



CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND

**Addendum #1**  
**Request for Proposal (RFP) # 05-24**  
**HUMAN SERVICES NEEDS ASSESSMENT AND GAP ANALYSIS**  
**November 1, 2023**

**ATTENTION ALL PROPOSERS:**

The following addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Proposers who respond to this RFP. Specific parts of the RFP have been amended. Proposers are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your proposal to disqualification. No provided answer to a question may in and of itself change any requirement of the RFP. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikethrough (ex. ~~language deleted~~).

The following reports/links are provided for additional clarity to the RFP process:

**The links found in Section I, PROJECT OVERVIEW, Item E, have been verified as active and can be found below:**

E. Existing Information. Below is a list of existing information that should be considered in the assessment.

1. The City's point person for this is Frederika Granger, Community Services Manager, Department of Housing and Community Development ([fgranger@rockvillemd.gov](mailto:fgranger@rockvillemd.gov) , 240- 314-8303. She will access other city staff for assistance as needed.

2. Key stakeholders to be interviewed include members of City staff, the City of Rockville Human Services Advisory Commission, the City of Rockville Caregiver Grant Program Awardees.

3. City grants' required reports to funders (CDBG, MCDHHS)

4. City administered, managed and/or monitored human services that serve Rockville residents

5. 2006 Community Services Needs Assessment;

<https://www.rockvillemd.gov/DocumentCenter/View/50385/2006-Community-Services-Needs-Assessment>

6. The City of Rockville Human Services Advisory Commission and Human Rights Commission Survey of the Wellbeing of the Rockville Community, 2022;

<https://www.rockvillemd.gov/DocumentCenter/View/50388/Human-Rights-Commission-and-Human-Services-Advisory-Commission-Survey-of-the-Wellbeing-of-the-Rockville-Community-2022>

7. Rockville City Youth Needs Assessment, annual/bi-annual;

<https://www.rockvillemd.gov/DocumentCenter/View/50392/FY-2018-Youth-Services-Needs-Assessment>

8. Rockville City Senior Needs Assessment (2016);

[https://www.rockvillemd.gov/DocumentCenter/View/50389/City-of-Rockville-Senior-Citizen-Needs-Assessment-and-Gap-Analysis\\_04-07-2016-002](https://www.rockvillemd.gov/DocumentCenter/View/50389/City-of-Rockville-Senior-Citizen-Needs-Assessment-and-Gap-Analysis_04-07-2016-002)

9. Adventist Healthcare Community Health Assessment 2022; [Click Here](#)
10. Montgomery County Coalition for the Homeless Needs Assessment and Ten-Year Strategic Plan; [Click Here](#)
11. Interagency Commission on Homelessness 2022 Annual Report [Click Here](#)
12. 2020 Census. [Click Here](#)
13. <https://www.countyhealthrankings.org>
14. <https://datacenter.kidscount.org>

**The following questions were asked during the question period:**

- 1. Q: The RFP indicates that the Contractor shall begin work within 30 calendar days after receipt of the purchase order. What is the anticipated/estimated date for contract execution (PO)?**  
A: The anticipated/estimated date for contract execution (PO) is February/March 2024.
- 2. Q: The RFP indicates that in-person engagement is preferred. What are your expectations for onsite engagement, e.g., days on site, number of focus groups, etc.?**  
A: The number of focus groups and interviews that the Contractor deems necessary to carry out the scope of work is what is expected. On-site is ideal but if you present an effective method for virtual focus groups and interviews, that will be considered.
- 3. Q: Will the City provide space for engagement activities?**  
A: The City will provide space for on-site activities.
- 4. Q: Will the City be available to assist with scheduling, outreach, and facilitation of engagement activities?**  
A: Yes.
- 5. Q: Will a representative from the City be available to guide a windshield tour of the City?**  
A: Yes.
- 6. Q: Will the City provide incentives for citizen participation, or do you expect that to be included in the Consultant's proposed budget?**  
A: Incentives for participation should be included in the proposed budget.
- 7. Q: Has the City used incentives for citizen participation in the past? What types of incentives were used?**  
A: Incentives used by vendors in the City and County are typically food and childcare provided at events and/or small gift cards to Target or Giant Food for participation.
- 8. Q: Will the City assist with promotion of this effort through website and social media outlets?**  
A: Yes.

9. **Q: Does the City expect the Consultant to offer engagement (surveys, focus groups) in multiple languages? What are those languages?**  
A: Multiple languages are needed for engagement: Spanish and Simple Chinese at a minimum.
10. **Q: Does the City expect the final written report to be presented in multiple languages? What are those languages?**  
A: The final report need only be in English.
11. **Q: Has the City identified a date and time for the presentation to Mayor and Council? What is that date?**  
A: A date and time has not yet been identified for the presentation to the Mayor and Council.
12. **Q: Since travel expenses are not allowed, is it the intent of the City to welcome bids only from local firms?**  
A: There is no restriction regarding the location of the firm providing a proposal. All qualified firms are welcome.
13. **Q: Where does the City want Reference Info presented? The RFP page 14 indicates references should be included in Section B. However, Attachment C, Respondent's Questionnaire, says The City reserves the right to contact each and every reference listed below...but the fields below are not labeled to collect reference info.**  
A: References should be included in the response to Section B (page 14 of the RFP). The instructions on Attachment C should be edited as follows (striking out the last sentence):

**(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.~~

14. **Q: The requirements listed (pg. 14) seem very specific and strict, for example, the need to have "5 reference of similar projects in similar circumstances": is it enough to qualify if a firm can demonstrate relevant and transferable experience in conducting work (i.e., programmatic and policy needs assessment vs. human services needs assessments) at the national, regional, or global level (versus the city level)?**  
A: Programmatic and policy needs assessment are appropriate examples of work.
15. **Q: Page 14 states the items that the project approach should incorporate. Can you please clarify what is meant by the bullet on "a description of identified trends"? What type of trends are you referring to? Also, are these trends to be included in the proposal itself or as part of the assessment reporting?**

A: Trends are for the report and part of the work. What are trends in human service delivery in a setting similar to the City of Rockville, i.e., by whom, when, where, in what language, at what cost, etc.

**16. Q: Can you please explain why projects completed in Rockville are not valid as references?**

A: The City is seeking references from entities **other** than the **City of Rockville**. Clients (non-City of Rockville entities) located in Rockville, Maryland can be included as long as it is not the City itself. Any work completed for the City of Rockville can be included in the proposal, just not as a reference.

**17. Q: Term of Agreement states that all work shall be completed on or before June 30, 2024. Can you confirm?**

A: **Section I: Project Overview** , Item C, Term of Agreement shall be edited as follows:

The Contractor shall begin work within **30** calendar days after receipt of a Purchase Order.

~~All work shall be completed on or before **June 30, 2023**.~~

**Section II: Scope of Work and Technical Requirements –  
Deadline (page 12) shall prevail:**

Completion of the Project, including the final draft of the written report shall be accomplished within two hundred and ten (210) days from receipt of the Purchase Order.

**18. Q: Page 10, Section E: Existing Information: Are there additional reports and/or information that would provide information on the current environment?**

A: The Rockville website has community trends and data at:

<https://www.rockvillemd.gov/610/Community-Data-Trends>

**19. Q: Page 10, Section E: Existing Information #2: Is the City willing and/or interested in engaging additional stakeholder groups such as people who have received services, human service agency staff, and others?**

A: Yes, that is expected in the assessment of what is offered.

**20. Q: Page 19, Section C: term of Agreement states that all work shall be completed on or before June 30, 2023. Page 12 states that the deadline for the completion date of the project will be accomplished 210 days from receipt of the Purchase Order.**

A: Please see question and answer # 17 above.

*Continued on next page*

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE REQUEST FOR PROPOSAL (RFP).**

**Additionally, please be sure to submit all required forms with your proposal per this addendum and the solicitation instructions.**

**ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.**

**ISSUED BY: PAT RYAN, PRINCIPAL BUYER, 11/01/2023**

**NAME OF PROPOSER: \_\_\_\_\_**

**PROPOSAL DUE DATE: (UNCHANGED) 2:00PM (ET),**

**FRIDAY, NOVEMBER 10, 2023**