



The Maryland-National Capital Park & Planning Commission

Department of Finance – Purchasing Division

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May 6, 2020

Project: **Prince George’s County Cultural Arts Study**

RFP No.: P 40-137

SUBJECT: Addendum Number One

The following changes and/or clarifications to the above referenced project are being provided to all prospective offerors.

- 1) The Planning Department budget seems to have allocated a combined \$72,000 toward this study (“Cultural Arts Strategic Study”) for FY2020 and FY2021. Is this the budget assignment for this project? **The Commission does not release budget information for solicitations unless there are extenuating circumstances.**
- 2) If an Offeror includes a subconsultant on their team, would the subconsultant be excluded from future work related to this project? **The possibility does exist that a vendor working on this project, either as a prime or a sub-consultant, may be excluded from further work resulting from this study. A determination would have to be made depending on the work.**
- 3) Is there a minimum participation goal for MFD firms? **No, there is not a recommended participation level of MFD sub-contracting.**
- 4) Does the Commission require proposed MFD sub-contractors to have specific certifications (e.g., MBE, DBE, etc.), and must those certifications be issued by a specific certifying agency? **No, the Commission does not require proposed MFD sub-contractors to have specific certifications. Currently, vendors are allowed to self-identify.**
- 5) In addition to the insurance checklist, please confirm if Offerors are required to submit certificates of insurance with their proposals. **Offerors are asked to submit the signed insurance checklist with their proposal. A valid certificate of insurance would be obtained from the successful Offeror upon notification of contract award.**
- 6) The sub-contract utilization form includes a column titled “Vendor #.” Please clarify the requirement (e.g., vendor number associated with a procurement platform such as M-NCPPC Supplier Portal or eMaryland Marketplace Advantage). **“Vendor #” refers to the vendor number assigned through the M-NCPPC Supplier Portal. It is NOT necessary to have a vendor number in order to submit a proposal. A vendor number can be obtained after award.**

- 7) In Task Two: Major Stakeholder Interview Deliverables, it is indicated that the consultant will compile responses from interviews to be submitted to the project managers. Some consultants might aggregate and anonymize interview results so that the stakeholder interviewees are more forthright and honest during discussions. Is anonymous reporting of feedback acceptable? **Anonymous reporting of the feedback is acceptable. The consultant will prepare and provide a draft of the survey instrument/questions to be asked of each respondent for review and feedback. The consultant will provide the name of the interviewee and identify the respondent's organization and the questions to be asked of each entity. The consultant will administer the survey, and compile responses from the interviews, and submit to the project manager in the aggregate.**
- 8) There are a number of groups and committees listed in the RFP (Planning Department, Parks and Recreation, Arts and Humanities Council, Advisory Committee, Steering Committee, and a "Work Group"). Will the Steering Committee be guiding the process and providing updates as necessary to the other stakeholder groups? Please clarify if this is correct and if the "Work Group" is the Steering Committee or another group? **Both the Work Group and Steering Committee will be responsible for reviewing the proposed strategies, the work products, and offering and soliciting clarification of the consultant team, as needed. The day to day work on this project will be overseen by the Project Manager, in close consultation with the Work Group, which consists of Commission staff within the Planning Department and the Department of Parks and Recreation, and the Prince George's Arts and Humanity Council.**
- 9) If a firm typically outsources graphic design, is it preferred that a local firm in Prince George's County be utilized? **The Commission does not require that local firms be used for outsourced work. If an Offeror would like a list of vendors for a specific commodity code, please contact Purchasing at 301-454-1600.**
- 10) Will the successful Offeror be able to work with the planning department for GIS work? **Prince George's County Planning Department Geographical Information System is available to the consultant team undertaking this project. The Maryland-National Capital Park & Planning Commission has over 250 GIS layers available and the metadata description for these layers can be reviewed at: <http://gisdata.pgplanning.org/metadata/>. GIS Data is available for download from the Planning Department's Open Data Portal <http://gisdata.pgplanning.org/opendata/>.**
- 11) Is there flexibility in the prescribed engagement scope? Can an Offeror recommend additional meetings, discussion groups, and/or formats – especially considering how engagement has shifted with the current public health environment? **The Offerors are required to respond to the task as outlined. However, the Commission encourages Offerors to offer other innovative community engagement approaches and provide the cost associated with that approach.**
- 12) Regarding document submissions that must be signed, such as financial statements and insurance checklist, is DocuSign acceptable or do signatures need to be ink? **DocuSign or other electronic signatures are acceptable.**

All other terms and conditions of the request for proposal document apply.

Offerors must acknowledge receipt of this addendum by signing and returning this letter with your proposal submittal.

Acknowledge Receipt by Authorized
Company Official