



COORDINATING COMMITTEE

PUR-1652  
ADDENDUM NO. 3

REQUEST FOR PROPOSALS  
REGARDING QUALIFICATIONS & EXPERIENCE/  
AND PRICE PROPOSALS

STRATEGIC BUSINESS AND ECONOMIC DEVELOPMENT PLAN STUDY

DATE: Friday, December 8, 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 three (3) 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:* Is it anticipated that the data collected throughout the study will be delivered solely through inclusion in the report (main body or appendices)? Or is it anticipated to also be an additional deliverable in raw form for future in-house use?

*Response:* Solely as part of the report, not necessary to supply as a separate deliverable

**ITEM NO. 2:** *Inquiry:* Does funding for this project come, in part or in full, from ARPA, CARES, or Rural Maryland Economic Development Funds?

Response: The funding for this project is from the Rural Maryland Economic Development Funds.

**ITEM NO. 3:** Inquiry: Under Section VI. Qualifications, it states that the "following employee classifications shall be assigned...", and further, under subsection Project Manager/Senior Researcher, it lists four required qualifications. Are all four of those qualifications to be met (e.g. numbers 1, and 2, and 3, and 4) by the Project Manager/Senior Researcher, or can the qualifications be met through a different configuration wherein other members of the project team hold the qualifications?

For the certifications listed under number 2, does the intent of the phrase "shall be a combination of" mean that the Project Manager/Senior Researcher shall hold all three certifications, any two certifications, or may hold one of the certifications listed?

Of the qualifications listed, which should be assigned for conducting non-data and research specific elements of the Scope of Work, including economic development, community engagement, identification of industry sectors, marketing components, etc.?

Response: Part 1 of Item No. 3 herein: These requirements can be satisfied as a consultant team. Any configuration of team members possessing these qualities will be considered satisfactory.

Response: Part 2 of Item No. 3 herein: This requirement was intended to require the project manager/senior researcher to possess any one of these certifications. Holding one of the three stated certifications will be considered satisfactory.

Response: Part 3 of Item No. 3 herein: The assignment of specific duties or aspects of the strategic plan's development is a decision solely resting on the consultant. Evaluation of those duty assignments will be considered an element of the evaluation process.

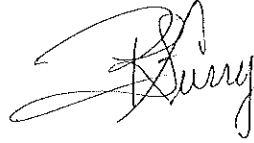
**ITEM NO. 4:** Inquiry: Regarding the detailed housing study, "Under Task 4, item 7, it states that the Strategic Plan will describe a 'detailed housing strategy appropriate for job growth created since Covid Pandemic.'" Is it anticipated that this RFP will require a detailed housing strategy in addition to the EDSP?

Response: The focus of this strategic plan is not a detailed housing strategy. However, housing as it relates to workforce development or availability of workforce, is a key area of impact in all current economic development strategies, so we would look to have that referenced as it relates to the overall development of workforce availability in Washington County, MD.

**ITEM NO. 5:** Inquiry: Are there other economic development strategic plans that you like?

Response: Washington County, MD faces unique challenges in reference to other counties in Maryland. While there may be good economic strategic plans previously published, their relevance to this County is not impactful to the evaluation of this specific RFP.

By Authority of:

A handwritten signature in black ink, appearing to read "Rick F. Curry". The signature is stylized with a large, sweeping initial "R" and "C".

Rick F. Curry, CPPO  
Director of Purchasing