

City of Takoma Park, Maryland



PERFORMANCE MEASUREMENT PROGRAM EXPANSION

REQUEST FOR PROPOSAL #CMO 2024-01

September 16, 2024

ADDENDUM NO. 01

To: ALL PERSPECTIVE PROPOSERS

I. ADDITIONS, DELETIONS AND REVISIONS

N/A

II. QUESTIONS AND ANSWERS – FROM EMAILS

Q1 Is there an anticipated range or maximum budget for this project?

A1 None has been identified. Please provide your most competitive pricing based on the provided scope of work.

Q2 We saw mention of compensation studies and executive search in scoring criteria C and D. Are those relevant for this proposal? We reviewed the HR Takoma Park Organizational Assessment Report but were unaware of studies related to this project's scope. If so, could you point out where we should review the scope for executive search and compensation studies?

A2 Thank you for highlighting this error in the RFP on page 8 in the Evaluation and Selection Process section. Item C and D should read as follows:

- **C. Prior experience working with local governments and assisting with the development or enhancement of performance measurement programs.**
- **D. Qualifications and experience of personnel to be assigned to the project.**

Q3 Relatedly, there is a requirement to include five references for "whom similar studies were provided," but the scope of work focuses on a program evaluation framework rather than a study. Are there more specifics on the type of study or research experience that our references should provide?

A3 Please note the corrected evaluation criteria in A2. The reference request should be reinterpreted based on this correction. Thus "similar studies" should include any work completed that is related to the development or enhancement of performance measurement programs.