



COORDINATING COMMITTEE

PUR-1652
ADDENDUM NO. 2

REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS & EXPERIENCE/
AND PRICE PROPOSALS

STRATEGIC BUSINESS AND ECONOMIC DEVELOPMENT PLAN STUDY

DATE: Friday, December 1, 2023

BIDS DUE: Wednesday, December 20, 2023
4:00 P.M.(EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.

NOTE: All Proposers must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace, or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: *Inquiry:* Does Washington County possess a comprehensive report or dataset encompassing all retail, commercial, and industrial businesses within the area?

Response: No, we do not, this is a resource that has been sought, but neither the County nor State of Maryland are able to capture this data. Unfortunately, not all business types in this state require a business license or formal procedure to activate a small business. This allows entrepreneurs to create businesses untracked.

ITEM NO. 2: *Inquiry:* Is there an existing report from Washington County detailing business sectors categorized by employment size, wages, taxes paid, and other relevant metrics? Alternatively, is it the responsibility of the Contractor to collect and compile such data?

Response: Washington County does not collect and compile this data, we rely on our community and state level partner organizations, as well as published census data. I would deem this type of data important to the overall strategic plan, but it is up to the consultant group to determine if this would be part of their strategic planning RFP submission.

ITEM NO. 3: Inquiry: If the Contractor is tasked with compiling this data, are there any resources provided by Washington County that can be utilized, such as Census data?

Response: There is some available data from various community or state agency partners. The census data is definitely available.

ITEM NO. 4: Inquiry: Is it anticipated that the Contractor will exclusively rely on Census data, or is the Contractor expected to independently gather this information from local businesses?

Response: A mix of both would be the expectation, unfortunately Census data does not capture what the Covid-19 Pandemic did to accelerate the economic development in Washington County, MD. The data captured in the last Census does not accurately reflect the developments that have occurred or capture the population post transitioning to a more e-commerce-based economy.

ITEM NO. 5: Inquiry: In the event that the Contractor is responsible for collecting data from local businesses, it's important to note that this could potentially increase the cost of the proposal. Could we consider itemizing this as a separate line item in our proposal, allowing Washington County to assess its necessity?

Response: No, the County does not want it itemized, that would be up to the consultant to determine if that activity is included in their proposal.

ITEM NO. 6: Inquiry: Can you share the previously published strategic business and economic development plan? This should be the document that was completed in 2002.

Response: I apologize, I misspoke on the verbal conference, our strategic plan is a 10-year document, so it was created in 2012, I momentarily thought about our County Comprehensive Plan which is a 20-year document. The County's 2002 Comprehensive Plan and Economic Development Strategic Plan can be found on the County's website: <https://www.washco-md.net/purchasing-department/purch-open-invites/>.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing