PRINCE GEORGE'S
COMMUNITY COLLEGE

DATE: August 22, 2022

TO: All Prospective Proposers

FROM: Adrienne Smith
           Procurement Coordinator, Office of Procurement
           301-546-0015

RE: **Addendum 1to RFP 23-01 OWL One Card Development and Implementation**

The following amends the above referenced RFP documents. Receipt of this addendum one is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. Questions and Responses.

    Attached to this Addendum 1 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was August 10, 2022 at 10:00 AM ET

2. New proposal due date.

    All proposals are now due September 6, 2022 by 4:30 PM ET

                         End of Addendum 1 dated 8-22-22

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.:   **RFP 23-01**

PROPOSAL DUE DATE:
                                        September 6, 2022 by 4:30 PM ET

RFP FOR: OWL One Card Development and Implementation

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. ____1____   dated <u>8-22-22</u>

Addendum No. _____   dated _____

Addendum No. _____   dated _____

 Addendum No. _____   dated _____

Addendum No. _____   dated _____

As stated in the RFP documents, this form is included in our Proposal.

_____
Signature

_____
Name Printed

_____
Title

_____
Date

END OF FORM

No	Question	Answer
1.	General Requirements - Section 1.1 Submission instructs that proposals are to be submitted electronically as a .PDF file via email, whereas 1.4 Initial Technical Criteria instructs that "Offerors must paginate the Technical Proposal and are requested to provide tabs to separate responses/sections to each of the technical criteria. "Tabs" implies a printed copy is required, or are these to be headings? Please confirm.	Per instructions listed within the RFP, proposals are to be submitted electronically to the Issuing Office Contacts noted in this RFP. Printed copies are not required. The tabs are meant to denote headings.
2.	Submission instructs that "Technical Proposals are to be submitted under a separate PDF from the Price Proposal," but Tab 4: Pricing is to include the completed Pricing Sheet. Is the Pricing Sheet to be submitted as a separate PDF attachment, or within the Technical Proposal under heading Tab 4?	The Pricing Sheet should be submitted as a separate PDF attachment from the Technical Proposal.
3.	Tab 6: Technical Requirement – "Complete the attached worksheet under separate cover titled as Owl One Card's Technical Requirements. Submit as Attachment A." Is Attachment A to be submitted as a separate PDF attachment, or within the Technical Proposal under heading Tab 6, subheading Attachment A?	Attachment A should be sent as a separate PDF attachment from the Technical Proposal.
4.	Please confirm the intended scope/phased approach. Section 2. Required Services states "This solicitation will ONLY include Phase One" where, • Phase One: User Profile Access, Existing User Physical Access, and Select New User Access Capabilities • Phase Two: User Financial Access and Usage However, we note other sections of the RFP document and Attachment A Technical Requirements document seem to contradict a Phased approach as these do appear to include Financial Access and Usage items which would indicate a	Phase One is to include the physical infrastructure for access control for all buildings and programming user profiles including Paper Cut Print Management. Phase Two would develop the programming to ensure one card access to services that would have a declining balance.

single-phase implementation. For example,

- The subsequent Phase One items seem to include, among other items, Financial Access, and Usage items: Paper Cut Print Management and Follett (Financial Aid Bookstore Process);
- Attachment A Technical Requirements seems to also includes requirements that are considered Financial Access and Usage items:
    o Section 5. Point-of-Sale (POS) Hardware & Terminals
    o Section 6. Integration & Functionality (6.1.4.3 Client interdepartmental index charging/billing, 6.1.4.4 online ordering, 6.4 Dining/Meal Plans, 6.5 Vending & Copier Controllers, etc.)
- The Phase One Pricing template also includes requirements that are considered Financial Access and Usage items:
    o Paper Cut Print Management
    o Follett (Financial Aid Bookstore Process)
    o Confirm One Card components (… financial accessibility)

FYI, we believe the requirements as described are easily accomplished in a single implementation.

| 5. | "On Guard for eAccess and OnGuard Consulting services" – Does "On Guard" mean Lenel OnGuard? Does PGCC have an existing Lenel OnGuard system installed? If so,

    a. Is the RFP requirement to integrate with Lenel OnGuard? If so, why does 'Attachment A | <u>Yes, "On Guard" means Lenel OnGuard</u>

<u>Yes, PGCC has an existing Lenel OnGuard system</u>

a. We need to know if the system you are proposing will integrate. |

	Technical Requirements' require the bidders to answer an array of technical questions regarding the capabilities of a system PGCC is already using? b. What are the make/model of the existing door readers and what card credential are PGCC staff using with Lenel OnGuard and what system is producing these cards? c. If new Lenel OnGuard scope is to be quoted, then please provide details of this scope.	b. The make/model of the existing door readers are unknown. We are producing the cards using Lenel OnGuard c. N/A
6.	"Photo ID System" – We assume this means a new system for producing physical ID cards? If so, please provide: d. The number of card production stations required by room/location. A station means a terminal, printer, and camera. e. Are we to quote new card printers? If so, what credentials are required? Mag stripe, barcode, MIFARE NFC, HID NFC, etc.? f. Are we to quote new cameras? g. Are we to quote the ability for students to upload their photo online?	d. We would like 8 card production stations. Locations are: (2) Largo Campus (1) Mobile (Largo Campus) (1) University Town Center (1) Laurel College Center (1) Westphalia Training Center (1) Skilled Trades Center (1) Joint Base Andrews We would need a camera, terminal printer, magstripe/barcode reader for each location. Yes, we would like a quote for new cameras. The ability to upload photo's online should be a part of the software and not a third party add-on.
7.	"EAB Navigate Scanning" – Navigate is a Student Success Management System (SSMS). Please describe the functional requirements for an integration between the OWL One Card and SSMS. Is the requirement to export attendance information to Navigate?	We envision students scanning their One Card to use the various services offered throughout the campus. There is functionality in Navigate for attendance, but we are not using it.
8.	"Checkout System Scanning (Testing Center, Tutoring, MIL Lab, English Lab)" – Please describe the functional requirements for this item. Is the requirement here to track attendance for these activities? The word 'checkout' implies physical equipment is being checked out.	We envision students scanning their one card to enter and exit a location (Testing center, etc.) or event.

9.	2.1.3.6 Enables Administrators to design templates from the host or remote workstations via simple menu choices without special programming. Do "templates" refer to meal plans? Please confirm what is meant by "templates."	No, templates do not refer to meal plans. A template could be the design of the card for the different constituents (Faculty, Staff, Students, etc.).
10.	Is retail Point of Sale required for Phase 1 for meal plan and stored value acceptance or is this for Phase 2?	PGCC does not have a meal plan program. Stored value acceptance for declining balances is for Phase II
11.	If we are to provide POS pricing, please provide description of all locations requiring Point of Sale with device count and peripheral requirements.	Locations: Charlene M. Dukes Student Center Dining Hall – (2) Center for Performing Arts Encore Café – (1) PGCC College Store – (7) No Peripheral requirements beyond Wi-fi as this will be an integration into each vendor's existing POS systems.
12.	Is it PGCC's intent to keep the existing OnGuard access control? Or is PGCC open to a more modern solution to replace OnGuard?	Yes, it is PGCC's intent to keep the existing OnGuard access control but we are open to other solutions.
13.	PGCC notes an open architecture, so is it PGCC's intent that whatever access control is proposed uses Mercury hardware?	While Mercury hardware is preferred, PGCC is open to other solutions.
14.	What system does PGCC use for classroom scheduling? Event management? Does PGCC wish to integrate these with the access control system?	PGCC uses AdAstra scheduling software for classroom and event scheduling. No integration for classroom or events.
15.	What security video system does PGCC use? Does it currently integrate with the access control system?	PGCC currently uses Pelco VideoXpert No, it does not integrate with the access control system.
16.	What security cameras are PGCC using, and how many?	Pelco Security Cameras Approximately 400
17.	Are there any other integrations PGCC would like to see with the access control system?	No
18.	Our solution is 'software as a service (SaaS)' which means there are recurring annual subscriptions. Can we adjust the Appendix B table to show 5 years of pricing? We strongly encourage PGCC to compare each bidder's five year total cost of ownership so as not to be surprised by price escalations after year one.	We have no objection to this suggestion.
19.	Whether companies from Outside USA can apply for this? (like, from India or Canada)	At this present time, the College is only working with vendors that are located in the United States of America.

20.	Whether we need to come over there for meetings?	There may be a need for in person meetings if necessary, but at this time we envision that most meetings will be held virtually.
21.	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No, we cannot do this presently.
22.	Can we submit the proposals via email?	Yes, per instructions listed within the RFP, proposals are to be submitted via e-mail to Issuing Office Contacts noted in this RFP.

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