



City of Rockville  
Rockville, Maryland

**REQUEST FOR PROPOSAL # 17-24**

**COMPENSATION AND CLASSIFICATION STUDY**

**Proposals Due by 2:00 P.M. (Eastern) on Tuesday, February 13, 2024**

**ISSUED BY:**

Gina Washington, Senior Buyer  
Procurement Division  
City of Rockville, City Hall  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: (240) 314-8431  
Fax: (240) 403-9321

Any individual with a disability who would like to receive the information in this publication in another form may contact the ADA Coordinator at 240-314-8100, TDD 240-314-8137

**MFD-V Outreach Program**

**It is the intent of the City of Rockville to increase opportunities for minority, female, disabled, or veteran (MFD-V) owned businesses to compete effectively at supplying goods, equipment, and services to the City, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economical considerations. Suggested changes and MFD-V enhancements to this solicitation's requirements for possible consideration and/or inclusion in future solicitations are encouraged. Any questions regarding MFD-V outreach or questions/concerns regarding the City's bidding process should be addressed to Pat Ryan, [pryan@rockvillemd.gov](mailto:pryan@rockvillemd.gov) or 240-314-8434.**



**Statement of "No Proposal Submittal"**

If you do not intend to submit on this requirement, please complete and return this form prior to date shown for receipt of proposals to the buyer listed in this RFP by **email only to [rwashington@rockvillemd.gov](mailto:rwashington@rockvillemd.gov)**.

I/WE HAVE DECLINED TO PROPOSE TO **RFP 17-24**, titled **Compensation and Classification Study** for the following reason(s): [Please place a check mark (✓) next to the reason(s) as applicable]

(✓)	Reason
	Proposal requirements too "restrictive".
	Insufficient time to respond to Request for Proposals.
	We do not offer this service.
	Our schedule would not permit us to perform.
	Unable to meet requirements.
	Unable to meet insurance or bond requirements.
	Scope of Services unclear (please explain below).
	Other (please specify below).

REMARKS:

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Are you a Minority, Female, Disabled, or Veteran-Owned (MFD-V) business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Company Name:

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Mailing Address:

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Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND**

**REQUEST FOR PROPOSAL # 17-24**

**COMPENSATION AND CLASSIFICATION STUDY**

**RECEIPT AND HANDLING OF PROPOSALS**

Sealed proposals will be received electronically via a City designated bid/proposal receipt software solution until 2:00 PM EST, TUESDAY, FEBRUARY 13, 2024. The offeror assumes full responsibility for the timely delivery of a proposal via the designated solution. Proposals delivered in any other fashion will not be considered. Properly submitted proposals will be opened in a virtual environment after the time set for receipt of proposals.

Submission of a proposal electronically is consent by the bidder to conduct any or all elements of the procurement by electronic means, in accordance with the terms of this request for proposals.

Proposals presented after the proposal receiving deadline will not be received for any reason. The official time clock for receiving proposals will be that of the City's third party software solution provider's located at Rockville City Hall.

**ATTENTION: OFFERORS ARE HEREBY NOTIFIED THAT THE CITY'S THIRD PARTY SOFTWARE SOLUTION PROVIDER'S COMPUTER SERVER TIME MAY DIFFER FROM THAT OF OTHER ELECTRONIC DEVICES, COMPUTER SOFTWARE AND COMPUTER HARDWARE THAT MAY BE USED TO ELECTRONICALLY SUBMIT THE PROPOSAL. OFFERORS ARE RESPONSIBLE FOR ALLOWING ADEQUATE TIME TO SUCCESSFULLY DELIVER THE PROPOSAL TO THE REQUIRED ELECTRONIC LOCATION BY THE REQUIRED TIME.**

In accordance with Chapter 17 of the City's Procurement Ordinance, competitive sealed proposals are not publicly opened or otherwise handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the evaluation process. The proposals, except for information identified by the offeror as proprietary, shall be open for public inspection after the contract award.

**REQUEST FOR PROPOSALS (RFP) DOCUMENTS**

The RFP documents are available **via the City's Collaboration Portal only at:**

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](https://rockvillemd.gov)

**PRE-PROPOSAL MEETING**

No pre-proposal meeting is scheduled for this project.

**SUBMITTAL OF QUESTIONS**

Technical and contractual questions pertaining to this RFP may be directed to **Gina Washington, (Senior Buyer)**, via **the City's Collaboration Portal** no later than **TUESDAY, JANUARY 23, 2024**. Oral answers to questions relative to interpretation of requirements or the proposal process will not be binding on the City.

To ensure fair consideration for all offerors, any interpretation made to prospective offerors will be expressed in the form of an addendum to the requirements, if such information is deemed necessary for the preparation of

proposals or if the lack of such information would be detrimental to the uninformed offeror. Such addendums, if issued, will be posted at the [City's Collaboration Portal](#) listed below:

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](https://rockvillemd.gov/contractinsight)

Please note, that it is the proposer's responsibility to check this site frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of proposal.

#### **SITE LOCATION**

Primarily Rockville City Hall, 111 Maryland Avenue, Rockville, Maryland 20850

#### **NOTICE TO OFFERORS/PROPOSERS**

"Pursuant to 7-201 et seq of the Corporations and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, MD 21201 before doing any interstate or foreign business in this State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation." Bidders must supply with their bids their US Treasury Department Employer's Identification Number as such number is shown on their Employer's Quarterly Federal Tax Return (US Treasury Department Form No. 941). Companies located outside Maryland should call 1-410-767-1006, or e-mail: [charterhelp@dat.state.md.us](mailto:charterhelp@dat.state.md.us).

#### **QUALIFICATIONS TO CONTRACT WITH PUBLIC BODY**

Bidders must be qualified to bid in the state in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

#### **EXPENSES ASSOCIATED WITH RESPONSE**

The City of Rockville will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

#### **REJECTION OF PROPOSALS**

The City reserves the right to reject any or all proposals in part or in full and to waive any technicalities or informalities as may best serve the interests of the City.

#### **DISABILITY INFORMATION**

Any individuals with disabilities who would like to receive the information in this document in another form may contact the ADA Coordinator at (240) 314-8100; TDD (240) 314-8137.

#### **W-9 FORM REQUIRED**

Successful respondents are required to complete and submit a W-9 Form. The W-9 form can be accessed at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>. It is the successful respondent's responsibility to act upon this instruction for submitting a W-9 form. The City will not be able to process payments if this form is not completed and submitted to the Purchasing Division.

#### **NO CONTACT POLICY**

Unless otherwise stated, any contact with any City official, employee, agent, or other representative concerning this Request for Proposals other than the assigned buyer or procurement representative is prohibited. Any such unauthorized contact may disqualify the proposer from this procurement.

**CITY OF ROCKVILLE**  
**RFP 17-24**  
**SUBMITTAL CHECKLIST**

\_\_\_\_\_ Responses shall be submitted electronically via the City’s **Collaboration Portal** no later than the due date and time as shown in this solicitation.

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](http://rockvillemd.gov/ContractInsight-CollaborationPortal)

\_\_\_\_\_ Complete and return the Execution of Offer (Attachment A) with your proposal.  
Failure to complete and return this document may result in the disqualification of your proposal.

\_\_\_\_\_ Complete and return the enclosed Non-Conviction/Collusion Affidavit Form (Attachment B) with your proposal. Failure to complete and return this document may result in the disqualification of your proposal.

\_\_\_\_\_ Complete and return the attached Respondent’s Questionnaire Form (Attachment C) with your proposal. Failure to complete and return this document may result in the disqualification of your proposal

\_\_\_\_\_ Provide a statement that the firm, if awarded the contract, shall meet all of the insurance requirements contained within this bid document. **(This information should be provided in your letter of transmittal)**

\_\_\_\_\_ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to:  
<https://dat.maryland.gov/Pages/default.aspx>

\_\_\_\_\_ Check the City’s **Collaboration Portal** for any addenda and acknowledge in Attachment A

**Note: The City will no longer generate check payments to awarded vendors. Electronic payments will only be issued. If your company is selected, you shall be required to complete and submit an ACH application prior to award of a contract/purchase order.**

**NAME OF BIDDER** \_\_\_\_\_

**RETURN THIS FORM WITH PROPOSAL**



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**CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND**

**REQUEST FOR PROPOSAL # 17-24**

**COMPENSATION AND CLASSIFICATION STUDY**

**I. PROJECT OVERVIEW**

**A. Purpose/Objective.**

The Classification and Total Compensation Study aims to evaluate the City's existing job classification and total rewards compensation to provide viable options and strategies to enhance the City's ability to attract and retain a highly qualified and motivated workforce over the next five to ten years.

The goal of the study is to review and recommend changes to the City's current classification and total compensation structure to ensure that all positions within the City of Rockville are internally equitable and externally competitive.

The City of Rockville is soliciting competitive sealed proposals for a qualified and experienced Human Resources consulting organization (compensation/benefits analysis emphasis) to provide professional services to conduct a compensation and classification study, including recommendations and suggested implementation and maintenance process, effectively providing the City with resources and expertise to enhance the classification and compensation, and benefits program further.

The consultant shall conduct a comprehensive internal diversity pay equity, benefits, and benchmark market analysis of the City's approximately 200 job classifications. The analysis will include all administrative, AFSCME, and sworn police officer's job classifications.

Project objectives ensure program outcomes that are: internally equitable, externally competitive, understandable, legally defensible, efficient to administer, flexible to adapt/change in the future, and appropriate for the City's goals, structure and reward system.

The focus area for this project is internal equity, correcting salary compression where it exists, reviewing the total compensation package (benefits), and external market benchmarking/analysis. Additionally, the analysis and recommendations must include a review of the current classification system taking into account changes in Federal and State laws and provide for legally-defensible classification specifications (essential job functions, FLSA, especially exempt/non-exempt status). Further, desired outcomes include identifying and recommending career pathing, as well as

establishing recommended titling guidelines based on rules incorporating organizational hierarchy.

**B. Term of Contract**

The term of the contract awarded from this RFP shall be for a period of one (1) year. If the City determines it to be advantageous, it may extend the term of this contract for up to three (3) one-year periods.

**C. Background**

The City of Rockville, Maryland is home to nearly 70,000 residents. It is one of the largest municipalities in Maryland and is the county seat of Montgomery County. It occupies 13.5 square miles within the metropolitan Washington, D.C. area, and is located 12 miles northwest of the nation's capital and 35 miles southwest of Baltimore. Rockville has easy access to the metro area through two Metro rail stations within the City and one other just outside the City. It is in proximity to major highways and three major airports.

Rockville possesses a strong sense of community and quality of life. It benefits from a highly-educated, ethnically-diverse and engaged citizenry, stable neighborhoods and a vibrant mixed-use downtown. The City has an employed labor force of over 80,000, with a major portion of the prestigious Interstate 270 biotechnology corridor located within the City's corporate limits.

The City of Rockville operates under the council-manager form of municipal government and derives its governing authority from a charter granted by the General Assembly of Maryland. This form of government, consists of Mayor and six Council members, all of whom are non-partisan and elected at-large, every four years. The Mayor and Council appoints the City Manager to serve as the City's chief executive officer. The Mayor and Council also appoint both the City Attorney, and the City Clerk/Director of Council Operations. Each of these three positions serve at the pleasure of the Mayor and Council and operate as independent executive offices, with each of their respective employees reporting to them. The Department Directors serve at the pleasure of the City Manager and include the heads of the following departments: Finance, Human Resources, Information Technology, Police, Public Works, Community Planning and Development Services, Housing and Community Development, as well as Recreation and Parks.

The City employs approximately 570 full-time employees and has a total operating budget for fiscal year 2024 of \$157.2 million. The City provides a full range of services including: public safety; zoning and planning; one-stop location for licenses, permits, and inspections; traffic and transportation, water, sewer, stormwater, and refuse and recycling services; snow removal, leaf collection, street maintenance, and other public works functions; recreation and parks services; and special programs for senior citizens, youth, and low-income residents.

Currently, there are three pay scales that cover full-time employees, ranging from entry-level employees to senior level executives. The job analysis approach currently being utilized is a point factor system. Employees are eligible for merit increases and/or cost of living adjustments (COLA) on an annual basis, subject to budgetary guidelines, until they reach the maximum of the classification's salary range. The City's fiscal year begins on July 1st and ends on June 30th.

The last classification and compensation study was conducted in June 2018 into the spring of 2019, with implementation delayed until July 1, 2022, due to COVID-related issues. The consultant firm reviewed the City's existing classification plan for administrative and AFSCME employees, conducted a salary survey, and prepared one or more pay plans that



ensured competition with peer jurisdictions. Additionally, the consultant reviewed and recommended revised job descriptions.

To preserve the integrity and currency of the classification and compensation structure, the City agreed to conduct periodic reviews every 3-5 years to:

1. Ensure the City employees are in the correct classification for the work they are doing;
2. Ensure the City has accurate, and up-to-date position or job descriptions that describe the current duties, and responsibilities and requirements for employees so they can be used for employment and performance evaluations; and
3. Ensure employees are being paid a fair rate for the work they are doing and that it is competitive as compared to other peer jurisdictions.

#### **D. Study Goal and Objectives**

##### **Goal:**

The goal of the study is to review and recommend changes to the City's current classification and total compensation structure to ensure that all positions within the City of Rockville are internally equitable and externally competitive.

##### **Objectives:**

1. Attract and retain highly-qualified employees;
2. Maintain a competitive position with other comparable government entities within the same geographic area;
3. Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together;
4. Provide salaries commensurate with assigned duties; and
5. Clearly outline promotional opportunities and provide recognizable compensation growth.

#### **E. Statement of Work**

##### **1. Scope of Work**

- a. The work shall be based on the foundation of analyzing the existing compensation and benefits structure, along with titling guidelines and potential career pathing.
- b. Outcomes must include reporting of results and recommendations for implementation, with deliverables as outlined below.

##### **2. Compensation and Benefits Study**

- a. Analyze the effectiveness of the existing compensation, benefits package and allowances structure and recommend changes, if needed, based on best practices for municipal organizations at the 60<sup>th</sup> percentile of the market.
- b. Benefits package includes: health insurance premiums and cost-share amounts, retirement contributions, dental and vision Insurance, group term life Insurance, retiree benefits, disability income – short-term disability & long-term disability, vacation and sick leave., etc.
- c. Allowances include: car; cell phone; meals, shoes;
- d. Other includes: Police take home vehicle; flexible work hours; telework

- e. The analysis should determine:
- the effectiveness of the current salary structure consisting of three pay scales made up of grades and steps for Police personnel and Union (non-Police) employees, and pay ranges for Administrative staff;
  - the placement of current employees on the classification plan at specific wage points, placement of current employees based on diversity pay equity;
  - the appropriateness of the total range of salaries within each pay scale and the number of grades and steps within each pay scale;
  - the appropriateness of the percent spread between grades and steps within each pay scale for Police personnel and Union employee, and within each grade range for Administrative staff.
- f. The approach should include:
- a comprehensive study of external regional labor markets impacting market competitiveness for all positions in the City;
  - a study of compensation for benchmark titles systematically in relation to comparable other local and county governments, including certification and assignment pay, benefits, and allowances (e.g., car and phone allowance, meal, shoe, etc.);
- g. Recommendations should address:
- strategies to provide for career advancement or progression within the scales and between the grades/steps;
  - changes to job descriptions to ensure they are up to date and accurately reflect employee's current duties and responsibilities;
  - changes to job titles to further ensure internal equity;
  - titling guidelines based on organizational hierarchy;
  - completing internal salary and benefits relationship analysis including the development of appropriate internal relationship guidelines (internal equity).
  - provide a recommendation for total salaries and benefits, including the total compensation package of insurance and other fringe benefits;
  - any improvements to the existing system or implementation of a new compensation system along with any adjustments to pay and benefits that may be needed (e.g., health care cost share, flexible work hours, remote work, other incentives/benefits, etc.), and;
  - vertical salary and benefits relationship/differentials between classes in each class series as well as a minimum and maximum salary range for each position; and
  - externally competitive and internally equitable salary and benefits recommendations for each job class included in the study.
- h. Analyze internal equity and provide potential solutions to address any identified inequities identified.
- Analysis should determine:
- pay equity for comparable job classifications located both individually and organizationally across multiple City departments taking into account organizational hierarchy and specifically analyzing each position's job description, title, and pay;
  - any pay compression,

- whether the current criteria for determining the placement of positions in the salary scales ensures equitable and appropriate; and
  - whether the City’s job classification evaluation tool is still relevant and/or needs to be adjusted or modified.
- i. Analysis should include:
- Analysis of the regional market and recommend adjustments to ensure salaries and benefits remain competitive.
  - Defining and identifying relevant labor markets and survey sources, as well as benchmarking positions, to be approved by the City.
  - Analysis of pay and benefits of comparable public employers in the region across all three pay scales and recommended benchmarking, to be approved by the City.
- j. Recommendations should address:
- Adjustments or changes to compensation and benefits structure.
  - Changes to criteria for determining the placement of positions in the salary scales ensures equitable and appropriate results and provide appropriate recommendations;
  - Adjustments/modifications to the City’s job classification evaluation tool; and
  - Individual pay adjustments.

### 3. Required Project Tasks

a. Task I: Project Orientation

The contractor shall schedule an initial meeting with the City to:

- Review the tasks to be performed and timeline, assignment of key personnel, identification of the consultant’s project manager.
  - Establish a comprehensive communication plan to keep all stakeholders informed throughout the process.
  - Clarify expectations of the process and outcomes; roles, tasks, and responsibilities; budget, deadlines, and deliverables; survey instruments and goals, class specification formats; and review of current classification and compensation structures.
  - Note: The selected consultant will be required to attend meetings, if required, throughout the contract period with the City of Rockville representatives to explain the methodologies and best practices the firm would use to deliver the products we are requesting, to include the pros and cons of their proposed methodology and why they believe the proposed methodology would best serve the City’s interest.
- b. Task II: Design the Benchmark Salary Survey Instrument and Conduct Survey  
Collaborate with HR staff to select benchmarks for inclusion in a compensation survey and select the targeted peers and competitors to be surveyed for the purpose of collecting compensation data. Conduct a compensation survey.
- c. Task III: Complete, Verify, and Analyze Salary Survey Data

Collaborate with HR staff to review and refine the compensation data collected.  
Provide for internal City Manager review and present a draft of the survey results.

d. Task IV: Develop Revised Classification and Pay Plans

Implement a valid, automated job analysis system and make recommendations to:

- Classification changes, including additions, deletions, and/or consolidations. Include strategies for maintaining the classifications system;
- Provide pay structures with recommendations to allocate each classification to the appropriate pay grade, based upon labor market value and internal equity; and
- Provide instructional information to the City of Rockville Human Resources staff that equips staff to implement recommended changes, to conduct future individual salary audits to maintain internal equity and a competitive market position, and to facilitate placement of the job into any new or revised structure.

**4. Deliverables**

Draft Documents and Reports

Provide preliminary findings and draft report for internal review by the City within a timeline identified by the contractor and agreed to by the City.

Report Format

- Methodology/Approach
- Data/Findings
- Recommendations
- Implementation

**Final Documents, Presentation and Appeals**

Present final summary, recommendations and deliverables to the City within the timeline identified by the contractor and agreed to by the City.

**Final Project Reports**

Provide a final report, that includes all items identified above with City feedback. Present the findings to the City Manager, Mayor & Council, and other key stakeholders determined by the City.

**F. Proposer Minimum Qualifications**

Proposers must meet the following criteria to be considered for selection:

1. The proposer must have a minimum of five (5) years professional experience in conducting classification and compensation studies for local governments and must have successfully completed a minimum of ten (10) studies.

**G. City's Responsibilities**

- Provide access to necessary data, documentation, etc. (define what data, documents and who is the provider)
- Provide office accommodations (i.e. working space)
- Assign a project manager to serve as primary point of contact
- Review of documents within an agreed upon timeframe for review
- Define supervisors' and employees' involvement and opportunities to provide feedback

- Provide for feedback as needed from supervisors and employees within the established timeframe.

#### H. **Projected RFP Process Schedule.**

<b><u>DESCRIPTION</u></b>	<b><u>TARGET DATE</u></b>
RFP Issued	Tuesday, January 16, 2024
Offeror's technical questions due via City's Portal	Tuesday, January 23, 2024
Addendum to RFP issued, if required	Tuesday, January 30, 2024
Proposals due to the City	Tuesday, February 13, 2024
Contractor oral presentations, if required	Week of March 4, 2024
Contractor discussions/negotiations	Week of April 1, 2024
Contract Award	Week of April 8, 2024
Notice to Proceed	TBD

The target dates provided are estimates and may be subject to change during the process.

#### I. **Procurement Contact.**

The sole point of contact at the City for purposes of this RFP, prior to award of any contract, is Gina Washington, Senior Buyer.

Gina Washington  
City Hall – Procurement Division  
111 Maryland Avenue  
Rockville, MD. 20850  
Telephone: (240) 314-8431  
Email: [rwashington@rockvillemd.gov](mailto:rwashington@rockvillemd.gov)

#### J. **Contract Administrator.**

The designated contract administrator following contract award will be:

**Colette Anthony**  
**Deputy Director of Human Resources**  
111 Maryland Avenue  
Rockville, MD. 20850  
Telephone: (240) 314-8473  
Email: [canthony@rockvillemd.gov](mailto:canthony@rockvillemd.gov)

## II. **REQUEST FOR PROPOSAL: PROPOSAL SUBMISSION**

All proposal forms and documents as required by this RFP must be electronically filled out, signed (electronic signature is acceptable) and submitted **via one combined pdf document** using the City's Collaboration Portal **only** at:

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](https://rockvillemd.gov/contractinsight)

Two (2) separate electronic submittals shall be included to provide **one (1) original version and one (1) redacted version of your proposal:**

**At a minimum the file name of the pdf document must contain the RFP Number, Offeror's Name and Proposal Due Date.**

To provide each Proposer an equal opportunity for consideration, adherence to a standardized proposal format is required. Individual, separate and complete proposals must be submitted and must contain the following elements organized into sections, as deemed appropriate. Failure to adhere to this format may result in the disqualification of your proposal(s). Each proposal shall adhere to the order presented below:

1. **Transmittal Letter:** The letter should include the address of the office which would provide the services requested, telephone number, fax, e-mail address and website, if applicable. The letter should be signed by an individual who is authorized to commit the proposer to the services, pricing and requirements as stated in this RFP.
2. **Table of Contents:** A table of contents shall outline all contents contained within the proposal submittal.
3. **Tab 1- Proposal Acknowledgment/Amendments:** This section shall include the completed proposal acknowledgement form and any amendments (addenda) to the solicitation provided as ATTACHMENT A.
4. **Tab 2 - Identifications of Confidential, Proprietary Commercial Information or Trade Secrets:** If applicable, information the proposer claims to be confidential, proprietary commercial information or trade secrets shall be identified in this section. This information, along with any claim of confidential financial information, should also be disclosed. The proposer must include an explanation for each individual claim of confidentiality.
5. **Tab 3 - Work Plan and Project Approach:** This section shall include a well-defined work plan consistent with the project tasks as defined in this RFP, demonstrating the ability and the strategy that will be used to complete the elements as outlined within the statement of work. The proposer must also provide the following:
  - a. Description of the firm's approach to the development of a compensation system, including information on the job evaluation system proposed, an explanation of the factors (or other criteria used in the evaluation) and the weighting of the factors, along

with sample job descriptions and employee questionnaires.

- b. Tentative timeline for each tasks and deliverables required within the project as defined in the statement of work.
  - c. Description of the method by which Senior Management and general staff will be apprised of progress throughout the study process.
6. **Tab 4 - Personnel and Technical Qualifications:** Submit technical qualifications of the proposer and personnel involved in this project.
- a. Brief history of the proposer and its structure (include organizational charts);
  - b. Describe the delivery team, including any subsidiary and/or affiliate companies that will be used to satisfy the requirements of this RFP. Describe their roles on the service team and describe their capabilities to provide the services for which they are being utilized. Include a list of all existing staff resources and staff resourcing methodologies, including sub-contracting for conducting analyses and related task work;
  - c. Provide the proposer's qualifications, requirements and selection criteria for personnel (including sub-consultants, if applicable) anticipated to be used to fulfill the services requested under this contract;
  - d. Provide resumes of key personnel (including sub-consultants, if applicable) anticipated to be used to fulfill the services requested. Resumes shall be limited to individuals who will be assigned and working on the project. Each individual resume should be limited to a maximum of one page. The resumes shall include information about pertinent expertise.
  - e. If applicable, describe any current litigation resulting from professional services provided by the proposer; and
  - f. If applicable, provide a list of client relationships, to include public sector clients, that have been terminated in the last **12** months and the reasons each was terminated.
7. **Tab 5 - References:** A minimum three (3) professional references with physical addresses, phone numbers, and email addresses (if available) should be provided. They should represent the most significant projects performed, preferably with municipal governments, in the last five years that are similar to the project described in this request for proposal. The references may be both in the private or public sector, with at least two in the public sector.
8. **Tab 6 - Fee Proposal:** The fee proposal shall be submitted to include the following:
- a. Proposed fees for the project shall be provided as a not-to-exceed lump sum fee. Proposal fee shall be itemized based on each tasks and deliverables as defined in this

RFP. Fees shall include all costs associated with the performance of the service specified, including overhead, labor, materials, profit, etc. The proposer is responsible for all travel and travel related expenses.

- b. The hourly rate of principals involved in the project.
- c. Proposed fees with a clear description of optional or additional services, and reimbursable costs not included in the original base fees.

Price proposal must be valid for at least (90) days following the deadline for submission.

9. **Tab 7 - Subcontracting:** This section should identify any of the required services that the proposer intends to subcontract, if any, providing the following information:

- a. Reason for subcontracting.
- b. Proposed subcontractor responsibilities.
- c. Identity and descriptive information of proposed subcontractors, including location, relevant personnel and experience, previous use as a subcontractor, and any other relevant supporting information.

10. **Tab 8 - Required Forms/Additional information:**

- a. Submit a completed Affidavit form (ATTACHMENT B).
- b. Provide a statement that proposer, if awarded the contract, will provide a certificate of insurance in accordance the City of Rockville Insurance requirements (ATTACHMENT C).
- c. Each proposer shall submit a completed W-9 form with their proposal. In the event of contract award, this information is required to issue purchase orders and payments to the contractor. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- d. Additional Information - Provide any additional information you wish to bring to the City's attention with respect to the proposer's qualifications.

### III. REQUEST FOR PROPOSAL: METHOD OF AWARD/EVALUATION CRITERIA

#### A. **Written Proposal Evaluation.**

The Evaluation Committee will evaluate the written proposal based on the following criteria:



<b>Evaluation Criteria</b>		
<b>Tab Assignment</b>	<b>Category</b>	<b>Maximum Points</b>
<b>A</b>	Firm's Qualifications and Experience <ul style="list-style-type: none"> <li>• Demonstrated professional skills, credentials and experience of key personnel assigned manage and conduct the salary study</li> <li>• Demonstrated ability to communicate with all levels of City personnel during the study</li> </ul>	30
<b>B</b>	Similar Projects/References <ul style="list-style-type: none"> <li>• References</li> <li>• Demonstrated experience in similar types of work/projects (public sector or municipal government)</li> </ul>	10
<b>C</b>	Project Approach <ul style="list-style-type: none"> <li>• Technical approach for conducting analysis, completing tasks, and providing deliverables as outlined in the RFP</li> <li>• Project approach and process to inform and educate City employees about the study and its results</li> </ul> Conformance to requirements of the RFP	20
<b>D</b>	Price Proposal/Fee Schedule <ul style="list-style-type: none"> <li>• This criterion considers the price of services solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to other Proposers.</li> </ul>	30
<b>E</b>	Additional Information <ul style="list-style-type: none"> <li>• Demonstrated ability to perform the study within established timeframe</li> </ul>	10
<b>MAXIMUM TOTAL POINTS</b>		<b>100</b>

**B. Presentations/Demonstrations/Interview Evaluation.**

<b>Criteria</b>	<b>Points</b>
Quality of presentation, ability to articulate relevant company experience, and ability to demonstrate overall understanding of the scope of work and City's needs.	50
Ability to communicate project approach and technical concepts for conducting the study.	50
<b>Total Points</b>	<b>100</b>

**C. Determining Responsibility.**

In conjunction with the weighted criteria being used to determine the capability of the proposal, the City may consider the proposer's ability to meet or exceed the following criteria:

1. The proposer's ability, capacity, and skill to perform the contract or provide the service within the time specified.

2. The quality of the performance of previous contracts or services including previous performance with the City;
3. Previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;
4. Financial resources of the proposer to perform the contract or provide the service; and,
5. Whether the proposer is in arrears to the City on a debt or a contract; whether the proposer is in default on surety to the City; or whether the proposer's taxes are delinquent.

**D. Evaluation Committee.**

The Evaluation Committee is comprised of qualified and recommended City staff members, professional advisors, or local government staff or officials. The Evaluation Committee shall consist of members who have experience, knowledge and/or expertise in the program area and service requirements of the solicitation. The assigned buyer serves as the non-voting chair of the committee.

**E. Initial Evaluation of Proposals.**

Each proposal is initially evaluated by the Procurement Division to ensure each proposal meets the minimum criteria as set forth in the solicitation document. A proposal tabulation sheet of the essential items required by the solicitation shall be prepared by the buyer and presented to the Evaluation Committee for consideration and action. This process includes, but is not limited to the following:

1. The proposal was submitted by the deadline with all requested copies;
2. All documents requiring a signature have been signed and submitted; and,
3. Verification to ensure proper professional licenses or credentials, as required.

The City, at its sole discretion, may utilize the services of one or more independent firms, consultants, technical experts, and/or services to assist in the review or to provide an assessment, evaluation, and/or opinion as to the merits or validity of the proposer's response to this RFP.

**F. Presentations/Demonstrations/Interviews.**

Based on evaluation by the Evaluation Committee, the City may request that some or all proposers provide presentations/demonstrations to the Evaluation Committee and/or conduct interviews with the selected proposers regarding qualifications, ability to furnish the required services, and all criteria set forth herein. The Procurement Division will notify all proposers of the City's decision to request presentations/demonstrations and/or interviews, as applicable.

**G. Best and Final Offer and Negotiations.**

The City may request that the respondents provide a Best and Final Offer submittal before final determination for recommendation of contract award. The contract negotiations team will include, at a minimum, a member from the Procurement Division and a member(s) from the requesting Department. The City reserves the right to negotiate any and all elements of a contract resulting from this RFP.

**H. Notice of Intent to Award.**

The Procurement Division shall publicly post a Notice of Intent to Award on the City's website once an award decision is rendered.

**(ATTACHMENT A)**



**CITY OF ROCKVILLE  
 EXECUTION OF OFFER FORM**

**RFP # 17-24**

**COMPENSATION AND CLASSIFICATION STUDY**

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH YOUR PROPOSAL. CONTRACTOR AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES QUOTED ON THIS FORM.

Item	Description	Unit Price	Quantity Required	Extended Price
1.	See SECTION II 8: a-c, list separately	\$		\$
2.	TOTAL RFP PRICE			\$

*Note: Attach to the Execution of Offer (Attachment A), a highly detailed breakdown of cost per deliverable, which includes at a minimum the data and information requested in Section II, Sub-Section (8)(a-c).*

*Note: All non-labor costs including data processing, forms, fax transmissions, telephone calls, printing and all other expenses are to be included within the pricing offered.*

*Note: All administrative and indirect costs are to be included within the pricing offered.*

*Note: No additional payment will be made for travel related expenses (e.g. – airfare, meals, mileage, lodging, per-diem, etc.).*

**COMPENSATION FORMAT**

Confirm which compensation format is offered as set forth in Section II:

Lump Sum \_\_\_\_\_ Progress Payments \_\_\_\_\_

**NAME OF OFFEROR/PROPOSER \_\_\_\_\_**  
**RETURN THIS FORM WITH PROPOSAL**

**(ATTACHMENT A - CONTINUED)**

**EXCEPTIONS**

All exceptions taken to the Request for Proposal must be clearly indicated in the space provided below. Unless noted as an exception, the Contractor will be held responsible for providing each component or standard called for.

The City Manager for the City of Rockville, Maryland retains the exclusive right to approve or reject any exception taken to the specifications contained in this Request for Proposal. It is hereby agreed that if this Request for Proposal is rejected due to an exception taken to a requirement by the offeror, the rejection taken will be final and no further action may be taken.

Do you claim an exception to any portion of this Request for Proposal?

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**ADDENDA**

Acknowledgment is hereby made of the following Addenda, if any, (identified by number) received since issuance of this bid:

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**EXECUTION**

**THE OFFEROR IS HEREBY NOTIFIED THAT THIS DOCUMENT SHALL BE SIGNED (ELECTRONIC SIGNATURE IS ACCEPTABLE) IN ORDER FOR THE PROPOSAL TO BE ACCEPTED. BY SIGNING, THE OFFEROR CERTIFIES THAT HE/SHE WILL COMPLY IN EVERY ASPECT WITH THE REQUEST FOR PROPOPAL, ADDENDUMS, PROPOSAL, ANY AND ALL E-MAILS/LETTERS OF CLARIFICATION, BAFO AND CONTRACT.**

The proposal, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation the same shall be signed by the President and attested by the Secretary or an Assistant Secretary. If not signed by the President as aforesaid, there must be attached a copy of that portion of the By-Laws, or a copy of a Board resolution, duly certified by the Secretary, showing the authority of the person so signing on behalf of the corporation. In lieu thereof, the corporation may file such evidence with the Administration, duly certified by the Secretary, together with a list of the names of those officers having authority to execute documents on behalf of the corporation, duly certified by the Secretary, which listing shall remain in full force and effect until such time as the Administration is advised in writing to the contrary. In any case where a proposal is signed by an Attorney in Fact the same must be accompanied by a copy of the appointing document, duly certified.

**NAME OF OFFEROR/PROPOSER \_\_\_\_\_**  
**RETURN THIS FORM WITH PROPOSAL**

**(ATTACHMENT A - CONTINUED)**

***For informational purposes only*** – Is your company certified as a Minority, Female, Disabled, or Veteran-Owned (MFD-V) business: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ I choose not to respond

**IF AN INDIVIDUAL:**

NAME: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code Fed ID or SSN

\_\_\_\_\_ (SEAL) \_\_\_\_\_  
Signature Date

\_\_\_\_\_ Print Signature

WITNESS: \_\_\_\_\_

Signature

\_\_\_\_\_ Print Signature

**IF A PARTNERSHIP:**

NAME OF PARTNERSHIP: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code Fed ID or SSN

BY: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
Signature Date

\_\_\_\_\_ Print Signature

TITLE: \_\_\_\_\_ WITNESS: \_\_\_\_\_

Signature

\_\_\_\_\_ Print Signature

**NAME OF OFFEROR/PROPOSER \_\_\_\_\_**  
**RETURN THIS FORM WITH PROPOSAL**

**(ATTACHMENT A - CONTINUED)**

**IF A CORPORATION:**

NAME OF CORPORATION: \_\_\_\_\_

\_\_\_\_\_  
Street and/or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Fed ID or SSN

STATE OF INCORPORATION: \_\_\_\_\_

BY: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Signature

TITLE: \_\_\_\_\_ WITNESS: \_\_\_\_\_

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Print Signature

**REMITTANCE ADDRESS (if different than above)**

\_\_\_\_\_  
Street and/or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

NOTE: Firms must use their FULL LEGAL name. Generally, a corporation's name must end with a suffix indicating the corporate status of that business (i.e., Inc., Co., Corp., etc.). Individuals or corporations may indicate trade names with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as), respectively. Failure to use your FULL LEGAL name may be cause for rejection of the proposal.

**CONTACT FOR ADMINISTRATION**

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PAYMENT REMITTANCE ADDRESS**

\_\_\_\_\_  
**NAME OF OFFEROR/PROPOSER**

**RETURN THIS FORM WITH PROPOSAL**

**(ATTACHMENT B)**  
**A F F I D A V I T**

I hereby affirm that:

I am the \_\_\_\_\_ and the duly authorized representative of the firm of \_\_\_\_\_ whose address is \_\_\_\_\_

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

I further affirm:

**AFFIDAVIT OF QUALIFICATION TO  
CONTRACT WITH A PUBLIC BODY**

1. Except as described in Paragraph 2 below, neither I nor the above firm nor, to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the state, including any bi-county or multi-county entity), has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following:

- (1) bribery, attempted bribery, or conspiracy to bribe.
- (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract.
- (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property.
- (4) a criminal violation of an anti-trust statute.
- (5) a violation of the Racketeer Influenced and Corrupt Organization act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract.
- (6) a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland.
- (7) conspiracy to commit any of the foregoing.

B. pled nolo contendere to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph.

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph.

2. [State "none," or as appropriate, list any conviction, plea or admission as described in Paragraph 1 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any].\_\_\_\_\_

3. I further affirm that neither I nor the above firm shall knowingly enter into a contract with the Mayor and Council of Rockville under which a person or business debarred or suspended from contracting with a public body under Title 16

**I do solemnly declare and affirm under the penalties of perjury that the contents of these affidavits are true and correct.**

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I acknowledge that this Affidavit is to be furnished to the Mayor and Council of Rockville and, where appropriate, to the State Board of Public Works and to the Attorney General. I acknowledge that I am executing this Affidavit in compliance with the provisions of Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland which provides that persons who have engaged in certain prohibited activity may be disqualified, either by operation in law or after a hearing, from entering into contracts with the Mayor and Council of Rockville. I further acknowledge that if the representations set forth in this Affidavit are not true and correct, the Mayor and Council of Rockville may terminate any contract awarded, and take any other appropriate action.

**NON—COLLUSION AFFIDAVIT**

1. Am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

2. Such bid is genuine and is not a collusive or sham bid

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Mayor and Council of Rockville, Maryland (Local Public Agency) or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

**NAME OF OFFEROR/PROPOSER** \_\_\_\_\_

**RETURN THIS FORM WITH PROPOSAL**

**(ATTACHMENT C)**

**RESPONDENT'S QUESTIONNAIRE**

The Respondent recognizes that in selecting a company/agent, The City of Rockville will rely, in part, on the answers provided in response to this Questionnaire. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct and complete. The City of Rockville reserves the right to contact each and every reference listed below and shall be free from any liability to respondent for conducting such inquiry.

**Company Profile**

1. Number of Years in Business: \_\_\_\_\_
2. Type of Operation: Individual\_\_\_\_ Partnership\_\_\_\_ Corporation\_\_\_\_ Government\_\_\_\_  
**Number of Employees: \_\_\_\_\_(company wide)**  
**Number of Employees: \_\_\_\_\_(servicing location)**  
  
Annual Sales Volume: \_\_\_\_\_(company wide)  
Annual Sales Volume: \_\_\_\_\_(servicing location)
3. State that you will provide a copy of your company's audited financial statements for the past two (2) years, if requested by the City of Rockville.
4. Is your company currently for sale or involved in any transaction to expend or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 5.
6. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
7. **ADD ANY ADDITIONAL QUESTIONS (FORMAT OPTIONAL) (CAN ALSO BE ADDED AS A WEIGHTED EVALUATION CRITERIA ITEM)**

**NAME OF BIDDER\_\_\_\_\_**

**RETURN THIS FORM WITH PROPOSAL**



**(ATTACHMENT D)**

**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS – DO NOT RETURN**



**CITY OF ROCKVILLE  
MARYLAND  
GENERAL CONDITIONS AND INSTRUCTIONS**

1. **TERMS AND CONDITIONS** The terms and conditions of this document govern in event of conflict with any terms of the offeror's proposal, and are not subject to change by reasons of written or verbal statement by the Contractor unless accepted in writing. Words and abbreviations that have well known technical or trade meanings are used in accordance with such meanings.
2. **SEVERABILITY** If one or more provisions of any subsequent agreement, or the application of any provision to any party or circumstance, is held invalid, unenforceable, or illegal in any respect, the remainder of the agreement and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.
3. **PREPARATION** All bids are to be submitted electronically, in a pdf format file, via a City designated bid receipt software solution. File name of the pdf document must contain the RFP Number, Offeror's Name and the Proposal Due Date.

Conditional bids/proposals and bids/proposals containing escalator clauses will not be accepted. Bids/proposals must be signed (electronic signature is acceptable) by an individual authorized to bind the bidder.

4. **LATE BIDS/PROPOSALS** It is the offeror's responsibility to assure delivery of the proposal at the proper time via the designated electronic, software solution. Proposals delivered in any other fashion will not be considered.
5. **PROPOSAL AWARD** The award will be made to the offeror whose proposal, in the opinion of the City is the best taking into consideration all aspects of the offeror's responses, including total net cost to the City. In the event that the offeror to whom the award is made does not execute a contract within 15 days from receipt of the contract, the City may give notice to such offeror of intent to award the contract to the next most qualified offeror, or to call for new proposals.
6. **ADDENDUM** In the event that any addenda to this solicitation is issued, all solicitation terms and conditions will retain in effect unless they are specifically changed in the addendum. It is the responsibility of the bidder/proposer to make inquiry as to addenda issued. Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the City. Such addendums, if issued, will posted **via the city's designated electronic, software solution.**

Please note, that it is the bidder's/proposer's responsibility to check this site frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to

acknowledge an addendum on the proposal form or to sign and return an Addendum with your response may result in disqualification of proposal.

- 7. ACCEPTANCE/REJECTION OF BIDS** The City reserves the right to reject any or all bids in part or full and to waive any technicalities or informalities as may best serve the interests of the City.

Bids shall be valid for a minimum of 120 days following the deadline for submitting offers. Bids may not be withdrawn during that period. If an award is not made during that period, all offers shall be automatically extended for another 120 days. Offers will be automatically renewed until such time as either an award is made or proper notice is given to the Purchasing Agent of Offeror's intent to withdraw its offer. Offers may only be canceled by submitting Notice at least 15 days before the expiration of the then current 120-day period.

- 8. MULTI-YEAR BIDS** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi year contract shall be null and void, effective July 1st of the affected year.
- 9. BID/PROPOSAL WITHDRAWAL** Proposals may be electronically withdrawn (deleted) or modified by deleting the initial file uploaded and replacing it with a modified file using the City's electronic, software solution before the time specified.
- 10. MISTAKES** Bidders/proposer's are expected to be thoroughly familiar with all solicitation documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the specifications. Each bidder/proposer shall carefully and thoroughly examine these documents for completeness. No claim of any bidder/proposer will be allowed on the basis that these documents are incomplete.
- 11. SENSITIVE DOCUMENTS** Sensitive documents (either electronic or hardcopy documents dealing with critical facilities or sensitive information) received from the City must be handled consistent with the terms of non-disclosure required for application. Contractor is responsible to restrict use of sensitive documents to project participants only and shall take appropriate measure to prevent distribution of sensitive document to anyone inside or outside of the Contractor's company except Contractor's project participants. After completion of the project, all sensitive documents remaining in the Contractor's possession shall continue to be governed under the terms of non-disclosure and must continue to be store in a secure manner. After such records are no longer need for record purposes, the records shall be destroyed or returned to the City.

Where services require the Contractor to access the City's electronic information resources and/or its electronic data assets, the Contractor shall adhere to all requirements, terms and conditions of the City's Contractor/Vendor On-Site and Remote Access Confidentiality Agreement, which can be viewed at the following web address:

<http://www.rockvillemd.gov/documentcenter/view/74>

- 12. DOCUMENTS, MATERIALS AND DATA** All documents materials or data developed as a result of this contract are the City's property. The City has the right to use and reproduce any documents, materials and data, including confidential information, used in the performance of, or developed as a result of this contract. The City may use this information for its own purposes, including reporting to

state and federal agencies. The contractor warrants that it has title to or right to use all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials and data prepared or developed by the contractor or supplied by the City.

13. **PUBLICITY** Contractor agrees that it shall not publicize any subsequent agreement or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of the City of Rockville's name in connection with any sales promotion or publicity event without the prior express written approval of the City.
14. **INTEREST IN MORE THAN ONE BID/PROPOSAL AND COLLUSION** **Multiple proposals uploaded/received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected.** Reasonable grounds for believing that a offeror is interested in more than one proposal for a solicitation both as a offeror and as a subcontractor for another offeror, will result in rejection of all proposals in which the offeror is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more offerors submitting a proposal for the work. Any or all proposals may be rejected if reasonable grounds exist for believing that collusion exists among any offerors. Offerors rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.
15. **EXECUTION OF CONTRACT** The Contractor shall be required to execute a formal agreement with the City within fifteen days from the award. A sample of the agreement is attached. No revisions to the agreement will be allowed.
16. **COMPENSATION** The City will compensate the Contractor in the form of either lump sum payment upon completion and acceptance of the work or monthly progress payments. In either event, compensation shall not exceed any fixed, firm Lump Sum or Total proposed pricing within the Contractor's offer. All non-labor costs associated with administration, including but not limited to plan copies, courier, mailing data processing, forms, fax transmission, telephone calls, printing, office supplies, copying, are to be included with the pricing and hourly rates offer, otherwise they shall become the responsibility of the Contractor. No payment or reimbursement will be made for travel expenses.
17. **INVOICING** The Contractor shall submit invoices, in duplicate, which shall include a detailed breakdown of all charges for that monthly period including employee names, date of services, itemized cost (hours and hourly rates) for service.

Invoices shall be based upon completion of tasks and deliverables and shall reference a City Purchase Order number. All such invoices will be paid promptly by the City of Rockville unless any items thereon are disputed in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address: City of Rockville, Attn: (Project Manager), 111 Maryland Avenue, Rockville, MD 20850 or via email to the project manager.

18. **ELECTRONIC PAYMENT OPTION** The Vendor ACH Payment Program of the City allows payments to be deposited directly to a designated financial institution account. Funds will be deposited into the account of your choice automatically and on time. All transactions are conducted in a secure

environment. The program is totally free as part of the Finance Department's efforts to improve customer services.

19. **PAYMENT TO SUBCONTRACTOR** Within seven (7) days after receipt of amounts paid by the City for work performed by a subcontractor under this contract, the Contractor shall either: Pay the Subcontractor for the proportionate share of the total payment received from the City of Rockville attributable to the work performed by the Subcontractor under this contract; or Notify the City of Rockville and Subcontractor, in writing, of his/her intention to withhold all or a part of the Subcontractor's payment and the reason for non-payment.
20. **PERSONNEL** Principal or key personnel included in the proposal may not be substituted without written approval of the City of Rockville. Replacements for key personnel under the contract must have equivalent professional qualifications and experience as those individuals listed in the proposal. The Consultant must submit written professional qualifications and experience for approval within ten working days prior to replacement for City review and approval or rejection.
21. **PRICE ADJUSTMENTS (CPI)** Unless otherwise stated in the RFP document, rates quoted are to be firm for two (2) years after award of a contract. These rates will apply to additional work, change orders and contract modifications. A request for price adjustment after the 2-year period is subject to approval or rejection by the Purchasing Agent. The Consultant shall submit to the Purchasing Agent sufficient justification to support the Consultant's request. A request for price adjustment may not be approved which exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request.
22. **INTERPRETATION** Any questions concerning general instruction and specifications shall be directed in writing to the Procurement Division. The submission of a bid/proposal shall be prima facie evidence that bidder/proposer thoroughly understands the terms of the specification. The Contractor shall take no advantage of any error or omission in the specifications.
23. **DELIVERY** All time limits stated in the contract documents are of the essence. The Contractor shall expedite the work and achieve substantial completion within the contract time. If time limits are not specified, state the number of days required to make delivery/completion in the space provided. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor, notwithstanding that such materials/workmanship have been previously overlooked and accepted.
24. **DELAYS/EXTENSION OF TIME** If the Contractor is delayed in the delivery of the supplies, equipment or services by any act or neglect of the City or by a separate Contractor employed by the City, or by any changes, strikes, lockouts, fires, unusual delays in transportation or delay authorized by the City, the City shall review the cause of such delay and shall make an extension if warranted.

All claims for extensions must be a written notice sent to the Purchasing Agent within ten (10) calendar days after the date when such alleged cause for extension of time occurred. All such claims shall state specifically the amount of the delay the Contractor believes to have suffered. If statement is not received within the prescribed time the claim shall be forfeited and invalidated.

- 25. TERMINATION FOR DEFAULT** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award may be made to second ranked proposer, if default occurs within the initial contract period and the second ranked proposer agrees to hold its proposal price, or the work may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices.
- 26. TERMINATION FOR CONVENIENCE** The performance of work or services under this contract may be terminated in whole or part, upon five (5) calendar day's written notice when the City determines that such termination is in its best interest. The City shall be liable only for those accepted goods and/or services furnished prior to the effective date of such termination.
- 27. ABANDONMENT, DISSOLUTION AND RESTRUCTURING** A Contractor who abandons or defaults the work on this contract and causes this contract to be re-bid will not be considered in future bids for the same type of work unless the scope of the work is significantly changed. Written notification of changes to company name, address, telephone number, etc. shall be provided to the City of Rockville as soon as possible but not later than thirty (30) days from date of change.
- 28. CHANGES** The City, without invalidating the contract, may order written changes in the scope of work consisting of additions, deletions or modification with the contract sum and time being adjusted accordingly. All such changes shall be made in writing by the Purchasing Agent.

Costs shall be limited to the following: cost of materials, cost of labor and additional costs of supervision and field office personnel directly attributable to the change.

The cost or credit to the City from a change in the scope of work shall be determined by mutual agreement. The Contractor shall do all work that may be required to complete the work contemplated at the unit prices or lump sum to be agreed upon.

No alterations or variables in the terms of the contract shall be valid or binding upon the City unless made in writing and signed by the City.

- 29. EXTRA COSTS** If the Contractor claims that any instructions by drawings or otherwise involve extra cost or extension of time, a written request must be submitted to the Project Manager within ten (10) calendar days after receipt of such instructions and before proceeding to execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.

Any discrepancies which may be discovered between actual conditions and those represented by the specifications and/or drawings shall be reported to the City and work shall not proceed, until written instruction has been received by the Contractor from the City. On drawings the figured dimensions shall govern in the case of discrepancy between the scales and figures.

Anything shown on applicable plans and not mentioned in the specifications or mentioned in the specifications and not shown on the plans have the same effect as if shown or mentioned respectively on both.

- 30. GUARANTEE** All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Project Manager before final payment is made.

The Contractor guarantees that the items conform to the design and specifications and to drawings, samples or other descriptions referred to in this document. The Contractor further guarantees the items will be free from defects in materials and workmanship, latent or patent and are suitable for the intended purpose as far as the Contractor knows or has reason to know. The guarantee contained herein shall remain in full force and effect for a minimum of one year after initial delivery to the City unless another effective period is specified.

- 31. RIGHT TO AUDIT** At any time during the term of any subsequent agreement and for a period of four (4) years thereafter the City of Rockville or duly authorized audit representative of the City, at its expense and at reasonable times, reserves the right to incrementally audit Contractor's records. In the event such an audit by the City reveals any errors/overpayments by the City, Contractor shall refund the City the full amount of such overpayments within thirty (30) days of such audit findings, or the City at its option, reserves the right to deduct such amounts owing the City from any payments due Contractor.

- 32. DEFECTIVE SUPPLIES/SERVICE** Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all its effort and other services furnished by Contractor under the Agreement. Without additional compensation, Contractor shall correct or revise any errors, omissions, or other deficiencies in all products of its efforts and other services provided. This shall include resolving any deficiencies arising out of the acts or omissions of Contractor found during or after the course of the services performed by or for Contractor under this Agreement, regardless of City having knowledge of or condoning/accepting the products or the services. Correction of such deficiencies shall be at no cost to City.

- 33. LEGAL REQUIREMENTS** All materials, equipment, supplies and services shall conform to applicable Federal, State County and City laws, statutes, rules and regulations. The Contractor shall observe and comply with all Federal, State, County and City laws, statutes, rules and regulations that affect the work to be done. The provisions of this contract shall be governed by the laws of the State of Maryland.

- 34. SUBCONTRACTING** When allowed, proposers who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted; 2) all subcontractor names, addresses and telephone numbers; and 3) the nature and extent of the work utilized during the life of the contract.

This does not relieve the Contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.

- 35. RESERVATIONS** The City reserves the right to add or delete any item(s) from the proposal in whole or in part at the City's discretion without affecting the proposal prices for any item or remaining work.

The City may waive minor differences in specifications in proposals provided these differences do not violate the specifications' intent nor materially affect the operation for which the items are being purchased.

- 36. AUTHORITY OF THE CITY MANAGER IN DISPUTES** Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the Contractor which is not disposed of by the final agreement shall be decided by the City Manager who shall notify the Contractor in writing of his determination. The Contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under the agreement signed by the City and the Contractor. The decision of the City Manager shall be final and conclusive unless an appeal is taken pursuant to City Purchasing Ordinance.
- 37. INDEMNIFICATION OF THE COUNCIL** The Contractor shall indemnify and save harmless the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Mayor and Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on part of the Contractor, or subcontractors or agents of the Contractor.
- 38. NO LIMITATION OF LIABILITY** The mention of any specific duty or liability of the Contractor in any part of the specification shall not be construed as a limitation or restriction upon any general liability or duty imposed upon the Contractor.
- 39. PROPRIETARY INFORMATION** The City agrees, to the extent permitted by law, to hold all material and information belonging to the offeror, which it deems to be confidential, in strictest confidence. The Contractor agrees to hold all material and information belonging to the City or the City's agents in strictest confidence and not to make use thereof other than for the performance of contractual obligations, to release it only to employees requiring such information. Reasonable precautions will be exercised for the protection of any proprietary data included in the proposal.
- 40. RELEASE OF INFORMATION** During the term of the final agreement, the successful Contractor shall not release any information related to the services or the performance of the services under the agreement nor publish any final reports or documents without the prior written approval of the City.
- 41. PATENTS AND ROYALTIES** Whenever any article, material, appliance, process composition, means or things called for by these specifications is covered by Letter of Patent, the successful bidder must secure, before using or employing such materials, the assent in writing of the owner or licensee of such letters of patent, and file the same with the City.

The Contractor will defend, at its own expense, and will pay the cost and damages awarded in any action brought against the City based on any allegation that the items provided by the Contractor infringe on a patent and copyright license or trade secret. In the event that an injunction shall be obtained against the City's use of items by reason of infringement of any patent, copyright, license or trade secret, the Contractor will, at its expense, procure for the City the right to continue using the items, replace or modify the same so that it becomes non-infringing.

- 42. MISCELLANEOUS PROVISIONS** The City and the Contractor each bind themselves, their partners, successors, assign and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract document. Neither party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of

the firm or to any officer of the corporation for whom it was intended if delivered or sent by registered or certified mail to the last known address.

Duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of the duties, obligations, rights and remedies otherwise imposed or available by law, unless so indicated.

- 43. ETHICS REQUIREMENTS** In accordance with the City's financial disclosure and ethical conduct policy and/or ordinances a prerequisite for payment pursuant to the terms of this contract is that the Contractor may be required to furnish explicit statements, under oath, that the City Manager, and/or any other officer, agent, and/or employee of the City, and any member of the governing body of the City of Rockville or any member or employee of a Commission, Board, or Corporation controlled or appointed by the City Council, Rockville, Maryland has not received or has not been promised directly or indirectly any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration arising from directly or indirectly related to this contract, and that upon request by the City Manager, or other authorized agent, as a prerequisite to payment pursuant to the terms of this contract, the Contractor will furnish to the Mayor and Council of the City of Rockville, under oath, answers to any interrogatories to a possible conflict of interest has herein embodied.
- 44. BROKERING** The Contractor warrants that only an established commercial or selling agency maintained by the Contractor for the purpose of securing business may be retained to solicit or secure this contract. Any brokerage arrangements must be disclosed in the proposal. For violation of this warranty, the City shall have the right to terminate or suspend this contract without liability to the City.
- 45. EQUAL EMPLOYMENT OPPORTUNITY** The Contractor will not discriminate against any employee or applicant for employment because of age (in accordance with applicable law), ancestry, color, national origin, race, ethnicity, religion, disability, genetics, marital status, pregnancy, presence of children, gender, sexual orientation, gender identity or expression, or veteran status. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractors must also include the same nondiscrimination language in all subcontracts.

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts that subcontractors will not discriminate against any employee or applicant for employment in the manner described above, this contract may be declared void AB INITO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Rockville. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements

may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.



46. **LANGUAGE** If applicable, the Contractor shall appoint one or more crew members or supervisors to act as liaison with the City and emergency service personnel. All liaisons shall be fluently bilingual in English and the Contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.
47. **IMMIGRATION REFORM AND CONTROL ACT** The Contractor awarded a contract pursuant to this bid shall warrant that it does not and shall not hire, recruit or refer for a fee, for employment under the contract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.
48. **ASSIGNMENT** Neither this contract nor any interest therein nor claim thereunder shall be assigned or transferred by the Contractor except as expressly authorized in writing by the City.
49. **EXCLUSION** As part of the contract, the offeror must warrant that it will not engage in providing consulting or other services to any private entity regarding any property within the study area during the term of the project. This requirement is intended to avoid the appearance of any conflict of interest that may arise. This exclusion also applies to all subcontractors.
50. **OWNERSHIP OF DOCUMENTS** Any and all deliverables, including but not limited to reports, specifications, blueprints, plans, negatives, electronic files and documents, as well as, any other documents prepared by the Contractor in the performance of its obligations under the resulting contract shall be the exclusive property of the City. The Contractor shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all Contractors' obligations under the resulting contract without the prior written consent of City. Documents and materials developed by the Contractor under the resulting contract shall be the property of City of Rockville; however, the Contractor may retain file copies, which cannot be used without prior written consent of the City. The City agrees that the Contractor shall not be liable for any damage, loss, or injury resulting from the future use of the provided documents for other than the project specified, when the Contractor is not the firm of record.
51. **NON-DISCLOSURE** Contractor and the City of Rockville acknowledge that they or their employees may, in the performance of any subsequent agreement come into the possession of proprietary or confidential information owned by or in the possession of the other. Neither party shall use any such information for its own benefit or make such information available to any person, firm, corporation, or other organizations, whether or not directly or indirectly affiliated with Contractor or the City unless required by law.
52. **COOPERATIVE PROCUREMENT** The Contractor may extend all of the terms, conditions, specifications, and unit or other prices of any award resulting from this solicitation to any and all other public bodies, subdivisions, school districts, community colleges, colleges, and universities. The City assumes no authority, liability or obligation, on behalf of any other public entity that may use any contract resulting from this solicitation.

**(ATTACHMENT E)**

**INSURANCE REQUIREMENTS**

Prior to execution of the contract by the City, the Contractor must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary. The Contractor must electronically submit to the Procurement Division a certificate of insurance prior to the start of any work.

In no event may the insurance coverage be less than shown below.

Unless otherwise described in this contract the successful contractor and subcontractors will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. <i>Workers' Compensation</i> 2. <b>Employers' Liability</b>	Bodily Injury by Accident: \$100,000 each accident  Bodily Injury by Disease: \$500,000 policy limits  Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
3. <b>Commercial General Liability</b>  a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <b>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</b>
4. <b>Automobile Liability</b>  a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <b>Form CA20 48 02 99 form to be both signed and dated.</b>
5. <b>Excess/Umbrella Liability</b>	Each Occurrence/Aggregate: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
6. <b>Professional Liability (if applicable)</b>	Each Occurrence/Aggregate: \$1,000,000	

**Policy Cancellation**

No change, cancellation or non-renewal shall be made in any insurance coverage without thirty (30) days written notice to the City's Procurement Division. The Contractor shall electronically furnish a new certificate prior to any change or cancellation date. The failure of the Contractor

to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

**Additional Insured**

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods, and services provided under the contract. Additionally, the Mayor and Council of Rockville must be named as additional insured on the Contractor's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

**Subcontractors**

If applicable, all subcontractors shall meet the requirements of this section before commencing work. In addition, the Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Example:  
Certificate Holder  
*The Mayor and Council of Rockville*  
City Hall  
111 Maryland Avenue  
Rockville, MD. 20850