REQUEST FOR PROPOSAL NO. P-266

CONSULTING SERVICES, BIRTH OUTCOMES INITIATIVE

REVISED Due Date: 09/08/2020 Time: 3:15 PM

AMENDMENT NO. 3
DATED 08/27/20

bid@baltimorecountymd.gov

AMBER BUTCHER, STAFF BUYER
PHONE: 410-887-3887

PLEASE SIGN BELOW ACKNOWLEDGING RECEIPT OF THIS ADDENDUM AND RETURN WITH YOUR BID.

_________________________________ __________________________________
Company Name            Signature
1. Amend to revise the due date and time to Tuesday, September 8, 2020 at 3:15pm.

2. Attached please find the Minority Participation Affidavit.

3. Attached please find the Business Associate Agreement.

4. **Question:** Have the project planning committee and community stakeholders who the consultant will work with in shaping the development of the initiative, been identified?

   **Answer:** To a significant degree – yes.

5. **Question:** Have any prior needs assessments been conducted in the past three years?

   **Answer:** No.

6. **Question:** Page 20 of 29, Scope of Services, item 2.2 references youth suicide prevention – Should we assume this an error?

   **Question:** I am interested in RFP Number P-266 for Birth Outcomes and I noticed on the scope of services (page 20) mirrors RFP number P-267 scope of services for Youth Suicide Prevention.

   **Answer:** General Condition section 2.2 should read as follows:

   2.2 Meeting design and facilitation for up to four group and/or individual discussions with community stakeholders for the purpose of identifying priority needs related to birth outcomes (e.g., stakeholder forum, focus group, key informant interview);

7. **Question:** Page 20 of 29, Scope of Services, item 2.5, approximately how many work sessions are anticipated with the project planning committee. Can work sessions be conducted virtually?

   **Answer:** Work sessions can be conducted virtually. The total number of work sessions with the project planning committee will be determined by the planning committee in consultation with the facilitator.

8. **Question:** Since the MBE/WBE goal is 0% for this solicitation, are the MBE/WBE Participation forms required with proposals? If so, please specify which forms are required.

   **Answer:** Participation forms are only required if a percentage will be achieve. However the Minority Participation Affidavit is required.

9. **Question:** Is the First Source Hiring form required to be included with proposals?
Answer: Only if your company would like to be contacted to utilize the County First Source Hiring.

10. Question: What is the proposed budget?
Answer: The total amount available to support the Birth Outcomes project is $25,000.

11. Question: Can the County confirm if there is a proposed budget for this engagement and if so, provide the annual and full contract budget amount?
Answer: The total amount available to support the Birth Outcomes project is $25,000.

12. Question: Under General Instructions the RFP states “1.9 Requests for Bids and Requests for Proposals should be accompanied by an electronic version (Compact Disc) of the bid proposal in PDF format.” However, under number 11 Electronic Submittal Process it states the following: To be considered, Bids shall be received by the bid closing date and time to the following email address: bid@baltimorecountymd.gov. The Bid Number should be referenced in the Subject Line of the e-mail. Bids may not be submitted by any other means. Bids that are mailed or otherwise delivered to the Purchasing Division (including emails which indicate links to locations where the bid may be downloaded) and/or emails sent to any other Baltimore County email address will not be accepted. We want to verify whether or not a Compact Disc is required to be submitted with the proposal?
Answer: The General Conditions takes precedent over the General Instructions. No CD is required. Electronic submittal only.

13. Question: Do Sections 42 and 43 apply to these contracts? If Section 43 applies, can you please clarify what “the software” means?
Answer: The two sections listed in the Contract sample is for OIT contracts.

14. Question: Would we be allowed to present those exceptions to the Baltimore County Department of Health for consideration/acceptance? And, if so, at what point would we need to do so (e.g., at time of proposal, issuance of contract)?
Answer: Please submit any exceptions in your proposal.

15. Question: We do have one more question regarding the Proposal Signature Cover Page. We have noticed that it is requesting a delivery date and payment terms. Does this information need to be completed now for this RFP, or can it be negotiated upon contract award?
Answer: Payment terms must be supplied by the Offeror. Delivery date would be as required per the scope of services.

16. Question: Where can we find the Minority Participation Affidavit? It refers to it being on pg. 9 but I don't see it there.
Answer: This form has been attached to this Amendment.

17. Question: We have not yet registered to be a Minority and Women Business Enterprise Vendor in Baltimore County. Is it too late? We are a 100% women-owned firm.
Answer: This information can be entered on the Minority Participation Affidavit.
18. **Question:** Can you share the budget range for the Consulting Services, Birth Outcomes Initiative and Youth Suicide Prevention Initiatives?

**Answer:** The total amount available to support EACH project is $25,000.

19. All other terms and conditions remain the same.
A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the [title] ___________________________ and the duly authorized representative of [business] ___________________________ (the “Business”) and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

B. AFFIRMATION REGARDING MINORITY PARTICIPATION

I FURTHER AFFIRM THAT:

I am aware that, pursuant to the July 27, 2017 Executive Order of Baltimore County, Maryland, the following words have the meanings indicated.

(A) “Minority Business Enterprise” or “MBE” means a business enterprise that is owned, operated and controlled by one or more minority group members (African American, Hispanic American, Asian American, or Native American) who have at least 51% ownership and in which the minority group members have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

(B) “Women’s Business Enterprise” or “WBE” means a business enterprise that is owned, operated and controlled by one or more women who have at least 51% ownership and in which the women have operational and managerial control, interest in capital and earnings commensurate with their percentage of ownership.

____ The Business is a MBE___ or WBE ___

[____] Maryland State Department of Transportation (MDOT) #_____________________

[____] City of Baltimore #_____________________

[____] Name Other Jurisdiction: __________________________________  #_____________________

[____] The ownership of the Business consists of _____% minorities and ____% women (for a total of ____%), each of which has operational and managerial control, interest in capital and earnings commensurate with their percent ownership.

____ Minority Status

____ African American  ______ Hispanic American

____ Asian American  ______ Native American

____ Caucasian  ______ Women

____ The MBE/WBE business anticipates meeting up to 50% of the stated participation goal with its own workforce

____ The Business anticipates utilizing subcontractors for ______% of the work of the contract requirements, of which it anticipates ___% will be MBEs and ___% will be WBEs.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: ________________________  By: __________________________________________

Name: __________________________________________
Title: __________________________________________
(Authorized Representative and Affiant)