



DATE: February 9, 2016

TO: All Potential Proposers

FROM: Valerie Rolandelli
Associate Vice President
301-985-7895

RE: RFP 91374 – Online Employee Rewards Program
Addendum #2 dated 02/09/2016

The following amends the above referenced Solicitation documents and is issued to all potential Proposers. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal submittal.

1. The due date and time for **Technical Proposals REMAINS as Wednesday, February 24, 2016, on or before 11:59 p.m.** Per Section I of the solicitation document, Technical Proposals are to be provided electronically to the Issuing Office (Paragraph 2) in accordance with Proposal Closing Date/Due Date and Time (Paragraph 6). Late proposals cannot be accepted.

2. Questions received with responses from UMUC:

2.1 Could you please elaborate on the objective of the online rewards program?

Response: Beyond annual service awards, UMUC does not currently have an employee rewards and recognition program in place for its employees. We want to offer one.

2.2 How will success be measured?

Response: We have no predisposed ideas for this. We are looking for vendors in the field to advise UMUC of 'best practices' for such a program. This should be addressed within the Proposer's Technical Proposal within 2.4. Approach to Providing the Services.

2.3 Section III, Article 1, 2.4 (page 16) makes mention of ‘survey’; could you please elaborate?

Response: This is an editing error; DELETE all references to ‘survey’; In paragraph 2.4.1, DELETE the last two bullets. In 2.4.2, DELETE the word ‘survey’ in the first sentence. UMUC is in the process of procuring an Employee Climate Survey vendor. This climate survey is to be completed by the middle of May 2016. Any data and/or results of the survey that are pertinent to an online rewards and recognition program may, at UMUC’s sole discretion, be shared with the selected Online Employee Rewards Program vendor.

2.4 Does UMUC have a preference for a pricing model?

Response: No, UMUC has no preference at this time. Proposers are to present the pricing models available and recommended ‘best practices’ in the Technical Proposal response to Paragraph 2.3.1. As the procurement progresses, UMUC may provide to the final shortlisted firms, a specific pricing model, but at this time, UMUC has no predisposed preference.

2.5 Is there a current Online Rewards Program?

Response: No. The only rewards and recognition program are annual service awards presented to UMUC employees based on years of service to UMUC.

End of Addendum 2 dated February 9, 2016

