Date: September 25, 2020

To: All Prospective Bidders

From: Wendy Johnson, Assistant Director
    Robert Powell, Buyer

Re: Addendum Number #1 to RFP #91812 – Online Employee Rewards Program

The following revises the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed “Acknowledgement of Receipt of Addenda Form” and including it in the Proposal.

Questions from Potential Proposing Firms:

1. In the RFP, you mention an overall budget of $150,000 - $160,000 for the solution, rewards, YOS celebrations etc., basically an all-in budget. Specifically, “The estimated budget for the program is approximately $150,000 to $160,000 per fiscal year for global taxable awards, unlimited non-monetary awards, and global service award milestones. There is no guarantee of total spend during the contract term.” This concerns me because $150,000/7,000 employees = $21.43 per employee per year. $21 per employee is simply not enough to design a program which includes all your desired functionality and rewards including the Annual Service Awards spend which was attached. A program designed to allow for recognition and YOS celebrations for 7,000 employees doesn’t seem to align with the budget presented. This would need to be discussed and/or clarified before proceeding. Is the opportunity available to conduct a brief discovery call to review the above and get alignment on your needs and clarification on your anticipated investment?

Answer: UMGC requests that all prospective proposers submit a response in accordance with Section III, Article 1 of the Solicitation. Proposers that are shortlisted may be invited to demonstrate their capabilities and expertise for consideration in the selection process. Shortlisted Proposers will be asked to submit a Non-Disclosure Agreement prior to Discussions as stated in Section III, Article 2 of the Solicitation.

Proposers will then have the opportunity to ask additional questions and outline their capabilities during the Demonstration/Discussion Sessions. Discussion Sessions are anticipated to begin October 26th and continue through October 28th.
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

Solicitation:  UMGC Solicitation #91812 – Online Employee Rewards Program

Proposal Due Date: October 7, 2020 by 2:00 p.m.

NAME OF PROPOSER: __________________________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

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Signature

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