



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #2
Request for Proposal (RFP) # 01-23
HUMAN SERVICES NEEDS ASSESSMENT AND GAP ANALYSIS
April 10, 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 strikeout (ex. ~~language deleted~~).

Revised RFP Due Date – ~~FRIDAY, APRIL 14, 2023 AT 2:00PM ET~~

FRIDAY, APRIL 21, 2023 BY 2:00pm ET

The following questions were asked during the question period:

- 1. Q: Will you have a Steering Committee and if so, what composition would you propose?**
A: It is unclear what you mean by Steering Committee. If you mean, will we have an Evaluation Committee reviewing the applications, we will. If you mean, would we entertain that the vendor would have a steering committee that includes a main point person with other supporting staff as necessary, yes. With regard to the city's having a steering committee working with the vendor, there is a point person (see question 2), with supporting staff as necessary.
- 2. Q: Who would be our points of contact from Community Services?**
A: Frederika Granger, Community Services Manager, fgranger@rockvillemd.gov, 240-314-8303.
- 3. Q: What is the budget for this project?**
A: The encumbered budget for this project is up to \$83,000.00.
- 4. Q: Please confirm that the project tenure is from June 1 to November 30, 2023 or 6 months.**
A: Yes.

5. Q: Will you entertain proposals from national firms with experience in the State of Maryland on similar projects or do you wish to restrict submissions to local/regional consultants?

A: All proposals are welcome. Proposers must be in compliance with: **NOTICE TO OFFERORS/PROPOSERS** and **QUALIFICATIONS TO CONTRACT WITH PUBLIC BODY** found at the bottom of page 4 of the RFP.

6. Q: Will COVID need to be separately discussed as a focal point?

A: No.

7. Q: On p. 9 of the RFP it states: "The City of Rockville residents receive safety net human services from Montgomery County for basic needs (housing, education, health care, and social welfare). The City augments the County safety net services to address human service needs that may be unique to Rockville residents..." Are you requesting that the Vendor perform an inventory of services being provided by the County as well since they are the primary provider (and other government, private, and non-profit service providers) to determine gaps and overlaps of human services?

A: Yes.

8. Q: On p. 12 of the RFP "Deliverables" it states that the written report should include "findings, trends and best practices, and recommendations for programming and program structuring." However, the examples of the Needs Assessments you provided in the Addendum issued on 3/23/23 for "additional clarity" provided little in the way of "trends and best practices" or "recommendations." The focus of these assessments appears to be on findings that could be used to inform decision-making and support recommendations. Are you looking for more substance in these areas to be contained in the 2023 Human Services Needs Assessment and Gap Analysis report? And if so, to what extent?

A: We want to know what needs are, what services there are to meet those needs, and what gaps there are in services. Of the services provided, are they effectively meeting the need, especially regarding access (available without extended wait time, geographically, time of day, language, culturally sensitive, cost, etc.)

9. Q: Of the three areas you're requesting be addressed in the report (findings, trends and best practices and recommendations) which is the most important?

A: See answer to question 2.

10. Q: Is there a budget the city is trying to adhere to?

A: See answer to question 3.

11. Q: Is there a total page limit?

A: No.

12. Q: Is telework authorized?

A: Yes, but in person interview, etc., where possible, are preferred.

13. Q: If questions are due on 3/30, will the City of Rockville consider an extension based on Q&A response time?

A: Yes. The Due Date deadline is extended to Friday, April 21, 2023 at 2:00 PM ET.

14. Q: Is an appendix allowed in addition to the core document for page limit relief and supplemental information?

A: Yes.

15. Q: The RFP states (p. 13 Similar Projects "Section B") that the "proposal shall provide a minimum of 5 references of similar size projects in similar circumstances, with appropriate reference information, concentrating only on those projects completed within the last three years or currently underway by the proposer's firm." Can you clarify what constitutes a "similar size project in similar circumstances?"

A: A Human Services Needs Assessment and Gap Analysis of a City or County.

16. Q: Is there any latitude provided to small firms (p. 13 Similar Projects "Section B") who have conducted several gap analyses of human services for clients nationally and engaged in needs assessments, best practice research, and advised elected officials at all levels on programmatic restructuring and programming for the delivery of human services, but may not be able to meet the specific parameters laid out in Section B?

A: This part of the RFP will change. The vendor will submit three (3) references from work conducted within the last five years.

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. 2 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.

ISSUED BY: PAT RYAN, PRINCIPAL BUYER, 04/10/2023

NAME OF PROPOSER: _____

PROPOSAL DUE DATE: (CHANGED) 2:00PM (ET),

FRIDAY, APRIL 21, 2023