



DEPARTMENT OF ENVIRONMENTAL PROTECTION

Marc Elrich  
County Executive

Jon Monger  
Director

**MONTGOMERY COUNTY GOVERNMENT  
SOLICITATION AMENDMENT #3  
MINI-SOLICITATION #1179827**

February 7, 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**

**I. IMPORTANT NOTES:**

- A. Today is the last day for questions. No additional questions will be addressed after today.
- B. If your firm has already submitted its proposal, this amendment must be signed and sent to DEP.Procurements@montgomerycountymd.gov no later than February 14, 2025, 3:00 pm ET. It can be sent separately in this instance.
- C. If your firm has NOT yet submitted its proposal, send the acknowledgement pages for Amendments 1 and 2 and this acknowledgement page for this Amendment with your proposal, not via separate email, no later than February 14, 2025, 3:00 pm ET.

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

- A. The due date and time for proposals HAS NOT CHANGED from February 14, 2025, 3:00 pm ET (per Amendment 1).
- B. Questions and the responses are included as Attachment A.
- C. Delete and replace page 22 with the attached page 22.

**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 3

## **ATTACHMENT A, QUESTIONS AND RESPONSES**

**QUESTION 1.** Are assessments of leadership personnel still required as part of this project? We noted Amendment 2 removed assessment sessions under the “Schedule” section but there is still a task under the Scope of Services section requiring assessments so please confirm they remain part of the project.

**RESPONSE:** Assessments remain part of the Contractor’s required responsibilities.

**QUESTION 2.** In reviewing the requirements for the retreat, it would seem that the purpose is to facilitate an in-person retreat that will review assessment results with DEP leadership staff and then work with them to develop a shared vision to improve DEP effectiveness. Is this correct? If so, is it also correct to assume that any training would result after the retreat and as part of the post-retreat roadmap as a follow-up action?

**RESPONSE:** Both assumptions are correct. Please carefully review the solicitation and all amendments to ensure comprehensive understanding of DEP’s requirements and goals for this work.

**QUESTION 3.** Under Support Tasks on page 22 it calls for “Technical Assistance: User training and technical support on aspects of platform usage throughout the period of performance.” Can you provide us with information on what is meant by “platform usage?”

**RESPONSE:** See attached page revision.

**QUESTION 4.** Under 6.b Firm Qualifications it states, “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.” Is the purpose of this solicitation to obtain an event management vendor? In our experience, facilitation is not the same as event management, nor is training and leadership development, so we are not sure if this is the correct way to phrase firm qualification needs and would ask that this be clarified.

**RESPONSE:** The purpose of this solicitation is as stated throughout the solicitation document. Event management, inclusive of event facilitation, is among the requirements, as are training and leadership development.

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- ~~2. Integration of the 360 Evaluation tool and results with the virtual coaching platform is highly desired but not required. If the 360 Evaluation tool is not integrated into the coaching platform, the Vendor must provide a clear and detailed explanation as to how the administration, results and integration of the 360 assessment results will be integrated into the coaching services. An explanation must include procedures and safeguards for ensuring confidentiality of this information.~~

### **Initial Assessment**

1. Evaluate current leadership team perspectives: Conduct interviews and review materials to understand the department's vision, priorities and potential obstacles to maximizing effectiveness.
2. Conduct assessment of leadership team working style: Utilize an assessment tool to determine working and personality traits for the leadership team to allow for constructive feedback and identify areas for shared improvement. The assessment tool that can be customized to meet the specific needs of the County, and the evolving leadership needs of the organization. leadership retreat is required.

**Retreat** – Facilitate an in person retreat at the County's selected facility for leadership staff that integrates the results of the assessment tool, and creates a shared vision for improving the effectiveness of the team and department performance.

**Post Retreat** - A post-facilitated leadership retreat report with a roadmap for follow-up actions no later than 4 weeks after completion of the retreat. Follow up actions may include additional working sessions, employee coaching or other activities as recommended.

### **Executive Coaching**

- ~~1. Coaching: The provision of coaching services with clients in a thought provoking and creative process that inspires them to maximize their personal and professional potential. The executive coaching must provide a safe, structured, confidential and trustworthy environment in which to offer support for the individual. Coaching must help employees understand their current competencies, see how they're perceived by others, and focus on identifying and clarifying current goals as well as the appropriate action steps to reach those goals.~~

~~The Vendor must demonstrate the availability of a diverse pool of certified coaches with 5 more years of experience in higher education, management, supervision, leadership or related fields.~~

### **Support**

1. Communications: Provide resources and subject matter content that can be used to promote interest and to help the County build awareness and gain participation from employees.
2. **Technical Assistance: User training and technical support on aspects of platform usage throughout the period of performance.**
3. Consultant services: Vendor will consult the County on best practices and options for an effective employee coaching and leadership development program to include but not limited to incentives and employee support services. Post project implementation, Vendor will meet (virtually or in person) with designated County administrators no less than monthly on dates/times to be mutually agreed, to discuss project needs and progress.