



COORDINATING COMMITTEE

**PUR-1305
ADDENDUM NO. 1
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL PROPOSALS AND PRICE PROPOSALS FOR
CONSULTING SERVICES TO CONDUCT A NEEDS ASSESSMENT IN RELATION
TO THE MARYLAND CHILDREN'S CABINET STRATEGIC GOALS**

DATE: Wednesday, January 6, 2016

**PROPOSALS DUE: Wednesday, January 13, 2016
4:00 P.M.**

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all proposals will be based and is issued to correct and/or clarify the original Request for Proposal (RFP) documents.

Please acknowledge receipt of this Addendum in your Qualifications and Experience Proposal and in your Price Proposal. This Addendum consists of two (2) pages.

ITEM NO. 1: Refer to RFP, Page 3, Section III.A; **CHANGE** this section to read as follows:

. . . The Committee shall be comprised of the County Director of Purchasing (Chairman Designee), **OCGM Sr. Grant Manager**, OCGM Grant Manager, LMB Board Chairperson, or designee and LMB Community Planning and Review Committee Chairperson or designee. . . .

ITEM NO. 2: *Inquiry:* The RFP discusses on page four the prior experience of completing a comprehensive needs assessment and the references for those which we have done. We have not completed a comprehensive needs assessment of this specific variety but other than internal studies at our facility we have done work in other areas such as in the Spring of 2014 using data from social institution leaders across Washington County to ultimately identify the Bester catchment area as the one in need of our support. We believe that would allow us to support this consultation of this needs assessment as well.

Response: As no specific question was asked, no specific response can be provided.

ITEM NO. 3: *Inquiry:* The lack of ability to subcontract (page four) and the ability of using consultants (page eight) appears to be logical, I just want to be clear that we have the ability to use some of these grant funds to pay for consulting services to inform the process.

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Response: Yes, you may use consulting services as a budget expense, but the proposer cannot subcontract the scope of work in its entirety to another person or entity. Restrictions on consulting services are delineated in section IV(E) of the RFP. The proposer should describe the role of a consultant within the program plan and identify the consultant expenses in the budget narrative.

ITEM NO. 4: Inquiry: We are developing programming for transition age youth on our Boonsboro campus that is consistent with the GOC goals for Transition Age Youth (16-24), as a likely future grant requester of funds for this population to the OCGM, would completing an assessment as described in the RFP remove us from the opportunity to apply for those dollars? If so this would potentially be a rule out for us.

Response: Yes, a contractor selected to prepare a needs assessment would be considered in conflict of interest if the contractor applies for funding for a program created as a direct result of the needs assessment prepared by the same contractor.

ITEM NO. 5: Inquiry: The RFP states that the Applicant must submit a copy of their incorporation status from the State of Maryland Department of Taxation and Assessment's SDAAT website. Can a company based in Washington, DC apply?

Response The Applicant does not have to be registered with the State of Maryland Department of Taxation and Assessments to submit a proposal. However, if an Applicant is deemed to have submitted a responsible, responsive proposal that is most advantageous to the County and is not incorporated in the State of Maryland or registered with the Maryland Department of Assessments and Taxations as a foreign corporation or not in good standing, the Purchasing Department will not make a recommendation of an award until the necessary requirement(s) have been completed by submitting proof into the Purchasing Department. The successful Applicant will be given a reasonable amount of time as determined by the County's Director of Purchasing to complete this process as long as it will not interfere with the award process stated in the Request for Proposal document. Therefore, the County reserves the right to award to the next responsive, responsible Applicant.

By Authority of:



Karen R. Luther, CPPO
Director of Purchasing

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)