

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT  
RFP TITLE: Employment Services for Legal Refugees/Asylees  
in Montgomery and Prince George's Counties  
BID NUMBER: 13-006  
RFP OPENING DATE: August 24, 2012 @ 3:00pm

**MONTGOMERY COLLEGE PROCUREMENT OFFICE**

Dated: August 13, 2012

**ADDENDUM #1**

**PURPOSE OF ADDENDUM:**

1. To Change Section 1.5 to read:

**Award**

A single award will be made in the best interest of the College, to the most responsible, responsive highest ranked bidders who can meet the terms, conditions, and specifications of this solicitation. The evaluation for award will be made on the basis of payment to the supplier in NET 30 DAYS from the date an acceptable invoice is received by Montgomery College. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award.

2. To Provide attached questions and answers.

\*\*\*\*\*ALL ELSE REMAINS UNCHANGED\*\*\*\*\*

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PLEASE SIGN BELOW TO ACKNOWLEDGE RECEIPT OF ADDENDUM AND RETURN WITH BID RESPONSE.

**NOTE: BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Signature

**MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT**  
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**Questions & Answers**

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1. Are TANF clients? If they are eligible, how should they be prioritized?

**Yes. Those who have been on cash assistance for a long time should be prioritized over others.**

2. *P.6, Summary Statement, P. 6, 2.3.1 and P.7, 2.4 paragraph 4:* Please provide clarity in regards to when a client should be prioritized for TAP. Should the focus be on clients within their first 8 months of their DOE "cash assistance recipients" or on clients who "either because of their protracted use of public assistance or difficulty in securing employment, continue to need services beyond the initial years of resettlement."

**People with protracted use are prioritized over others.**

3. *P.7, 2.4:* Given that the waitlist for subsidized childcare puts clients outside of their 8-months of cash-assistance, does the College have any specific expectations in regards to providing child care assistance?

**No**

4. *P.7, 2.4, Paragraph 5:* Current MG is not eligible for TAP. Are post-MG eligible?

**Yes.**

5. *P.15, 2.11.4 and P.31: definition of "Entered Employment (Placement):* There is conflicting language regarding how many hours/week are considered full-time. The first entry on page 15 says 30 hours/week and the second entry on page 31 says 35 hours/week. Please clarify.

**It should all read 30 hours.**

6. *P.35, Attachment H – box #2: Vocational Training Services:* Are clients considered "completed/graduated" if they begin training and then find employment before the training is finished? What percentage of the training, if any, needs to be officially attended before a client enters employment for a client to be considered to have completed/graduated the course?

**Clients who must stop training because of work will be allowed to complete instructional hours via distance education. Clients need to attend at least 80% of the class to complete and they need to pass the course.**

7. *P.20, 4.1.7:* Please explain "comparable in size and scope to Montgomery College"? Can the College give some examples of entities that would qualify as a reference? For example, can a partner that does not provide payment to a bidder for services be considered? Would MORA qualify?

**Comparable entities include other community colleges, public agencies at the county, state, and federal level, and non-profits serving similar clients.**

8. Is there a page limit, or page formatting or binding requirements for the hard copy submission?

**No**

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**Questions & Answers-continued**

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9. When is start date of contract?

October 1, 2012

10. P 13, 2.9.3: Is one-hour commute times negotiable?

Yes

11. What is prominent language of clients?

Multiple languages will be represented

12. P 10, 2.6.2.4b: Is RAF14 a responsibility of the contractor?

Yes

13. P 15, 2.11.1: If client completes training, but becomes ineligible for employment (i.e. has a disability or moves out of state), how will this be recorded and reported to MORA in order to avoid discrepancies between the training caseload and the employment caseload?

This can be documented on the closing RAP15 by selecting the appropriate closing reason.

14. P 6, 2.3.1: What is considered "long-term recipients"?

15. On page 15 of RFP, part-time employment is referred to as working 30 hours or less; however, on page 31, part-time employment is referred to as working fewer than 35 hours per week. Please clarify.

16. How is the RAP 14 different from the RAP 15 and who is responsible for completing RAP 14s?

There is no RAP14. Regarding the TAP program, the RAP12, RAP13, and RAP15 are to be used.

17. Win Section 2.9.3 mentions travel time over one hour; is this negotiable?

This regulation comes from 45 CFR 400.81. "(3) The total daily commuting time to and from home to the service or employment site must not normally exceed 2 hours, not including the transporting of a child to and from a child care facility, unless a longer commuting distance or time is generally accepted in the community, in which case the round trip commuting time must not exceed the generally accepted community standards."

\*\*\*\*\*END OF QUESTIONS & ANSWERS\*\*\*\*\*



Office of Procurement  
900 Hungerford Drive, Suite 110  
Rockville, MD 20850

**REQUEST FOR PROPOSAL**

**513-006**

**EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLEES  
IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES**

All bid responses **MUST BE RECEIVED** in the Procurement Office BY 3:00 PM local time on **AUGUST 24, 2012**.

Bids will not be accepted via facsimile or electronic mail.

Prices must remain firm for 120 Days

Bid Bond Requirements: NONE

Performance, Labor and  
Material Bond requirements: NONE

Pre-bid / Pre-proposal  
conference: NONE

Minority vendors are encouraged to respond to this bid solicitation.

Important: Your quotation will be jeopardized if any portion of this inquiry is not complete. No bid/proposal will be accepted after the date and time stated above.

Patrick Johnson, CPPB  
Acting Director of Procurement

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

**NOTE: Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Issuing Office may result in non-receipt of important information.**

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**SECTION 1 – BID INFORMATION**

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**1.1 Intent**

Montgomery College (“the College”) is seeking a qualified vendor (“Contractor”) to provide employment services for legal refugees and asylees living in Montgomery County and Prince Georges County in accordance with the terms, conditions and specifications listed in this Request for Proposals (“RFP”). Employment services are defined as direct services that assist an employable adult in preparation for, development of, placement in, or maintenance of employment. Services include outreach, intake and assessment; development of a Self Sufficiency Plan; job placement, job retention, and job upgrade services when appropriate. The employment services provider will work in tandem with a specifically designed instruction and training program being provided by the Montgomery College and will work collaboratively to provide continuity for clients from intake to placement follow-up. In the event that a special condition is contradictory to a general condition, the special condition shall prevail. In the event that a special condition is contradictory to a general condition, the special condition shall prevail. Bidders can bid on as few or as many category areas as they wish.

**1.2 Pre-Proposal Conference**

A pre-proposal meeting will be held on **August 9, 2012 @ 3:00pm**, at 15400 Calhoun Place, room 309, Rockville, Maryland 20855. The purpose of this meeting will be to discuss the RFP and to answer any questions from vendors. Attendance is not mandatory; however, companies are highly encouraged to attend. Deadline for submitting questions prior to pre-proposal conference is August 7, 2012. Questions should be emailed to contact person listed in line item 1.4.

**1.3 Bid Due Date**

All responses to this Request for Bid are due in the Montgomery College Procurement Office, 900 Hungerford Drive, Room 110, Rockville, Maryland 20850 by **3:00pm on August 24, 2012**, and must be clearly identified and marked as pertaining to this request. No facsimile or email transmissions will be accepted. No responses will be accepted after this date and time. In the event that the College is closed on the bid opening date due to an emergency, the bid will be opened at the stated time on the next open business day, unless the Bidder is notified otherwise.

**1.4 Contact Information**

For purchasing or technical questions about this solicitation, please contact **Patrick Johnson at 240 279-5288** or [patrick.johnson@montgomerycollege.edu](mailto:patrick.johnson@montgomerycollege.edu)

**1.5 Award**

Multiple category awards will be made in the best interest of the College, to the most responsible, responsive highest ranked bidders who can meet the terms, conditions, and specifications of this solicitation. *Bidders do not have to bid on all categories in order to be considered for award.* The evaluation for award will be made on the basis of payment to the supplier in NET 30 DAYS from the date an acceptable invoice is received by Montgomery College. Payment discounts, if offered, will be taken when appropriate, but will not be considered in the evaluation for award.

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**SECTION 1 – BID INFORMATION-continued**

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**1.6 Contract Term**

The initial term of contract will be for one year from date of award. At the sole discretion of the College, the contract may be renewed for four (4) additional one-year periods, in accordance with terms and conditions of the original contract, and as long as funds are available for this purpose. Contract prices are to remain fixed for the first year period. Requests for price increases after the first year term require written justification, may not exceed the CPI for the Washington, DC metropolitan area and are subject to the approval of the Director of Procurement. In the event that the awarded Contractor is unable to perform the contract, the College reserves the right to re-bid the contract or to award the contract to the next lowest Bidder.

**1.7 Pricing**

The price(s) offered on the Price Proposal must include all charges and costs (including shipping) incurred in the delivery of this service. No allowance will be made at a later date for additional charges due to the Bidder's omission.

In addition, all Bidders must hold their bid prices for 120 days after the award date. In the event that awarded Contractors is unable to perform under the contract, the College reserves the right to re-bid the contract or to award the contract to the next highest ranked Bidder.

**1.8 Bid Evaluation**

Bids submitted in response to this solicitation will be evaluated as follows:

1.8.1 Bidder is responsible – Bidder demonstrates ability to provide products, services and facilities that can meet or exceed requirements. The following criteria will be used to determine responsibility:

- 1.8.1.1 Bidder has the facility, equipment, ability, and experience to perform the work as stated in the specifications listed in this bid.
- 1.8.1.2 Bidder is financially stable.

1.8.2 Bidder is responsive – Bidder follows bid submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

- 1.8.2.1 Bidder can provide the facility that can meet or exceed the requirements of this solicitation.
- 1.8.2.2 Bidder has the equipment, ability, and experience to perform the work as stated in the specifications listed in this bid.
- 1.8.2.3 Bidder has favorable references that can confirm its ability to provide the products and/or services as stated in the specifications listed in this bid.
- 1.8.2.4 Bidder has provided all documentation requested in the Specifications/Scope of Work.

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**SECTION 1 – BID INFORMATION-continued**

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**1.9 Bid Rejection**

The College reserves the right to reject any or all offers received as a result of this bid. Offers may be rejected for any of the following reasons: Bidder fails to;

- 1.9.1 Meet the mandatory specifications and requirements.
- 1.9.2 Respond in a timely fashion to a request for additional information, data, etc.
- 1.9.3 Supply appropriate and favorable client references.
- 1.9.4 Complete the Price Proposal page.
- 1.9.5 Sign the bid.
- 1.9.6 Submit conditional, alternate, or multiple bid offers.
- 1.9.7 Demonstrate that it is qualified to carry out the obligations of the contract and to implement and support the work specified herein.
- 1.9.8 Provide samples and/or demonstration materials that are representative of the quality level sought by the College.

**1.10 Subcontractors**

Bidders must submit the names and addresses of all subcontractors to be retained for this project. The College reserves the right to reject.

**1.11 Failure to submit**

Failure to provide any of the above items may deem a bid proposal non-responsive.

**1.12 Tobacco Policy**

Montgomery College is a tobacco-free institution. Use of tobacco products is prohibited in all indoor and outdoor College-owned, leased, and controlled facilities, as well as at meetings or conferences sponsored by the College. This use prohibition extends to the Contractor's employees, agents, subcontractors, and vendors.

**1.13 Acceptable Use Policy**

Any users of Montgomery College's information technology resources are responsible for complying with Montgomery College Acceptable Use Policy as well as applicable federal and state laws and regulations. The AUP is accessible at:

<http://www.montgomerycollege.edu/verified/pnp/66001.doc>



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**SECTION 2 – SPECIFICATIONS/CATEGORY AREAS**

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**Summary Statement:**

Montgomery College is requesting proposals under the FY 2013 Targeted Assistance Program (TAP), as funded by the Department of Human Resources (DHR), Family Investment Administration, Maryland Office for Refugees and Asylees (MORA), to provide employment services to legal refugees and asylees residing in Montgomery and Prince George's counties. The purpose of these services is to promote economic self-sufficiency and reduced welfare dependency for refugees through job placements.

Services funded through TAP are required to focus primarily on those refugees who, either because of their protracted use of public assistance or difficulty in securing employment, continue to need services beyond the initial years of resettlement, but who have resided in the U.S. for no more than 5 years. For asylees, the 5-year eligibility period for services starts from the date asylum status is granted. Targeted assistance services may continue to be provided after a refugee has entered a job to help the refugee retain employment or move to a better job. Targeted assistance funds may not be used for long-term training programs that last for more than a year or educational programs that are not intended to lead to employment within a year. The annual estimated services budget is \$200,000.00 (not-to-exceed).

**2.1 Category A: Employment Services For Legal Refugees/Asylees in Montgomery and Prince George's Counties**

**2.2 Scope:**

Targeted assistance funds must be used primarily for employability services designed to enable refugees to obtain jobs with less than one year's participation in the program in order to achieve economic self-sufficiency as soon as possible. Targeted assistance services may continue to be provided after a refugee has entered a job to help the refugee retain employment or move to a better job. These services are available to employable individuals who have legal refugee or asylee status and reside in the Montgomery and Prince George's Counties. Under TAP, vocational English language training services will be provided by the College concurrently with employment or with other employment-related activities. A family self-sufficiency plan and an individual employability plan must be developed for anyone who receives employment-related services funded under TAP [45 CFR 400.317 ([Title 45 Part 400, Subpart L, Targeted Assistance Program](#))].

**2.3 Client Priorities:**

In accordance with 45 CFR 400.314, Targeted Assistance services to refugees and asylees are required to be provided in the following order of priority, except in certain individual extreme circumstances:

- 2.3.1 Cash assistance recipients, particularly long-term recipients;
- 2.3.2 Unemployed refugees who are not receiving cash assistance; and
- 2.3.3 Employed refugees in need of services to retain employment or to attain economic independence.

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**2.4 General Requirements for Employment Services:**

The purpose of the Targeted Assistance grant is to provide direct services that result in economic self-sufficiency and reduced welfare dependency for refugees through job placements. Funds must be used to assist refugee families to achieve economic independence.

In order to facilitate refugee self-sufficiency, the College and MORA expect the successful grantee to implement strategies that address the employment potential of both male and female wage earners in a family unit. The College and MORA expect that every effort will be made to obtain child care services, preferably subsidized child care, in order to allow women with children to participate in employment services or to accept and retain employment. To accomplish this, child care may be treated as an employment-related service under the TAP. For an employed refugee, targeted assistance-funded child care should be limited to situations in which no other publicly-funded child care subsidy is available. In these cases, child care services funded by TAP should be limited to one year after the refugee becomes employed.

In accordance with 45 CFR 400.317, services must be provided in a manner that is culturally and linguistically compatible with a refugee's language and cultural background, to the maximum extent feasible. Short-term vocational or job-skills training, on-the-job training, or vocational language training, however, need not be refugee specific.

TAP-funded services are to be provided to refugees who, either because of their protracted use of public assistance or difficulty in securing employment, continue to need services beyond the initial years of resettlement, but have resided in the U.S. for no more than 60 months (5 years). For asylees, the 5-year eligibility period for services starts from the date asylum status is granted.

There is an exception, however. Some refugees/asylees may participate in the HHS Match Grant Program through the voluntary agency that resettles them. Refugees/asylees currently enrolled in the Match Grant Program are not eligible for Federally-funded State-administered refugee employment services during the months they are enrolled in the Match Grant Program. The same criteria apply to individuals granted asylum.

The vendor is expected to comply with all terms and conditions of Title 45 CFR Subpart F-Requirements for Employability Services and Employment ([Title 45 CFR Part 400](#));

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**SECTION 2 – SPECIFICATIONS/CATEGORY AREAS-continued**

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**2.5 Staffing**

- 2.5.1 Provide services to the maximum extent feasible in a manner that is culturally and linguistically compatible with a refugee's language and cultural background, thus conforming with 45 CFR 400.317;
- 2.5.2 Employ or contract with staff who have prior experience providing services to foreign-born persons, who speak the native language of the clients and are culturally knowledgeable of the refugee populations;
- 2.5.3 Include on employment services staff bilingual/bicultural women to ensure adequate access by refugee women;
- 2.5.4 Employ or contract staff who have demonstrated experience and formal training in job development, job placement, resume writing, career exploration, ability to research labor market trends, and the ability to apply job seeking skills to foreign-born persons.
- 2.5.5 Demonstrate commitment to seeking out and attending additional professional development activities, particularly those related to the provision of employment services.
- 2.5.6 Prior to diverting any of the specified individuals to assignments other than this project, the Contractor shall notify the College/MORA of its intent at least thirty (30) days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on the project. No diversion shall be made by the Contractor without the written consent of the College/MORA. Replacement of any personnel, including personnel who leave the employment of the Contractor, shall be with personnel of equal ability, qualifications and experience.

**2.6 Administration**

**2.6.1 Documentation & Records**

- 2.6.1.1 For each eligible family as well as every client enrolled in TAP, the vendor will create and maintain an accurate and up-to-date self-sufficiency case file that contains:
  - a) Copies of social security cards and immigration documents including alien numbers and date of entry into the U.S. as a refugee or, in the case of an asylee, date asylum was granted;
  - b) Contact information for the refugee (i.e., street address, phone number and email address);
  - c) A signed copy of the agreement of the terms under which services will be provided and their duration;
  - d) An employability plan for each employable family member;
  - e) Job placement and retention information for each registrant;
  - f) Documented referrals to ESL and Vocational Training Program providers;

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- g) A coherent family self-sufficiency plan developed by the resettlement agency caseworker or an Employment Services caseworker in cooperation with the refugee family; and
- h) Copies of client paycheck stubs or employer's written confirmation of wages and benefits at initial placement and 90-day retention. Any other means of verification must be approved in advance by the College.

2.6.1.2 Submit monthly job placement reports that accurately reflect client circumstances (employer, date of hire, hourly wage, salary, benefits and status as a VESL client) and are supported by paycheck stubs maintained in client files.

2.6.1.3. Establish and maintain a client database to provide narrative and statistical reports to MORA via email, using at minimum Microsoft Office 2007.

**2.6.2 Reporting**

2.6.2.1 Submit an ORR-6 - Trimester Performance Report (TPR), not to exceed five pages, due 5 days following the trimester reporting period as follows:

<u>Date Due</u>	<u>Reporting Period</u>
(1) February 5	(October 1 - January 31);
(2) June 5	(February 1 - May 31);
(3) October 5	(June 1 - September 30).

2.6.2.2 ORR-6 Performance Report should cover the following topics:

- a) Activities undertaken during the reporting period, specifically activities intended to accomplish the annual outcome goals and objectives, as well as any interim objectives achieved within the reporting period;
- b) Discussion of any new program initiatives, plans for program improvement and service enhancement;
- c) Discussion of data elements that warrant explanation, such as noticeable increases or decreases from previous periods [(e.g., significant changes in refugee employment or other service outcomes relevant to the numbers of refugees accessing Refugee Cash Assistance/Refugee Medical Assistance (RCA/RMA)];
- d) Other relevant activities, program initiatives, accomplishments or problems; and
- e) Discussion of results of corrective action plans implemented during previous periods;

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**SECTION 2 – SPECIFICATIONS/CATEGORY AREAS-continued**

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- 2.6.2.3 Annual narrative reports, summarizing for the 12-month period the most significant information from the trimester reports (and not to exceed five pages), are due by October 10<sup>th</sup> following the close of the report year.
- 2.6.2.4 Monthly Refugee Assistance Program (RAP) statistical reports include:
- a) RAP 15 case opening/closing reports;
  - b) RAP 14 enrollment/completion/termination shall be completed for each client; and
  - c) RAP 12, Monthly Placement and Retention Report.
- All monthly statistical reports are due by the 3rd of the month following the close of the report month.
- An additional monthly job placement report will be due to the College to include: client name, employer, employer contact with name and telephone number, job title, date job begins, salary, and benefits.
- 2.6.2.5 All narrative and statistical reports are to be submitted to Dr. Brenda Williams, Director of TAP Employment Services at Montgomery College at [Brenda.Williams@montgomerycollege.edu](mailto:Brenda.Williams@montgomerycollege.edu) for review and submission to Martin Ford; Associate Director, Maryland Office for Refugees and Asylees at [Mford@dhr.state.md.us](mailto:Mford@dhr.state.md.us) and Elizabeth Chernin at [Lchernin@dhr.state.md.us](mailto:Lchernin@dhr.state.md.us).
- 2.6.2.6 Annual financial audit of refugee program funds due to the College within 45 days after each year of the Contract, if requested.
- 2.6.2.7 Monthly Invoices due within 10 days after the close of each report month to Ms. Cathy Giovannetti, Finance Director, Montgomery College at [cathy.giovannetti@montgomerycollege.edu](mailto:cathy.giovannetti@montgomerycollege.edu)

**2.6.3 Monitoring Requirements**

- 2.6.3.1 Develop and implement an internal monitoring plan to ensure that State performance outcomes are met on time.
- 2.6.3.2 Develop and ensure compliance with the monitoring plan for any subcontracts or interagency agreements to be awarded; and if necessary, establish internal procedures for corrective action.

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- 2.6.3.3 Upon request from the College or MORA, make case files, accounts and records available to State or federal staff authorized to inspect such records for purposes of monitoring performance. Whenever possible the College and MORA will provide prior notification for any site visit, audit or review of case documentation. The College and MORA reserve the right to conduct employer surveys (by phone or in writing) and to schedule site visits or conduct random unannounced site visits of Contractor and subcontractors' facilities as part of its monitoring and auditing process.
- 2.6.3.4. Participate in and respond to any monitoring or corrective action plan recommended by the College.

**2.7 Partnerships**

- 2.7.1 Identify employment service resources (e.g. Maryland Workforce Exchange job database) outside of usual refugee resettlement network that may serve refugee clients.
- 2.7.2 Establish relationships and whenever feasible, partnerships, with public and private employment service agencies outside of the usual refugee network to leverage resources and build capacity and expertise.
- 2.7.3 Consult at least monthly with social services employment manager and vocational services manager regarding client referrals and progress.
- 2.7.4 Establish communication with existing resettlement network services and provide referrals to them and to other refugee providers, such as ESL providers.
- 2.7.5 Attend related refugee resettlement network meetings including
  - a) Bimonthly MORA Providers' Meeting;
  - b) MORA annual conferences; and
  - c) Biweekly meeting with Montgomery College TAP staff.

**2.8 Outreach, Intake & Orientation**

**2.8.1 Outreach**

- 2.8.1.1 Provide outreach to identify refugees/asylees eligible for TAP-funded employment services.

**2.8.2 Intake**

- 2.8.2.1 Provide linguistically appropriate intake and employability assessments for clients.
- 2.8.2.2 Develop an agreement to be explained to and signed by the refugee, acknowledging understanding of the terms under which services will be provided and their duration.

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**IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES**  
**BID OPENING DATE: August 24, 2012 @ 3:00pm**

**SECTION 2 – SPECIFICATIONS/CATEGORY AREAS-continued**

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- 2.8.2.3 Develop/update a coherent Family Self-Sufficiency Plan (FSSP) and an individual employability plan, which will inform the client's assignment to VESL instruction.
- 2.8.2.4 Use the current FSSP to assess each employable refugee in terms of education, English language proficiency, work experience, transferability of skills developed in previous employment, barriers to immediate job placement, and short and long-term employment goals.
- 2.8.2.5 Conduct, when appropriate, intake and enrollment sessions on location at Montgomery College.
- 2.8.2.6 Establish the procedures for interagency referral and referrals to vendors of specific services to refugees, as well as the criteria to be used to refer clients to each service.
- 2.8.2.7 Establish a comprehensive employment services strategy that includes client referrals to ESL classes, as well as to no-cost or low-cost vocational or job skills training.
- 2.8.2.8. Make referrals to tuition reimbursement services and recertification options for refugees/asylees with a college education or professional specialization who need assistance in evaluating their credentials and returning to their fields of expertise.
- 2.8.2.9 Follow established procedures for referrals to the Refugee Training Center.
- 2.8.2.10 All clients referred from TAP instructional services must be enrolled in employment services.

**2.8.3. Orientation**

- 2.8.3.1 Create and provide to refugees a comprehensive employment orientation plan that is linguistically appropriate with an emphasis on typical American workforce expectations. Orientations should:
  - a) Include the concept of FICA/tax withholding;
  - b) Include the concepts of job mobility and "the career ladder;"
  - c) Be comprehensive, giving an overview of the American work environment and attitudes about work and should emphasize that both spouses should work; and
  - d) Stress the positive aspects of early employment to reduce cash assistance dependency and ensure early economic self-sufficiency.

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**2.8.4 Adverse Determinations**

- 2.8.4.1. Establish and adhere to written policies and procedures for adverse determinations concerning a client. The following must occur:
- a) Notify voluntary agency case workers, College staff, and MORA of refugees who do not cooperate with employment services;
  - b) Develop and implement a process for reviewing and providing a fair hearing on disputes that may arise regarding a client's failure or refusal to participate in appropriate employability services, or to accept an appropriate offer of employment; and
  - c) Ensure written notice (in the client's native language if appropriate) at least two weeks prior to proposed action to terminate, discontinue, or suspend services. The notification shall include an explanation of the reason for the action, the consequences of such failure or refusal, and the right to and method for obtaining a fair hearing. Notification shall be provided to the refugee, simultaneous to the notice to partner agencies working with the client.

**2.9 Employment Services**

**Employer Outreach**

- 2.9.1 Identify a range of job openings across the region, from entry-level positions to benefit those limited English proficient refugees seeking first-time employment, to more technically-oriented or professional positions for refugees with higher level transferable job skills.

**Placement and Retention**

- 2.9.2 Based on refugee English language proficiency and job skill qualifications, Contractors should make every attempt to locate job placements that exceed minimum wage and provide health benefits.
- 2.9.3 Place refugees lacking their own vehicles in jobs accessible to their home by public, or employer-provided transportation with one-way commute times not exceeding an hour. Provide, if needed, a public transportation subsidy to refugees for the first 10 days of employment or until the first paycheck is received.
- 2.9.4 Ensure employment retention for a minimum of 90 calendar days. Methods towards this end may include:
- a) providing each employer with a telephone number(s) at which the employment counselor can be reached for assistance in resolving any problems which may arise;



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- b) providing employers of limited English proficient refugees with the name and telephone numbers of at least one bilingual individual who speaks the language of the refugee and is willing to interpret when needed;
- c) consulting with the employer within three (3) days of job placement to determine if problems have arisen and attempt to resolve them;
- d) obtaining written verification directly from the employer of 90 days employment retention within 30 days of the completed retention and documenting employment retention in each refugee's case file; and/or
- e) reporting to the sponsoring resettlement agency any refugee who is employed on the 90<sup>th</sup> day, for purposes of that refugee receiving a retention bonus (when applicable); and acting to close the case after the 90<sup>th</sup> day of employment retention.

**Post-employment**

- 2.9.4 Offer post-employment support services for working refugees and their employers to maximize employment retention for 90 calendar days after placement.
- 2.9.5 Provide job upgrades to refugees who seek them in order to achieve self-sufficiency.

**Compliance**

- 2.9.6 Ensure placements with employers that comply with federal, state and local laws wage and compensation laws (e.g. Fair Labor Standards Act-FLSA).
- 2.9.7 Ensure placements with employers that comply with the Americans with Disabilities Act of 1990 (ADA) to ensure clients with disabilities receive reasonable accommodations.

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**2.10 Employment Deliverables:**

**Montgomery and Prince George's Counties for FY 2013 (10/01/12 – 9/30/13)**

1	Employment Deliverables		
1.1	Employment Caseload	180	
1.2	Individual Entered Employment	144	80%
	Full-time	115	80%
	Part-time	29	20%
1.3	90 Day Retention	122	85%
1.4	Average Hourly Wage at Placement	\$10.00	
1.5	Entered Employment with Health Benefits (Full-time only)	92	80%

**2.11 Employment Placements and Retentions**

- 2.11.1 Enroll all clients referred from TAP instructional services into employment services.
- 2.11.2 Place 80 percent of the refugees/asylees registered for employment services in unsubsidized employment by the end of the contract period.
- 2.11.3 Ensure that 80% of full-time job placements are with health benefits.
- 2.11.4 Limit placements in part-time employment (where the employee works 30 hours or less per week) to 20% of all unsubsidized job placements.
- 2.11.5 Ensure that 85% of the refugees placed retain their employment for a minimum of 90 calendar days.

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**SECTION 3 – PROPOSAL EVALUATION AND AWARD**

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**3.1 Award**

Award will be made to the highest ranked, most qualified responsive, responsible Bidder meeting ALL bid specifications and requirements.

**Process**

All proposals submitted will first be examined for responsiveness and completeness. The proposal will be evaluated and scored by the College evaluation committee based on the established criteria. Proposals will be evaluated to determine the highest ranked firm that best meets the requirements in the RFP and is in the best interest of the College. Interviews may be held at the option of the College.

**Evaluation**

The College will evaluate proposals based on the following point system.

Understanding the Problem	5
Organizational Qualifications	15
Proposed Services	55
Staffing & Personnel	15
Price Proposal	10
<b>Total Points Possible</b>	<b>100</b>

The College reserves the right to add or delete services and to negotiate pricing, if it is determined to be in the best interest of the College to do so.

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**SECTION 4 – REQUIRED SUBMITTALS**

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**4.1 Proposal Submission**

A submittal consisting of the Technical Proposal, Price Proposal and other required submittals are required when responding to this Request for Proposals. ONE original and FIVE copies of the Technical Proposal are required. Proposals shall be certified, signed and dated by a bona fide agent of the Bidder and include minority classification. All envelopes must identify that the submission is a response to the RFP and must be marked with the Bidder's name and address, the RFP number, and the opening date and time. Failure to include all required submittals may render the proposal non-responsive. The College will reject any offer without an authorized signature.

The proposal must contain a detailed description of the services offered by the Bidder in response to this RFP. Include all sections listed and label each section as it is shown below. The information submitted by the Bidder must provide sufficient detail and a comprehensive and clear understanding of the Bidder's capabilities and experience. The submission includes the following:

- Transmittal Letter
- Technical Proposal
  - Understanding the Problem
  - Organizational Qualifications
    - Organizational History
    - Capacity
    - Prior Experience
  - Proposed Services
    - Administration
    - Partnerships
    - Outreach/Intake/Orientation
    - Employment Services
  - Staffing & Personnel
    - Organizational Chart
    - Job Descriptions
  - Price Proposal
- Attachment A: Reference Form
- Attachment B: Contractor Information Form
- Attachment E: Rider Clause
- Resumes of Key Personnel
- Relevant Sample Materials

**4.1.1 Transmittal Letter**

A transmittal letter prepared on the business stationery should accompany the Proposal. The transmittal letter must briefly summarize the key points of the proposal indicating understanding of the College's requirements, and must be signed by an individual authorized to represent the Contractor for this RFP. The letter must contain the title of the solicitation, include the Contractor's name, federal tax identification, and should be signed by an individual who is authorized to bind the firm to all statements, including services and prices, contained in the

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**SECTION 4 – REQUIRED SUBMITTALS-continued**

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Proposal. **The Contractor shall be deemed to have accepted all the terms, conditions, and requirements set forth in this Request unless otherwise clearly noted as an attachment to the transmittal letter. A Proposal that takes exception to these terms may be rejected.**

#### **4.1.2 Technical Proposal**

The Technical Proposal should contain the following section. Include all sections listed here and each section as it is listed here and include all sections.

##### **4.1.2.1        *Understanding the Problem***

This section should provide a clear and concise analysis of and the population to be served and their specific needs. The section should demonstrate a clear understanding of the population and their specific needs.

##### **4.1.2.2        *Organizational Qualifications***

A description of the organization's qualifications should clearly show the following:

- 1) **Organizational History:** This section should contain a brief history of the organization, the address of the main office and all other offices and their locations and the location of the Contractor's project manager who will be expected to serve Montgomery College. The bidder shall provide a general description of the organization's business philosophy and approach to implementation and ongoing customer service, range of products and services available, and commitment to support and years in the requested field of business.
- 2) **Capacity:** The section should demonstrate the Contractor's ability to provide services as detailed in this RFP, including the Contractor's policies and commitment to the long-term support of the College's proposed services.
- 3) **Prior Experience:** Proposals should describe the Contractor's history and success of providing these services. The Contractor's history and consistency of performance and stability, business practices, and business reputation will be evaluated.

##### **4.1.2.3        *Proposed Services***

This section should contain a detailed description of the services proposed to achieve the objectives, scope and requirements of the RFP. The information submitted including, narratives, documentation, listings and samples, should be sufficient to provide College evaluators with a comprehensive and clear understanding of the technical staff, methodologies, and capabilities proposed when compared to College requirements.

In each of the following areas, describe how the Bidder will comply with the RFP's requirements. Where relevant, clearly describe committed resources to achieve performance measures, and any special equipment or special approaches to fulfill requirements.

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- 1) **Administration:** Describe in detail processes for project management, and progress reporting, and monitoring.
- 2) **Partnerships** Describe in detail how services will be coordinated with the overall refugee resettlement network in the area as well as other local service providers outside of the resettlement network. Describe plans for using partnerships to leverage additional resources (e.g. child care, transportation, expanded employment opportunities etc.) for the clients and the program.
- 3) **Outreach/Intake/Orientation:** Describe how outreach to refugee populations, intake, and orientation, and adverse determinations will be completed using methodologies that are culturally and linguistically appropriate to limited English proficient refugee populations.
- 4) **Employment Services:** Describe how employment services will be provided using methodologies that are culturally and linguistically appropriate to limited English proficient refugee populations. Include details on how employer outreach will be conducted, including sector-based approaches; employment placement and retention strategies; post-employment support strategies; and how the Bidder will ensure compliance with applicable laws.

**4.1.5 Staffing and Personnel**

This section must include documents and plans that provide evidence of a high standard of professionalism.

- 1) **Organizational Chart:** Include a chart for the program that indicates position titles and how the program fits into the larger organization.
- 2) **Job descriptions:** Include job descriptions for the personnel assigned to this project. Indicate the role or assignment that each individual is to have and indicate their employment area of focus. Describe each position in detail, including job title, minimum prior experience providing services to foreign-born persons, fluency in languages other than English, and educational requirements. The key personnel identified in the Proposal are considered to be essential to the work being performed under this RFP. If a full-time position will be partially funded by TAP, give a brief description of other non-TAP duties; explain how TAP duties will interface with other organizational activities; and note how time will be tracked.
- 3) **Resumes:** Include resumes for key personnel in the attachments. If personnel have not yet been hired, then include a job announcement and a set of interview questions.

**4.1.6 Price Proposal**

Submit discrete service budget with a justification for each line item (budget narrative).

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**4.1.7 References**

All Reference responses to this RFP must include the names, addresses, telephone numbers and contact names/titles along with a general scope of services provided, of three (3) customers who all must be comparable in size and scope to Montgomery College. The College reserves the right to reject a bid based on an unsatisfactory reference. The College also reserves the right to request additional references and to contact any reference of its choosing as part of the evaluation process, including references not provided with the proposal but otherwise known by MORA or the College.

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**SECTION 5 - POST AWARD REQUIREMENTS**

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**1.0 Contractor's Project Manager**

The Contractor shall designate a person who will be responsible for the overall performance of this contract two weeks before the beginning of the contract. This person will be the Project Manager and shall be available at predetermined dates and times for meetings or evaluations established by the College for the duration of this contract. The Project Manger will be given advance notice of date, time and location of these meetings.

**1.1 Orientation Conference**

Within two weeks of the contract start date, College staff, the Contractor and/or Contractor's Project Manager, and any other staff deemed appropriate, shall attend a post-award orientation conference at the Department of Human Resources, 311 West Saratoga Street, Baltimore, MD 21201. The purpose of the post-award orientation conference is to discuss service delivery, invoice processing, monitoring and other contract terms and conditions, including the transfer of documentation and other information on all open cases. The date, time and location of the post-award orientation conference will be negotiated with the successful Bidder after notice of contract award.



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**SECTION 6 – PRICE PROPOSAL**

1.0 Attach a price proposal with the following categories. For each position, clearly indicate the wage per hour. Also note if a FT position is to be partially devoted to the grant. For all other lines, indicate the rationale for the proposed expenditure. Provide additional information or explanations as needed.

	Justification	Calculation	Subtotal	Total
<b>Annual Salaries and Wages (by Position Title)</b>				
<i>Total: Salaries &amp; Wages Expenditures</i>				
<b>Annual Contracted Services</b>				
<i>Total: Contracted Services</i>				
<b>Annual Supplies &amp; Materials</b>				
<i>Total: Supplies &amp; Materials</i>				
<b>Annual Other Charges</b>				
<i>Total: Other Charges</i>				
<b>TOTAL ANNUAL PROPOSED BUDGET</b>				

Note to vendor: Submitted price must be inclusive of all costs associated with all requirements listed herein.

*By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.*

Company Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Authorized Signature and Date \_\_\_\_\_

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**ATTACHMENT A: REFERENCES**

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REFERENCE 1	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

REFERENCE 2	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

REFERENCE 3	
Company Name	
Street Address	
City, State, Zip Code	
Contact Person	
Title	
Telephone #:	
Service Dates	

Please note: References listed must be able to confirm the Bidder's ability to provide the services requested in this bid document.

References submitted by: \_\_\_\_\_  
Company Name

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**ATTACHMENT B: CONTRACTOR INFORMATION FORM**

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B.1 I/We offer the terms, delivery and pricing for the requested products/services, and certify that I am a bona fide agent, authorized to make offers on behalf of the firm.

B.2 Minority Contractor: Yes  No

If yes, please specify minority classification

B.3 Price adjustment (is  is not ) necessary for other public agencies as listed.

B.4 Please list any exceptions taken to any terms and conditions listed in the bid. Please note any exceptions taken may affect the award of a contract or purchase order.

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B.5 Please provide the following information

Company Name		Years in Business	
Federal Tax Number:		Dun & Bradstreet Number	
Street Address:		City, State, Zip Code	
Telephone Number		Fax Number:	
Contact Person:		Title:	
Cell Number:		E-Mail Address:	

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Company Name Name

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Title Authorized Signature and Date

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**ATTACHMENT C: NO BID RESPONSE FORM**

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Please be advised that our company does not wish to submit a bid in response to the above-captioned bid for the following reason(s):

- Too busy at this time
  - Not engaged in this type of work
  - Project is too large or small
  - Cannot meet mandatory specifications (Please specify below)
  - Other (Please specify)
- 
- 
- 

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Company Name Name

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Street Address Authorized Signature and Date

---

City, State, Zip Title

Please return to:	Montgomery Community College Office of Procurement 900 Hungerford Drive, Room 110 Rockville, Maryland 20850-1733
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**ATTACHMENT D: CONDITIONS AND INSTRUCTIONS**

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**ACCEPTANCE PERIOD**

The selected Contractor(s) must agree to an acceptance trial period of performance not to exceed ninety (90) consecutive calendar days. During the 90-day acceptance period, the Contractor's performance must be consistent with the specifications contained herein and the Contractor's bid. Failure to satisfy the "acceptance trial period of performance" may result in cancellation of the contract. In the event that the Contractor fails to meet all requirements, the College shall declare the Contractor's services unacceptable and the Contractor in default, and terminate all agreements, written or verbal, without penalty or obligation to the College. Further, should there be any dispute/discrepancy on acceptability of said service, decisions made by the College will prevail and be final.

**ADDENDA** The College reserves the right to amend or add to this bid at any time prior to the bid due date. If it becomes necessary to change or add to any part of this bid, the Procurement Officer will furnish an addendum to all prospective Bidders listed as having received a copy of this bid. All addenda will be identified as such and will be sent by mail, email, or fax transmittal.

**ADDITIONAL ORDERS** Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

**ASSURANCE OF NON-CONVICTION OF BRIBERY** The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

**AUDIT** Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of bidder and any subcontractor involving transactions related to this Agreement during the term of this Agreement and for a period of three (3) years after final payment under this agreement

**AWARD CONSIDERATIONS** Awards of this bid will be made to the lowest responsible Bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery Community College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

**BEHAVIOR OF CONTRACTOR EMPLOYEES** The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy, or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents, and subcontractors does not occur.

The policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff, and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents, and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome."

**BID AND PERFORMANCE SECURITY** If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be non substantial. Such bid bonds or checks will be returned to all except the three (3) lowest Bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful Bidder(s) within forty eight (48) hours after receipt of the performance bond.

**BIDDING INSTRUMENTS** Bidding instruments include the bid, addenda, general terms and conditions, contract terms, and specifications. Bids should be prepared simply and economically, and should provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the bid. Emphasis should be on completeness and clarity of content. The Bidder will bear any and all costs incurred in the preparation and submission of bids.

**BRAND NAMES** Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the College's satisfaction.

**CARE OF PREMISES** Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the Contractor shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of Contractor's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Contractor's expense

**CANCELLATION** Montgomery College reserves the right to cancel this bid solicitation or to reject all bids received, if the College's Director of Procurement, in accordance with procedures approved by the College's President, determines that it is fiscally advantageous or in the best interest of the College to cancel the bid.

**COMPLIANCE WITH LAWS** Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this Agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

**CONFLICT OF INTEREST** No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this bid shall, while an employee, become or be an employee of the party or parties contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

**CONTINGENT FEES** Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

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**ATTACHMENT D: CONDITIONS AND INSTRUCTIONS**

**CONTRACT AMENDMENTS** The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Montgomery College before the supplier performs additional work on the project.

The Contractor cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Contractor has received a signed contract amendment from the Procurement Office.

**CONTRACT DEADLINES** The Contractor is contractually obligated to meet all agreed upon deadlines. Failure of the Contractor to meet any deadline is grounds for termination by default. If the Contractor defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

**CONTRACT DOCUMENTS** Unless otherwise noted, the general conditions of this bid, the Contractor's bid, and the signed purchase order form the contract. Contractors requiring a signed contract form separate and apart from the foregoing are to submit the contract with their bid. The Contractor's contract form will be examined and evaluated along with the Contractor's bid and, at the College's option, may be utilized as the contract.

**CONTRACTOR IDENTIFICATION** Contractor's employees are required to wear identification badges and/or carry picture identification when they are on College grounds.

**CONTRACT TERMINATION** The contract may be terminated for any of the following reasons:

- Failure of the Contractor to meet the mandatory requirements as described in this bid.
- Failure of the Contractor to meet required deadlines.
- Failure of the Contractor to resolve problems in a timely manner.
- Lack of College funding

**CONTRACTORS** This bid invitation is extended to individuals or firms as primary Contractors, and the Contractor will execute the work specified with bona fide employees. The Contractor is responsible for ensuring that the supervisor, lead worker, and subcontractors can communicate in English. Subcontractors cannot assume the primary award of this contract on behalf of the primary Contractor nor can the awarded Contractor be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

**DELIVERY AND PACKING** All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED**

**DELIVERY OF BIDS** Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. **NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED.** Late bids will be returned to the bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, 900 Hungerford Drive, Suite 110, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College, Room 110, 900 Hungerford Drive, Rockville, Maryland 20850.

**ERRORS IN BIDS** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the bidder must be evident on the face of the bid.

**FAILURE TO DELIVER** If the Contractor fails to comply with any established delivery requirements, the College reserves the right to make an open market purchase of required items and to assess, as liquidated damages, the difference between the contract price and the actual cost incurred by the College and to invoice charges to the Contractor

**INDEMNIFICATION** The Contractor shall be responsible for any loss, personal injury, expense, death and/or any other damage which may occur by reason of Contractor's acts, negligence, willfulness or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness or failure to perform any of the Contractor's obligations under this agreement, on the part of any agent, director, partner, servant or employee of Contractor are deemed to be the Contractor's acts. Contractor agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and/or loss, including defense costs and attorney's fees, arising directly or indirectly out of Contractor's performance under this agreement.

Accordingly, the College shall notify Contractor promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, Contractor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its own expense. This indemnification provision shall survive the termination and/or completion of this agreement.

**HAZARDOUS AND TOXIC SUBSTANCES** Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

**INSPECTION OF PREMISES** If a site visit is recommended or required, each bidder is responsible to visit the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful bidder, at a later date, for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

**INSURANCE** If a contract results from this bid, the contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

**OFFICE OF PROCUREMENT**  
**BID TITLE: 513-006**  
**EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLEES**  
**IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES**  
**BID OPENING DATE: August 24, 2012 @ 3:00pm**

**ATTACHMENT D: CONDITIONS AND INSTRUCTIONS**

**MARYLAND PUBLIC INFORMATION ACT** Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

**MINORITY PARTICIPATION** Pursuant to Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of College projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

**NON-ASSIGNMENT AND SUBCONTRACTING** Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between bidder and its personnel.

**NON-COLLUSION** Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

**NON-DISCRIMINATION** Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

**NON DISCRIMINATION POLICY** The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that behavior by its employees, agents, and subcontractors does not occur.

This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to harassment within the employment context as well as harassment of students, staff and visitors to the College. It should be assumed that all sexual behavior by the Contractor's employees, agents and subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome. Contractor will also insure that all technicians who work with College users exhibit a high degree of professionalism in their dealings with those users.

**NOTICE TO CURE** The College reserves the right to cancel the contract if the Contractor's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Contractor in writing, and the Contractor shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

**PATENTS** Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

**PREPARATION OF BID** Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery Community College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any bidder's place of business prior to award of contract to determine bidder responsibility.

**PRODUCT TESTING DURING TERM OF CONTRACT** Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the vendor.

**RECORD RETENTION** If awarded a contract, vendor shall maintain books and records relating to the subject matter of this Agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this Agreement.

**REFERENCES** Bidder must provide at least three references from former or current clients who can confirm the Bidder's experience with projects that are similar in size or scope. All reference information must include the company's name and address and the contact's name and telephone number.

The references provided must be able to confirm, without reservation, the Bidder's ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

The College reserves the right to reject a bid based on an unsatisfactory reference, request additional references, or contact any site using or having used the Bidder's service

**REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND** Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

**OFFICE OF PROCUREMENT**  
**BID TITLE: 513-006**  
**EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLUM SEEKERS**  
**IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES**  
**BID OPENING DATE: August 24, 2012 @ 3:00pm**

**ATTACHMENT D: CONDITIONS AND INSTRUCTIONS**

**REJECTIONS AND CANCELLATIONS** Montgomery Community College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informalities and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, in its sole discretion.

**RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY** The bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies. There will be no penalty if bidder notes exception to this provision in the bid offered.

**RIGHT TO STOP WORK** If the College determines, either directly or indirectly, that the Contractor's performance is not within the specifications, terms or conditions of this bid and/or that the quality of the job is unacceptable, then the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to re-bid this contract if it is decided that performance is not within the specifications as set out.

**SAMPLES AND CATALOG CUTS** If samples are required, bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No.\_\_\_\_" and each sample shall be tagged or marked. Failure of the bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

**SIGNATURE** Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. **NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

**SPECIFICATIONS AND SCOPE OF WORK**

The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Contractor assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Contractor and the College will not bear the responsibility of their omission. If omissions in the specifications are discovered and these omissions will impact the contract price then it is the responsibility of the Bidder to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award then the Contractor's silence is deemed as full and complete acceptance and any additional costs will be born by the Contractor.

**TAXES** The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

**TERMINATION BASED ON LACK OF FUNDING** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery Community College. Insufficient funds shall be grounds for immediate termination of this solicitation.

**TERMINATION FOR DEFAULT** If an award results from this bid, and the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

**TERMINATION FOR THE CONVENIENCE OF THE COLLEGE** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery Community College shall deem that termination is in the best interest of the College. Such determination shall be in the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

**USE OF CONTRACT BY OTHER EDUCATIONAL INSTITUTIONS** While this bid is prepared on behalf of Montgomery College, it is intended to apply to other Maryland educational institutions and public agencies in Montgomery County, Maryland, as listed below:

- Montgomery County Public Schools
- Montgomery County Government
- Montgomery County Housing Opportunities Commission
- Maryland-National Capital Park & Planning Commission
- Washington Suburban Sanitary Commission

Unless the Bidder takes an exception, the resulting awarded items will be available to all agencies listed. Should a price adjustment be necessary to include any other public agency, the Bidder must so note on the Contractor Certification and Information Form. Exception for Montgomery County Public Schools will not be accepted. Purchase requests and funding from other agencies will be the responsibility of those agencies.

**WARRANTY** Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at bidder's sole expense.



**OFFICE OF PROCUREMENT**  
**BID TITLE: 513-006**  
**EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLEES**  
**IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES**  
**BID OPENING DATE: August 24, 2012 @ 3:00pm**

**ATTACHMENT E: METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE**

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

YES/NO JURISDICTION	YES/NO JURISDICTION
___ Alexandria, Virginia	___ City of Manassas Public Schools
___ Alexandria Public Schools	___ Manassas Park, Virginia
___ Alexandria Sanitation Authority	___ Maryland-National Capital Park & Planning Comm.
___ Arlington County, Virginia	___ Metropolitan Washington Airports Authority
___ Arlington County Public Schools	___ Metropolitan Washington Council of Governments
___ Bladensburg, Maryland	___ Montgomery College
___ Bowie, Maryland	___ Montgomery County, Maryland
___ Charles County Public Schools	___ Montgomery County Public Schools
___ College Park, Maryland	___ OmniRide
___ Culpeper County, Virginia	___ Prince George's County, Maryland
___ District of Columbia	___ Prince George's Public Schools
___ District of Columbia Courts	___ Prince William County, Virginia
___ District of Columbia Public Schools	___ Prince William County Public Schools
___ District of Columbia Water & Sewer Auth.	___ Prince William County Service Authority
___ Fairfax, Virginia	___ Rockville, Maryland
___ Fairfax County, Virginia	___ Spotsylvania County Schools
___ Fairfax County Water Authority	___ Stafford County, Virginia
___ Falls Church, Virginia	___ Takoma Park, Maryland
___ Fauquier County Schools & Government, Virginia	___ Upper Occoquan Sewage Authority
___ Frederick, Maryland	___ Vienna, Virginia
___ Frederick County, Maryland	___ Virginia Railway Express
___ Gaithersburg, Maryland	___ Washington Metropolitan Area Transit Authority
___ Greenbelt, Maryland	___ Washington Suburban Sanitary Commission
___ Herndon, Virginia	___ Winchester, Virginia
___ Leesburg, Virginia	___ Winchester Public Schools
___ Loudoun County, Virginia	
___ Loudoun County Public Schools	
___ Loudoun County Sanitation Authority	Vendor Name
___ Manassas, Virginia	Revised 8/18/06

**OFFICE OF PROCUREMENT**  
**BID TITLE: 513-006**  
**EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLEES**  
**IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES**  
**BID OPENING DATE: August 24, 2012 @ 3:00pm**

**ATTACHMENT F - GLOSSARY OF TERMS**

**Asylee** is someone granted asylum (protective status) in the United States, because she/he likely to face persecution or death if she/he returns to his or her homeland, based on religion, ethnicity, political opinion, or membership in a particular social group. The basis for this determination is much the same as for a refugee, but refugee status is decided and conferred outside of the United States. Asylum status is decided and conferred on someone already in the United States. (Note: a person does not become an asylee at the time of submitting an application for this status. The standard of proof is high, and many are denied this status and deported. Those who are granted asylum status are eligible for the same transitional benefits as a refugee, starting on the date asylum is granted.)

**Bidder** refers to those vendors who submit a proposal response to this RFP.

**Economic self-sufficiency** is earning a total family income at a level that enables a family unit to support itself independent of cash assistance grants.

**Employability Plan**, an individualized plan written for a refugee who is registered for employment services which sets forth a program of services intended to result in the earliest possible employment of said refugee.

**Employment Services** comprises a variety of activities aimed at securing gainful employment for refugee/asylee clients. These include, but need not be limited to, development of a Family Self Sufficiency Plan and an Individual Employability Plan, "world of work" and job orientation, job workshops, job development, referral to job opportunities, job search, and job placement and follow up.

**Employable refugee** is a refugee who is not exempt from registration for employment services, participation in employability service programs, and acceptance of appropriate offers of employment.

**Entered Employment (Placement)**, is the entry of an active participant in employment services into unsubsidized employment for at least one day during the contract period.

As defined in the November 20, 2003 Department of Health and Human Services/Office of Refugee Resettlement (ORR) State Letter #03-22, placements shall meet the following criteria:

Full-time (35 or more hours per week)  
Part-time (fewer than 35 hours per week)

(For full text of State Letter #03-22, consult:  
<http://www.acf.dhhs.gov/programs/orr/policy/index.htm#letter>)

**Entered Employment with Health Benefits Available** reflects the availability of health benefits (either at placement, or at any time within 6 months of placement) for those individuals who entered full-time employment.

**OFFICE OF PROCUREMENT**  
**BID TITLE: 513-006**  
**EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLEES**  
**IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES**  
**BID OPENING DATE: August 24, 2012 @ 3:00pm**

**ATTACHMENT F - GLOSSARY OF TERMS-continued**

**Employment Retention**, a measure of continued participation in the labor market, not retention of a specific job, as defined in State Letter #03-22 from the U.S. Department of Health and Human Services, Office of Refugee Resettlement, dated November 20, 2003. "Employment" refers to working for wages in an unsubsidized job on the 90<sup>th</sup> day from placement.

**Family Self Sufficiency Plan**, a plan that addresses the employment-related service needs of the employable members of a family for the purpose of enabling the family to become self-supporting through the employment of one or more family members.

**Job Upgrade** occurs when a refugee/asylee moves to a new job or advances in an existing job that provides increased wages and/or better health benefits. Job upgrades are usually achieved with skills training and improved English proficiency.

**Matching Grant Program** provides federal matching dollars to national voluntary refugee resettlement agencies (Volags) for the initial resettlement of refugees. The Matching Grant Program provides funding for food, shelter, and other support for the second through fourth months the refugee is in the country.

**Refugee**, a person outside the US who has been able to establish, to the satisfaction of the US government, that s/he will be in grave danger of persecution or death if s/he returns to his or her homeland, on account of his or her ethnicity, religion, or political opinion. Refugees usually make-up 7 to 10% percent of the immigrants admitted to the U.S. in any given year. The only document a refugee is likely to receive upon arrival is a piece of card stock known as an I-94, stamped "Admitted as a refugee, pursuant to Section 207 of the Immigration and Nationality Act (INA) for an indefinite period of time...Employment Authorized." Refugees are in the US permanently and are eligible for refugee-specific transitional assistance for their first 8 months in this country. Refugees were protected under welfare reform and are thus eligible for safety net benefits that legal permanent residents may not now access. After one year in refugee status, an individual may file papers to adjust to legal permanent resident status. (A refugee retains eligibility for safety net benefits after becoming a permanent resident.)

**Refugee Resettlement Program**, The Refugee Act of 1980, Pub. L. No. 96-212, Congress codified and strengthened the United States' historic policy of aiding individuals fleeing persecution in their homelands. The Act provided foundation for development of an Office of Refugee Resettlement (ORR) within the Department of Health and Human Services. ORR's mission is to assist refugees and asylees in obtaining economic and social self-sufficiency in their new homes in the United States. To do this, ORR funds and facilitates a variety of programs that offer, among other benefits and services, cash and medical assistance, employment preparation and job placement, skills training, English language training and social adjustment.

**Resettlement** is considered to have been successful when the refugee individual or family achieves economic and social self-sufficiency in their new homes in the United States.

**Unsubsidized Employment** is defined as a paid position in which the employer is responsible for payment of wages and standard payroll deductions.

**OFFICE OF PROCUREMENT**  
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**ATTACHMENT F - GLOSSARY OF TERMS-continued**

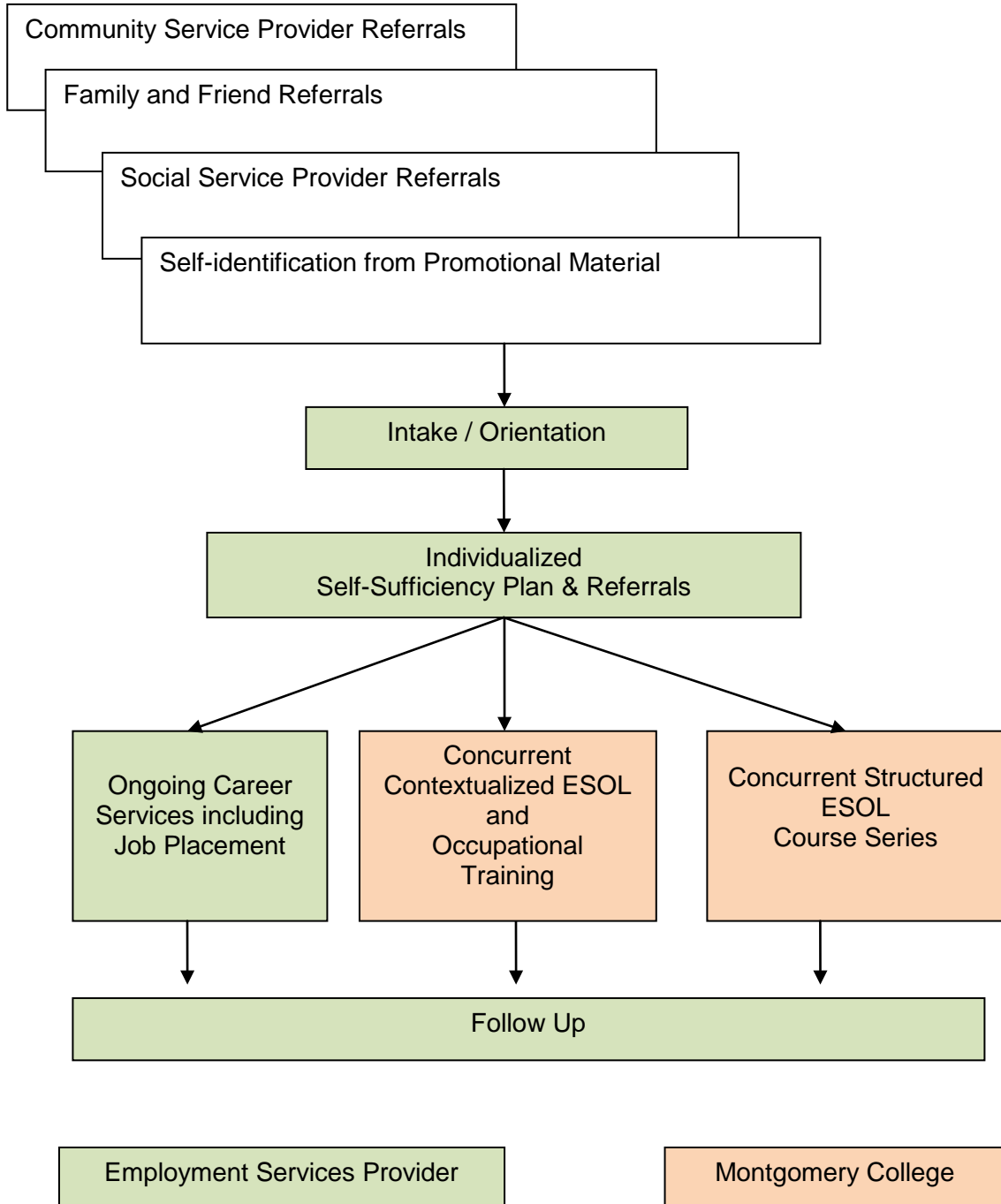
**Unit Cost** is defined as the cost per individual placed and calculated by dividing the annual project budget by the number of individuals placed during the budget year.

**Voluntary Agency (Volag)** is either one of the national resettlement agencies, or a State or local government that has entered into a grant, contract, or cooperative agreement with the United States Department of State or other appropriate Federal agency in order to provide for the reception and initial placement of refugees in the United States.

**Voluntary Agency Caseworker** is a staff member of a voluntary agency whose chief duties include counseling and otherwise assisting refugees to become economically self-sufficient, either as individuals or as members of a family unit.

**OFFICE OF PROCUREMENT**  
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**BID OPENING DATE: August 24, 2012 @ 3:00pm**

**ATTACHMENT G –Targeted Assistance Program Flowchart**



**OFFICE OF PROCUREMENT  
 BID TITLE: 513-006  
 EMPLOYMENT SERVICES FOR LEGAL REFUGEES/ASYLEES  
 IN MONTGOMERY AND PRINCE GEORGE'S COUNTIES  
 BID OPENING DATE: August 24, 2012 @ 3:00pm**

**ATTACHMENT H – TAP Performance Goals**

**Targeted Assistance Performance (TAP) Goals  
 Montgomery and Prince George's Counties for FY 2013 (10/01/12 – 9/30/13)**

1	Employment Deliverables		
1.1	*Employment Caseload	180	
1.2	Individual Entered Employment	144	80%
	Full-time	115	80%
	Part-time	29	20%
1.3	90 Day Retention	122	85%
1.4	Average Hourly Wage at Placement	\$10.00	
1.5	Entered Employment with Health Benefits (Full-time only)	92	80%

**Vocational Training Services**

*Enrollments	180
Completions/Graduation	144
Percent Completion/Graduation	80%

**Note:** All data are unduplicated referring to individuals (refugees/asylees) served during the 12- month period.

**\*Enroll the same 180 clients in TAP Instructional services/VESL training and employment services.**