



DEPARTMENT OF ENVIRONMENTAL PROTECTION

Marc Elrich  
County Executive

Jon Monger  
Director

**MONTGOMERY COUNTY GOVERNMENT  
SOLICITATION AMENDMENT #2  
MINI-SOLICITATION #1179827**

February 3, 2025

FOR THE PROCUREMENT OF: Organizational and Human Capital Leadership Development

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All solicitation amendments must be acknowledged by the offeror prior to the hour and date specified in the solicitation (as amended) for receipt of offers. **Failure to acknowledge an amendment may be cause to reject the offer.** The solicitation provision entitled "solicitation amendments" is applicable to this amendment. The changes set forth below are hereby incorporated into the above-cited solicitation.  
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**DESCRIPTION OF AMENDMENT**

**THE FOLLOWING CHANGES ARE APPLICABLE TO THE SOLICITATION:**

- A. The due date and time for proposals/bids **HAS NOT CHANGED. The current due date and time remains February 14, 2025, no later than 3:00 pm ET.**
- B. Additional edits have been made to the solicitation. Highlighted text has been added, deleted text has been stricken. Please make the following changes to your solicitation packet.
  - a. Delete and replace pages 24 and page 28, with the attached revised pages 24 and 26.

**THERE ARE NO OTHER CHANGES.**

NAME OF OFFEROR: \_\_\_\_\_  
(Type or Print)

NAME AND TITLE OF  
PERSON  
AUTHORIZED TO  
SIGN: \_\_\_\_\_  
(Type or Print)

OFFEROR'S  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

END OF AMENDMENT 2

Revised Solicitation Pages Follow

## 5. REPORTS/ DELIVERABLES

The following deliverables will be produced by the vendor:

1. Project management framework including timelines, milestones, scheduling, and strategy for stated goals and outcomes.
2. Provide an overall strategy and recommended actions for a successful executive ~~coaching~~ **leadership** program implementation.
3. **Demonstration of the virtual platform — provide links or screenshots (those invited to oral presentations must conduct a live demonstration).**
4. Evidence of robust **leadership trainer(s)** ~~certified coach roster~~.
5. Training plan for **leadership staff** ~~staff and administrators~~.
6. Communications tools and resources to incent participation and progress to include participant and supervisor surveys and vendor engagement plans.
7. Analytics and tools available for evaluating and supporting the progress of employees.
8. Technical assistance and support throughout the entire scope of the project.

All design work, development, and/or concepts created to be utilized by the County for the purpose of this project are the County's intellectual property.

### a. Schedule:

- 1) The kickoff meeting, and additional meetings if required by the County, must occur as required by the Contract Administrator in coordination with the Contract awardee. DEP's intent is to schedule the kickoff meeting within 2 weeks of Contract execution with the awardee.
- 2) The Contractor must provide a detailed work plan and schedule for the Contract Administrator approval ~~draft of the final report must be submitted to the Contract Administrator no later than 8~~ **within two** weeks after completion of the ~~assessment sessions~~ kickoff meeting. The Contractor's response to the County's comments on the ~~draft report~~ **work plan and schedule** must be provided by two weeks from receipt of County's comments. ~~Final report must be provided by two weeks from receipt of County's approval of the report as being final.~~
- 3) A post-facilitated leadership retreat report with a roadmap for follow-up actions no later than 4 weeks after completion of the retreat.

The Contract and all related schedules, once finalized, must not be changed unless otherwise authorized in writing by the Contract Administrator.

The Contractor must not Work on County Holidays or when the County facilities are closed unless authorized by the Contract Administrator or designee. County Holidays are defined by MCPR 2001, Section 24-2:

[https://www.montgomerycountymd.gov/HR/Resources/Files/Regulation/MCPR\\_SECTION\\_24.pdf](https://www.montgomerycountymd.gov/HR/Resources/Files/Regulation/MCPR_SECTION_24.pdf).

The initial work under this Contract must be completed by fourteen months from receipt of the Notice to Proceed and Purchase Order. Follow-on work will be authorized on an as-needed basis, not to exceed \$99,999.99.

## 6. CONTRACTOR'S QUALIFICATIONS

- a. All services furnished under this contract shall be from firms that have been in business for at least **five (5) years** and must be currently licensed and insured in the area where the work is to

| a. Written Proposal Requirements and Evaluation Criteria   | Max Points |
|--|------------|
| <p>should be used sparingly and only to demonstrate a particular qualification of an individual. The team should clearly demonstrate experience comparable to that required to successfully execute the work described in this solicitation.</p> <p>Additionally, Vendors shall designate a project coordinator who will be the primary liaison with the County, including name, contact information and position with firm.</p>   |            |
| <p><b>b. FIRM'S QUALIFICATIONS</b><br/>           Provide detailed information about the following items relating to the firm's qualifications and relevant experience, including, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1) Provide a company overview, including size, revenue, services provided, and business outlook. Provide detailed information about the number of employees involved in direct support on projects. Provide information about <del>the length of time the firm has been providing website redesign services, as well as</del> any other services that may be provided by the firm.</li> <li>2) Provide information about the firm's business and customer service philosophy.</li> <li>3) Provide information about the number and size of government institutions who have utilized the workshop event management services of the firm in the past three (3) years.</li> <li>4) What is the average duration of a client relationship?</li> <li>5) How many new clients has your firm added in the past year?</li> <li>6) How many clients have terminated services in the past year? Why?</li> <li>7) Is there any pending litigation against your firm? If so, please describe.</li> <li>8) Are there any significant changes expected in your firm's client base or company operations that would affect your firm's ability to provide services to the County?</li> </ol> | <b>30</b>  |
| <p><b>c. EXECUTIVE COACHING AND LEADERSHIP DEVELOPMENT EXPERIENCE</b><br/>           Provide information that demonstrates your firm's experience with executive coaching and leadership development.</p>  | <b>30</b>  |
| <p><b>d. WORK PLAN</b><br/>           Provide a description of the approach that will be taken to ensure that the services are provided as required. Describe your methodology and approach to collecting necessary information. What information will the County need to provide and in what format? Indicate the various MLS staff that would be expected to participate in the project, their roles and the type of information they would be providing, and the estimated level of effort involved for these staff. Describe the quality control system that will be implemented to provide effective measures to ensure that the work performed meets the requirements of the project and is executed to the highest professional standards.</p> <p>Include a project timeline including important project milestones.</p>  | <b>40</b>  |
| <p><b>e. TRAINING</b><br/>           Detail the training that will be provided to County staff and <del>administrators on the utilization of the virtual platform and in-person</del>. What will be the topics covered in the training? How will training be provided? Who will be providing the training? Are training materials able to be reproduced?</p>   | <b>20</b>  |