

INFORMAL SOLICITATION #1102686

Subject: Legislative Support – Councilmember Office Communications

Client: County Council

Submission Deadline: May 30, 2019 at 5:00 p.m.

Responses can be delivered via email to susan.mabie@montgomerycountymd.gov or in a sealed envelope to Susan Mabie, Montgomery County Council, 100 Maryland Avenue, 4th Floor, Rockville, MD 20850. One original and three copies are required for a hard copy submission. No proposal will be accepted after the established delivery due date.

Questions should be directed to: susan.mabie@montgomerycountymd.gov.

SCOPE OF WORK

The Office of the County Council is seeking a contractor to provide support to a Councilmember's office. This is a position supporting legislative duties related to office and constituent services, including preparing reports, drafting correspondence, managing a bi-monthly newsletter, and attending meetings with Councilmembers. This position requires the ability to attend meetings or perform work at locations outside the office. Only LSBRP-certified offerors will be considered for this solicitation; for more information, see <https://www.montgomerycountymd.gov/pro/dbrc/LSBRP.html>.

REQUIREMENTS

This position requires excellent writing, research and communications skills, as well as the ability to work well under pressure in a busy environment. Candidate must be proficient in MS Word, Excel, Power Point and Outlook.

MINIMUM QUALIFICATIONS

- Experience: None required
- Education: College graduate
- Equivalency: An equivalent combination of education and experience may be substituted.

PREFERRED QUALIFICATIONS

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas. Experience:

- interacting with professional level staff;
- with executive correspondence;
- managing deadlines & timelines;
- scheduling and coordinating meetings; and
- responding to customer service requests.

COMPENSATION

The maximum annual compensation payable by the County for all goods and services provided under the resulting Contract must not exceed \$15,000. It is anticipated that the work would average 10-12 hours per week, depending on the needs of the Council, and would begin on the signing of an agreement by the Director of Procurement.

EVALUATION CRITERIA AND AWARD METHOD

Upon receipt of the proposals, the Qualification and Selection Committee will review and evaluate all proposals in accordance with the following criteria:

- Vendor interviews will be conducted with offerors that achieve a score of at least 70 points on the submitted written proposal.
- The award will be based on the highest-ranked written proposal and the interview score.

MANDATORY MINIMUM INSURANCE REQUIREMENTS

Insurance requirements have been waived for contracts for legislative support for Councilmembers.

GENERAL TERMS AND CONDITIONS

The General Conditions of Contract Between County and Contractor are incorporated and made part of this Informal Solicitation as Attachment A and will be applicable to any contract resulting from this Solicitation.

TERM

This contract will be for one year and may be renewed at the end of the one-year period, contingent upon the needs of the Councilmember office. Before the Contract term ends the Director, at his or her sole option, may (but is not required to) renew this Contract for two (2) additional terms for up to one year each, if the Director determines that renewal is in the best interest of the County. Funds have been appropriated for this Contract for the current term. For any subsequent period that the Contract remains in effect, payments under the Contract are contingent upon the appropriation and encumbrance of funds.