



# FREDERICK COUNTY GOVERNMENT

**DIVISION OF FINANCE**  
Department of Procurement & Contracting

Jan H. Gardner  
County Executive

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**June 30, 2020**

**Request for Proposal #20-623  
EMPLOYER OUTREACH PROGRAM  
Addendum #1**

This addendum contains revisions, clarifications, and information pertinent to the Request for Proposal (RFP) for the title project and shall supplement, amend, and become part of the solicitation. All responses shall be based on the solicitation TOGETHER with this Addendum.

Acknowledgment of this addendum shall be submitted with the response. Failure to acknowledge addenda may subject the Contractor to disqualification.

*Proposals are due July 30, 2020 by 3:00 p.m.*

## **QUESTIONS:**

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*1. Question: The RFP mentions using the current MWCOG survey, but the submissions request a sample survey. Are we supposed to use the MWCOG survey or is there an opportunity to use a different survey tool and/or enhance the existing tool?*

*Answer:* You may use the MWCOG survey or another alternate survey.

*2. Question: How do you see the telework budget ideally being allocated – one on one with employers or more high-level general marketing? Is this on top of the MWCOG telework resource mentioned in the RFP?*

*Answer:* Allocating telework budget may be completed either way. No, this is not on top of the MWCOG telework resource; telework is a portion of the allocated contract amount.

*3. Question: What kind of support is available from MWCOG for telework?*

*Answer:* Some examples can be found at

<https://www.commuterconnections.org/teleworking/>

*4. Question: Will an audited rate be required as part of the price proposal submission? There is no mention of audited rates regarding the calculation of labor rates being required with the price proposal, but please confirm that financial statements and internal calculations of overhead rates will be acceptable for the price proposal sheet supplemental information.*

*Answer:* No.

*5. Question: How many employees are in the current database?*

*Answer:* 114 active employers are in the database.

6. *Question: Could a multi-tenant building of 100 employees be considered an employer?*  
*Answer: Yes.*

Except as noted herein, all terms and conditions of the document referenced, as heretofore changed, remain unchanged and in full force and effect.



Janet Fogle, Grants Contracts Manager  
Department of Procurement & Contracting

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