

SECTION D – SPECIFICATIONS/SCOPE OF WORK1. BACKGROUND

Montgomery County Recreation provides a wide variety of recreation opportunities for the residents of Montgomery County. There is a need to promote transparency, accountability and adherence of the highest standards of public services.

2. SCOPE OF SERVICES

- A. The Contractor must conduct research to develop a documented basis for policy analyses, evaluations of current procedures, management reviews, budget analysis, financial analysis, personnel analysis, or similar technical reviews.
- B. The Contractor must create and revise, as needed, policies aligned with Recreation's goals, and reflecting industry best practices in public recreation administration.
- C. The Contractor must present and/or testify before high-level executives, to include the Recreation Director, other department heads, public officials, and the Office of Inspector General on behalf of Recreation; including expressing conclusions and recommendations based on statistical and financial data.
- D. The Contractor must assist in the planning and implementation of policies, including developing procedures and guidelines for the successful adoption of new policies.
- E. The Contractor must implement strategies to engage necessary stakeholders regarding the adoption of policy and procedural changes.
- F. The Contractor must conduct benchmarking analysis to compare public recreation services and policies and national standards and regional best practices, in order to develop insights and recommendations.
- G. The Contractor must formulate clear, actionable recommendations for improvements in strategy, policy, or practice within Recreation.
- H. The Contractor must provide an estimated timeline for the completion of all requested work within five (5) business days of the County's request.

3. COUNTY RESPONSIBILITIES

- A. The County will provide detailed work requirements as assignments are issued to the Contractor.
- B. The County must provide the Contractor with comments, edits, and questions of all products within ten (10) business days of receipt from the Contractor.
- C. The County will provide the Contractor access to necessary statistical and relevant data need to perform work under the resulting contract.

4. REPORTS

- A. The Contractor must provide weekly and monthly progress reports for ongoing projects and initiatives.
- B. The Contractor must draft and revise policy documents in the format requested by the County.
- C. The Contractor must create and present program, policy, and procedure presentations for a variety of audiences, including, but not limited to, Recreation Management, County Council, and Advisory Boards.
- D. The Contractor must present comprehensive summary of all updates, actions, and procedural changes implemented which address and satisfy concerns outlined by a variety of auditing groups, i.e., Inspector General.

5. CONTRACTOR'S QUALIFICATIONS

- A. The Contractor must have a minimum of ten (10) years of experience working with large public recreation entities, specifically in management, executive, strategy, and policies.
- B. The Contractor must have a bachelor's degree in Recreation Management, Public Administration, or related field.
- C. An equivalent combination of experience and education may be substituted.
- D. The Contractor must have a thorough knowledge of policy and programming of Montgomery County Recreation.
- E. The Contractor must have the following skills:
  1. Analytics,

2. Research,
  3. Presentational skills,
- F. The Contractor must have the following knowledge:
1. Recreation standards and methodologies,
  2. Financial and administrative operations of public recreation agencies.

6. INFORMATION SECURITY

The Contractor must use commercially responsible efforts to ensure that the County's information resources, including electronic data assets, are protected from theft, unauthorized destruction, use, modification, or disclosure as deemed necessary under the County's Information Resources Security Procedure (AP 6-7). To the extent the County has access to the County's network, the Contractor must adhere to the County's Information Resources Security Procedure (6-7).