

# Baltimore Metropolitan Council



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## **Consultant Questions Regarding: RFP for Facilitation for Environmental Coordination**

*Question: Is there a Pre-Proposal/Pre-Bid meeting scheduled or did one occur?*

Answer: No

*Question: Is the due date still 12/14/2010, 2 PM.*

Answer: Yes.

*Question: Is the intended audience for the facilitated event the original 17 stakeholder organizations who have been identified and who will be interviewed? If not, who is the intended audience?*

Answer: The larger part of the intended audience for the facilitated event consists of representatives or staff from the 17 stakeholder organizations; however it is expected that a limited number of additional attendees will be invited.

*Question: The RFP states on page 8 under the Task Schedule "Consultant facilitates a meeting of approximately 30 to 40 people minimum. If a web-based event is chosen, presumably more people could attend." What is the maximum for an in-person event?*

Answer: A maximum number of attendees for an in-person event has not been set; however, the attendee list would likely not exceed 45 to 50 people.

*Question: Referring to Task 2 (Develop Event Materials), is the Consultant expected to create new, original materials or is it permissible to draw upon existing educational materials and adapt them as appropriate to intended audience?*

Answer: It is permissible to draw upon existing educational materials; however, the decision for hiring a consultant will be based upon the consultant's ability to both tailor existing material and develop new material to educate the intended audience in a method that is appropriate and innovative, after conducting the preliminary research and more fully understanding the attendees' educational/facilitation needs and interests.

*Question: If case studies are identified or developed, is there a preference for local, regional or national examples?*

Answer: At this point in time there is no specific preference for origination of case studies, or requirement for use of case studies. However, any case studies should relate to relevant regional issues pertaining to the Chesapeake Bay.

*Question: Has there been any assessment of the existing level of knowledge and expertise of stakeholders, e.g. training "needs assessment"?*

Answer: To our knowledge there has not been any training "needs assessment" performed for this particular purpose.

*Question: Referring to Task 3 (Perform Event Logistics Planning), is Consultant responsible for food/refreshments if the facilitated event is in-person?*

Answer: No.

*Question: Is there a List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.*

Answer: Please refer to the RFP, dated 11/10/2010, available for download at <http://www.baltometro.org/whats-new/requests-for-proposals>.

*Question: What countries are eligible to participate?*

Answer: There is no requirement that the consultant company be located within the U.S. The decision for hiring a consultant will be based upon the consultant's ability to meet the scope of work. The scope of work however involves that facilitation of environmental coordination between local governments in the Baltimore region of Maryland, in the United States.

*Question: Where is there information about the tendering procedure and guidelines?*

Answer: Please refer to the RFP, dated 11/10/2010, available for download at <http://www.baltometro.org/whats-new/requests-for-proposals>.

*Question: What is the estimated budget?*

Answer: The maximum amount of funding available is \$40,000. For more information, please refer to the RFP.

*Question: Is there an extension of the bidding deadline?*

Answer: No.

*Question: Are there any addenda or revisions to the original RFP, dated 11/10/2010.*

Answer: Only this document includes additional information.