



# Anne Arundel Community College

## PROJECT C2010-05 REQUEST FOR PROPOSALS FOR DRIVER EDUCATION

### ADDENDUM ONE

**This addendum is hereby incorporated into and is considered to be an integral part of Anne Arundel Community College Project No. C2010-05 Request for Proposals for Driver Education.**

#### 1.0 INTRODUCTIONS

##### 1.1 College Representatives in Attendance:

Linda Martinak, Assistant Director / Continuing Professional Education / CAPS  
Pat Barnhart, Coordinator, Continuing Professional Education / CAPS  
Mitch Norris, Purchasing

##### 1.2 Firms in Attendance:

NO FIRMS WERE IN ATTENDANCE

#### 2.0 PROJECT TIME LINE

2.1 The original schedule for this RFP has been extended by one week. The new dates are listed below:

11/12/09	Cut-off date for questions. All questions and requests must be in writing and submitted by mail, fax (410-777-4123) or e-mail to mpnorris1@aacc.edu, by no later than 4:30 p.m. local time.
11/30/09	Proposals are due No Later Than 2:00 p.m. Local Time in the Purchasing Office, Resource Management Building, Room 111, Anne Arundel Community College, 101 College Parkway, Arnold, MD 21012-1895. Proposals may be submitted at any time prior to this date and time. Proposals will not be publicly opened.
12/1/09 through 12/4/09	Evaluation of Proposals by College officials. Interviews with selected firm(s), if appropriate.
12/7/09	Contract Award.

- 2.2 Firms are advised that the cut off for questions is **Thursday, November 12, 2009, no later than 4:30 p.m. local time.** Questions must be submitted in writing to Mitch Norris, Purchasing. Firms may fax or e-mail their questions. The fax number is 410-777-4123 and the e-mail is [mpnorris1@aacc.edu](mailto:mpnorris1@aacc.edu).
- 2.3 Firms are advised that the due date and time for proposals is **Monday, November 30, 2009, no later than 2:00 p.m. local time.** Proposals are to be submitted to the Purchasing Office, located in the Resource Management Building, Room 111. Proposals may be submitted at *any time prior to* this date and time. Proposals received after this date and time will be late. The proposals will not be publicly opened.
- 2.4 Contract award is scheduled to be on **December 7, 2009.** The awardee and non-awardees will be notified as soon as possible thereafter.
- 2.5 The schedule is tentative and may change at any time.

**3.0 REVIEW OF BID REQUIREMENTS AND OTHER GENERAL INFORMATION- While firms are responsible for the entire contents of the RFP, special attention is drawn to the following sections:**

- 3.1 Mitch Norris is the only point of contact for questions or information concerning this project.
- 3.2 Firms are advised to contact Mitch Norris if they intend to “NO BID” this project.
- 3.3 Firms are advised that they are responsible to ensure timely delivery of their proposals.
- 3.4 Page 3, paragraph 4.0, states that firms must use or fully complete the college’s forms contained in the RFP. Forms are not available electronically.
- 3.5 Inclement weather – if the College is unexpectedly closed due to weather or other reasons, call 410-777-AACC (2222).
- 3.6 Firms are to provide four (4) copies of the BID (an Original and three (3) copies) shall be submitted and must include all required information. The original should be marked as “original.”
- 3.7 Any changes to the proposal will be made by written addendum. Verbal changes to the RFP are not valid unless confirmed by written addendum.
- 3.8 Page 6, paragraph 11.0 gives the criteria for evaluating proposals. Details of the requirements for the criteria are provided in the Format and Outline for Sealed Competitive Proposal on page 9.
- 3.9 Page 6, paragraph 12.0 refers to the award or rejection of Proposal.
- 3.10 The Format and Outline for Sealed Competitive Proposal begins on page 9. Firms must provide a response to all sections in order to be considered responsive to this RFP.
- 3.11 Page 11, Section 6.1.3, – Financial Stability – Independently audited, reviewed or compiled financial statements for the two most recent complete years must accompany the firm’s proposal. Should audited financial statements not be available, the firm shall provide a current, complete Dun & Bradstreet report inclusive of a Dun & Bradstreet rating.
- 3.12 The Scope of Work for this project begins on page 18.

- 3.13 The proposal Forms begin on page 21. If a firm wants to incorporate these forms in their word processing software, the format must stay the same. These forms are not available in electronic format.

#### **4.0 PROJECT DESCRIPTION**

- 4.1 The Continuing Professional Education Services of Anne Arundel Community College is requesting proposals for Driver Education for a period of approximately one (1) year with options to extend for two (2) additional one-year periods; assuming satisfactory service and no unreasonable price increases. The Driver Education Course at Anne Arundel Community College will consist of the Basic Driver Course, the Driver Improvement Program (DIP), the Point System Conference (PSC), and the MVA 3-Hour Drug and Alcohol Course. The Basic Driver Course consists of a 36 hour course that instructs new drivers on Maryland traffic rules and procedures for operating a vehicle. The Driver Improvement (DIP) course is a 6-8 hour instructional program that is intended to provide driver rehabilitation. The Point System Conference (PSC) is a 2-hour program that is intended to acquaint drivers with Maryland law regarding the Point System and the possible suspension or revocation of their driving privilege due to accumulated points. The MVA 3-Hour Drug and Alcohol Course provides out-of-country drivers with information on the dangerous effects of drugs and alcohol on driving and penalties for driving under the influence. Interested firms must demonstrate their ability to provide the training for these courses in accordance with the requirements of the RFP.

#### **5.0 QUESTIONS**

- 5.1 **Question: No questions were asked at the Pre-Proposal Conference.**

Answer: N/A

END OF ADDENDUM ONE