



HOWARD COUNTY, MARYLAND

OFFICE OF PURCHASING

6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

ADDENDUM NO. 1

ISSUED SEPTEMBER 5, 2017

REQUEST FOR PROPOSALS NO. 06-2018

HOWARD COUNTY EQUITY REPORT

OPENING: SEPTEMBER 13, 2017 AT 11:00 A.M

<https://www.howardcountymd.gov/departments/county-administration/purchasing>

This addendum is hereby made a part of RFP No. 06-2018. Note the following information and submit the proposal accordingly.

Clarifications/Changes

Please **DELETE** Section D, Paragraph 6 Background Check and Investigation.

Questions/Answers

QUESTION 1: Could you provide clarification on the electronic redacted copy of the proposal?

ANSWER 1: Contractor must submit an electronic copy of the entire submittal, as well as an electronic redacted version.

QUESTION 2: Will Howard County be doing the outreach and not the vendor?

ANSWER 2: Correct, the County will be performing the outreach events separately.

QUESTION 3: Since you already have existing relationships, will the vendor facilitate those conversations?

ANSWER 3: The Contractor will work closely with the County's team and when appropriate co-facilitate these conversations.

QUESTION 4: Has data sharing been agreed upon?

ANSWER 4: The County will be sharing data

QUESTION 5: In reference to the call to action, do you see a need for literature to supplement the discussion on priorities?

ANSWER 5: The County may be looking for guidance from the Contractor on best practices and on potential publications.

QUESTION 6: As for the target population, like teachers and parents- will the vendor be suggesting these groups?

ANSWER 6: The County has identified specific stakeholder groups that it wants to engage, but the Contractor may also offer suggestions.

QUESTION 7: Have you looked at other jurisdictions?

ANSWER 7: Yes, Dane County in Wisconsin is a major thought partner. They are doing what the County would like to do, by using the report as their first step. They are five years into their work.

QUESTION 8: I have applied to a similar project in another jurisdiction and that seemed to be tied to the funding from the Governor timeline-wise- would that be the same here?

ANSWER 8: The County's original intent was to be finished by the end of fiscal year 2018 as the project does not have flexibility and must be completed by June 30, 2018 due to our funding restrictions. We are asking each Contractor to submit a timeline they think is reasonable to complete all three phases of the work. If that suggested timeline goes beyond June 30, 2018 the County is willing to consider. Proposals must address all three phases of the project regardless of the timeline. As a result, if needed we would plan for a second solicitation in FY19 to complete the project, but it would be a completely separate process and contract.

QUESTION 9: Could you clarify that this contract is for one fiscal year? The RFP states one calendar year under the agreement period.

ANSWER 9: The Project is required to be completed by June 30, 2018. See answer to question 8 for additional details.

QUESTION 10: What is the start date?

ANSWER 10: To be determine after final award.

QUESTION 11: Do you anticipate any leadership changes within the Board?

ANSWER 11: No.

QUESTION 12: Is the 10% EBO goal applicable to the prime if it is minority owned?

ANSWER 12: The 10% subcontracting goal applies to all Contractors

QUESTION 13: Is it possible for a subcontractor to be included in more than one bid for different prime contractors?

ANSWER 13: Yes.

QUESTION 14: Do you want the electronic copy of the proposal to be a cd?

ANSWER 14: The electronic copy could be a cd or flash drive, as stated in Section E Paragraph 3.

All other specifications, terms and conditions remain the same.

Please acknowledge addenda by signing below and returning with the proposal. Failure to acknowledge this addendum may be cause for rejection of the proposal.

ADDENDUM RECEIVED BY:

Signature

Company Name

Title