



DEPARTMENT OF ENVIRONMENTAL PROTECTION

Marc Elrich
County Executive

Jon Monger
Director

**MONTGOMERY COUNTY GOVERNMENT
SOLICITATION AMENDMENT #1
MINI-SOLICITATION #1176786**

October 14, 2024

FOR THE PROCUREMENT OF: Organizational and Human Capital Leadership Development

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.

DESCRIPTION OF AMENDMENT

THE FOLLOWING CHANGES ARE APPLICABLE TO THE SOLICITATION:

- A. The due date and time for proposals/bids **HAS NOT CHANGED.**
- B. Questions and DEP's responses are included as Attachment A.

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 1

ATTACHMENT A, QUESTIONS AND RESPONSES

QUESTION 1. What is the maximum number of leadership staff estimated to be trained and coached?

RESPONSE: The maximum number of leadership staff is 25.

QUESTION 2. What is the preferred location of the leadership retreat? Can Montgomery County Dept. of Environmental Protection provide government facilities to host such a retreat at no cost to the contractor? If no specific retreat location is preferred and no government facilities are available, please provide the maximum distance the retreat venue from the headquarters of the Department of Environmental Protection.

RESPONSE: DEP will provide a government facility for the retreat at no cost to the contractor.

QUESTION 3. Will the retreat location have conference room and AV capability? Should the retreat location be able to provide overnight housing and meal accommodations for retreat participants?

RESPONSE: The Montgomery County Government facility will have conference rooms and AV capability. Overnight housing and meal accommodations are not required for the retreat.

QUESTION 4. What are the preferred number of days for the leadership retreat?

RESPONSE: DEP prefers a two-day retreat that will be held at a Montgomery County Government site.

QUESTION 5. What are the maximum number of coaching hours per leadership staff participant for the program?

RESPONSE: DEP will determine coaching hours in response to the Vendor proposals and include this element based on negotiated scope of work in the final contract.

QUESTION 6. Does DEP prefer to have training of the leadership skills described in Section 2.1 of the solicitation (e.g., organizational leadership, decision-making, problem-solving, delegation, communication, cultivating positive relationships, resolving conflict, and building high performance teams), occur during the leadership retreat, or is there a preference to have separate workshops on these topics delivered separately from the leadership retreat?

RESPONSE: DEP prefers that these skills be covered in the retreat but may also be addressed during coaching sessions.

QUESTION 7. Please confirm whether the assessment, coaching, training, and leadership retreat activities can be conducted virtually, or whether such activities must be conducted in person. Specifically, which activities must be conducted in person and which activities can be conducted virtually.

RESPONSE: The facilitated retreat must be in person. Other activities may be conducted in person or virtually as negotiated in the final contract.

QUESTION 8. In light of the time required for DEP to compile the above-referenced information, and for contractors to incorporate such information in the preparation of their proposals, we

respectfully request a two (2) week extension of the proposal deadline to October 31, 2024.

RESPONSE: No. Due to time constraints, the solicitation will not be extended.