



PURCHASING AND SUPPLY SERVICE

De'Nerika Johnson, MBA, CPPO, NIGP-CPP

Director of Purchasing and Supply Services

13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

POST ADDENDUM: RFP PUR-25-063 ADDENDUM NO. 2

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| ISSUED BY: PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS OFFICE OF PURCHASING AND SUPPLY 13300 OLD MARLBORO PIKE, ROOM 20 UPPER MARLBORO, MARYLAND 20772-9983 | Date of this Addendum: April 23, 2025 No. of Pages: 3 | Proposal Submissions: May 2, 2025, 11:00 AM, Eastern Standard Time |
| | RFP No.: PUR-25-063 | RFP Issuance Date: March 28, 2025 |
| | TITLE: OCS Professional Development | |

TO ALL PROSPECTIVE OFFERORS AND OTHER RECIPIENTS OF SOLICITATION DOCUMENTS

This Addendum is hereby made a part of the Contract Document that will be the basis of the Contract. This Addendum is issued to change the original Solicitation Documents issued March 28, 2025. Prospective Offerors are required to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see Appendix A). Failure to do so may subject the Offerors disqualification.

THE FOLLOWING RFP PROVISIONS ARE HEREBY CHANGED AS FOLLOWS:

PROPOSAL SUBMISSION DATE:

The Proposal submission date has changed from April 28, 2025, at 11:00 A.M. to May 2, 2025, at 11:00 A.M.

OFFERORS' QUESTIONS AND RESPONSES:

All answers to questions from offerors concerning the RFP PUR-25-063 will be posted on May 28, 2025.

PERIOD OF PERFORMANCE:

The term of the contract begins on the date the Notice of Award is signed by both Offeror and The BOARD (the "Effective Date") and shall continue for a period of (3) years. In its sole discretion, The Board shall have the unilateral right to renew the Contract for (2) one-year successive (each a "Renewal Term) at the prices established at contract award.



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OPEN ENROLLMENT PERIOD:

To ensure the Board continuously meets the needs of the school system, the Board encourages vendors awarded under RFP PUR-25-063, OCS Professional Development to actively recruit and retain staff necessary to fulfill contract requirements throughout the duration of the agreement. In the event that vendors under contract are unable to provide sufficient services to meet PGCPS needs, Prince George's County Public Schools (PGCPS) reserves the right to utilize the open enrollment procedures as outlined in this addendum.

During open enrollment, PGCPS will accept proposals from additional interested vendors and may award contracts to those qualified vendors determined to offer services beneficial to PGCPS under the scope of RFP PUR-25-063. These vendors will be contracted through the Open Enrollment Process as described below:

During the designated open enrollment periods, the PGCPS Purchasing Department will accept technical and cost proposals from additional vendors seeking to qualify under RFP PUR-25-063. Vendors submitting under open enrollment are expected to meet all original solicitation requirements, including the submission of separate technical and cost proposals, and must offer competitive rates. These vendors will be bound by the same terms and conditions set forth in RFP PUR-25-063, unless otherwise revised.

Open Enrollment Periods:

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| Open Enrollment Submission Period- January of each year through 2030. Proposals must be received by January 31 | Open Enrollment Questions and Letter of Intent to submit a Proposal Due Date |
| January 1-31, at 5:00 pm | No later than the 15th calendar day of January |

Notes:

1. Proposals and questions received outside of the above open enrollment period will not be reviewed nor considered for award by PGCPS. Offeror(s) must resubmit their question(s) and proposal(s) during the next open enrollment period.
2. In the event January 15th or 31st falls on a weekend, vendor proposals will be due the following business day.

Offerors submitting proposals during the open enrollment period are expected to adhere to the same requirements as stated in the solicitation, inclusive of separate technical and cost proposals, as well



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as to offer competitive rates. Offerors shall be bound to the same terms and conditions of RFP-25-063.

Offerors shall structure their proposals in accordance with the procedures indicated in RFP PUR-25-063, Part II, Instructions to Offerors, Section 5 – Proposal Submission Layout, while observing the due dates listed above.

Offerors shall respond to all requirements as stated in Part III – Scope of Work and Part IV – Evaluation Criteria of RFP PUR-25-063.

Offerors will receive notification of a contract award within 60 days of proposal submission.

All questions received during the open enrollment process shall be responded to in the form of an addendum and posted on the PGCPS Purchasing Procurement Opportunities website.

<https://www.pgcps.org/offices/purchasing/procurement-opportunities>

All open enrollment proposals and inquiries must be submitted via email to:
PSSD.Procurement@pgcps.org

END OF ADDENDUM NO. 2