submitted as an Excel document. Do not submit as a PDF.

Ms. Parks asked if there were any questions regarding the instructions provided.

Questions:

1. Vendor stated that they had already submitted questions in writing. Should they ask those questions now or will they be responded to in writing?

PGCPS response: PGCPS will respond to those questions in writing and post it in the addendum.

There were no additional questions. Ms. Parks then turned the meeting over to Ms. Michelle Winston.

Michelle Winston, PGCPS

Ms. Winston briefly provided an overview of the project summary and opened the meeting up for questions.

There were no questions asked regarding the technical requirements.

Closing

Ms. Parks once again apologized for the delay in starting this meeting and thanked the vendor(s) for attending the meeting. Ms. Parks then closed the meeting.

The meeting adjourned as 12:34 p.m.

PUR RFP 015-23 Professional Auditing Services
Attendees List the Pre-Proposal Conference

| Firm Name | Contact Name | Email Address | Telephone | Appendix: J |
|----------------------------------|---------------------|--|------------------|------------------------|
| CliftonLarsonAllen, LLP (CLA) | Remi Omisore | Remi.omisore@CLAconnect.com | 410.453.0914 | Y |
| PGCPS | Michele Winston | Mwinston@pgcps.org | 301.952.6560 | Y |
| PGCPS | Iris Redmon | Iris.Redmon@pgcps.org | 301.952.6560 | Y |
| PGCPS | Donna Parks | Donna.Parks@pgcps.org | 301.952.6560 | Y |

