



**CITY OF ROCKVILLE**  
Procurement Division  
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Rockville, Maryland 20850-2364  
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### **ADDENDUM 3**

**DATE:** February 12, 2025

**REFERENCE:** City of Rockville  
Request for Proposals:

**RFP 16-25**  
**Election Process Review**

**Scheduled Submittal Deadline:** **Monday, February 24, 2025 at 2:00 P.M. (EST)**

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#### **Questions & Answers:**

1. Would the City of Rockville consider amending the minimum requirements to require firms that have 5-year's experience working with municipal elections? We respectfully ask the City to include firms that are familiar with election laws and campaign financing requirements. This familiarity, a strong experience and a proven track record with business process improvement, change management as well as experience proposing reporting improvements, enhanced policies and improved procedures seem more appropriate to complete the Scope of Work and Deliverables.

**Yes, with the minimum of 4-year's years of experience.**

**The offeror must be versed in election laws from State of Maryland and Montgomery County Board of Elections.**

**Communications to the voter should be in a clear and concise manner, as English may not be the first language for voters.**

2. If the Minimum Requirement will not be reconsidered, will the City of Rockville please clarify what is meant by experience "working with municipal elections"?

**State of Maryland has its own laws for administering elections, municipalities do not have to comply and are not required to adhere to the same laws as the State, and therefore write their own election laws and processes for administering elections.**

3. Would the City of Rockville consider reducing the required number of references from five to three?

**Yes, three would be fine, but not all from the same reference.**

4. The RFP requires five (5) references. Our firm has completed multiple projects for the same election organization that demonstrate the capabilities required to complete this Scope of Work. Would five references for different projects from the same source be acceptable?

**No, only references that the offeror has completed and are related to election processes and procedures.**

5. RFP PAGE 9:

To comply with the request for proof of the required 5 years of experience working in municipal elections, I will need to request official documentation from the City Clerk. Is it possible to receive a timely waiver of the no-contact policy to make this request, or may this information be obtained by your office?

Specifically, I am hoping the City will be able to document some or all of my work with Rockville's municipal elections:

- 1999 (May-November): Campaign manager, Bob Wright for [Rockville] Council
- 2001 (March-November): Campaign manager, Campaign for Rockville's Future
- 2003: Campaign manager, John Hall for [Rockville] Council
- 2009: Candidate, Rockville City Council
- 2011: Successful candidate, Rockville City Council
- 2013: Successful candidate, Rockville City Council
- 2011-2015: Councilmember, Rockville City Council

**An MPIA request may be submitted to obtain the requested information. Please click the link below for instructions on submitting a request.**

**[Public Information Request | Rockville, MD - Official Website](#)**

6. RFP PAGE 9:

Could you please clarify the format for required documentation that proves 5 years of experience with municipal elections? If there are items for which the City is not able to provide official documentation, could you please provide native forms of documentation that would satisfy the requirement?

**The offeror should be able to provide sample or a complete election plan.**

7. RFP PAGE 10:

When it comes to community engagement sessions, will the City handle logistics (such as venue arrangements and notices), or is the consultant expected to manage all session planning?

**Yes, City Clerk/Director of Council Operations and Board of Supervisors of Elections will handle the venue, logistics and all arrangements for engagement sessions.**

**RFP Modifications**

1. Modify section I. "Project Overview" of RFP 16-25, by deleting subsection D. "Minimum Requirements" in its entirety and replace with the following:

**Minimum Requirements.**

In order to be considered, the firm must meet all of the following criteria:

1. The offeror must have a minimum of 4 years in experience working with municipal elections.

The offeror shall provide proof of the above minimum qualification by furnishing copies of letters, certificates, etc. (as applicable); which clearly document said qualifications. Failure to provide said documentation with your proposal shall be grounds for deeming your firm not qualified and removing the proposal from further consideration. This is a non-negotiable item.

2. Modify section III. “General Instructions for Proposal Preparation and Delivery” of RFP 16-25, by deleting subsection A.2 “Similar Projects – Section “B” (20 points)” in its entirety and replace with the following:

**Similar Projects – Section “B” (20 Points).**

To demonstrate experience and success in conducting similar work, the offeror shall provide a minimum of three (3) references, from different sources, from organizations, municipalities, political organizations, companies, labor organizations, etc. of similar size projects in similar circumstances with appropriate reference information, concentrating only on those projects completed within the last three (3) years or currently underway by the offeror’s firm, as follows:

- a. Client name, address, phone, fax number and email address;
- b. Description of all services provided;
- c. Performance period; and
- d. Total annual amount of contract.

Describe any significant or unique awards received or accomplishments made in previous, similar projects.

**NOTE:** Please do not include projects completed or currently underway with the City of Rockville. If your firm has done work with the City, you cannot provide that work as your only reference.

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Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date