

**REQUEST FOR PROPOSALS
FACT SHEET**

Project Scope:

Support for the Baltimore Metropolitan Council's *Teleworkbaltimore.com* Teleworking Initiative
Funded by the Maryland Department of Transportation

Proposal Due Date:

April 22, 2009 2:00 p.m.

Anticipated Contract Type:

Fixed Price, Partial Payments based on Task Completion

Submit Proposals to:

Baltimore Metropolitan Council
ATTN: Russ Ulrich
2700 Lighthouse Point East, Suite 310
Baltimore, MD 21224

E-mail: rulrich@baltometro.org

Fax: (410) 732-8248

Contact for More Information:

Russ Ulrich
Tel: (410) 732-9575
E-mail: rulrich@baltometro.org

Table of Contents

INTRODUCTION

BMC – Who We Are and What We Do
Our Audience - Who We Are Trying To Reach and Why
Purpose and Background of project
Objectives

WORK PROGRAM

General
Consultant Duties
BMC Duties

PROPOSAL CONTENT

Technical Proposal
Cost Proposal

SUBMISSION OF PROPOSAL

TENTATIVE SCHEDULE

CONSULTANT SELECTION CRITERIA

MANDATORY STATEMENTS

INTRODUCTION

BMC – Who We Are and What We Do

The Baltimore Metropolitan Council (BMC) is a private nonprofit organization committed to identifying regional interests and developing collaborative strategies, plans and programs which will improve the quality of life and economic vitality throughout the region. The members of our Board of Directors are the Mayor of Baltimore City, the County Executives of Anne Arundel, Baltimore, Harford and Howard Counties, and a Carroll County Commissioner.

BMC staff provides technical support to the Baltimore Regional Transportation Board (BRTB) and is also engaged in economic and demographic research, computer mapping applications, air and water quality programs, cooperative purchasing and rideshare coordination.

The BRTB is the designated Metropolitan Planning Organization (MPO) for the Baltimore region. It consists of designated representatives from Baltimore City, Anne Arundel County, Baltimore County, Carroll County, Harford County, and Howard County, plus the City of Annapolis, the Maryland Department of Transportation, the Maryland Department of the Environment, and the Maryland Department of Planning.

Our Audience – Who We Are Trying To Reach and Why

While we work closely with professionals in fields such as transportation, the environment, community development, and planning, we are interested in providing information on teleworking for all employers based in our region.

This information includes the latest news in the field of telework, case studies, frequently asked questions, as well as materials such as teleworker/employer agreements and sample telework policies that will be available on a web site—***Teleworkbaltimore.com***—and readily utilized by employers. An important component of this site will be a registration system, similar to that used by many online publications.

The registration will allow the registrant free access to downloadable materials, such as the sample policies and worker/employer agreements, and enable BMC staff to track the progress of teleworking in the Baltimore region. Registrants will also be able to ask questions, through BMC, of a recognized telework authority, a consultant retained by BMC.

Purpose and Background of Project

The BMC is initiating this Request for Proposals (RFP) to solicit proposals from individuals or firms interested in providing consultant support for the ***Teleworkbaltimore.com*** initiative.

Objectives

The objective of this project is to increase awareness and promote the use of telework among employers in the Baltimore region. Successful completion of this initiative will include, but not be limited to, the following:

1. At least two seminars promoting the practice of telework;

2. A substantial number of employers registering for materials on the **Teleworkbaltimore.com** site;
3. Outreach marketing efforts to supplement web site interest.
4. Documentation showing the implementation of telework programs.

WORK PROGRAM

General

This Request for Proposals (RFP) solicits proposals from qualified consultants (or consultant teams) to provide the necessary assistance to the **Teleworkbaltimore.com** program.

The Consultant shall develop a proposed work plan, subject to the BMC's and MDOT's approval, including the scope of work and methodology broken down by major tasks, staffing and qualifications, estimation of person hours and costs, and a project schedule for designated tasks. The tentative project schedule may be adjusted, as the tasks require. BMC reserves the right to change the order of the project tasks depending on the status of relevant activities.

The contract executed pursuant to this RFP will require the Consultant to complete all services listed under the "Consultant Duties" section by March 5, 2010.

Consultant Duties

The services to be provided by the Consultant under this contract include, at a minimum, the following:

Task 1 – Telework Seminars:

The Consultant will assist BMC and MDOT with the planning, promotion, and presentation of at least two telework seminars. The Work Product will be completion of the two seminars.

Task 2 – Employer Assistance (ongoing):

The Consultant will be available to answer questions from registered employers as they arise. These questions will be asked by e-mail or by telephone. In some circumstances, an employer may request an on-site visit by the Consultant. This may be done but only with the express consent of BMC's project manager. The Work Product will be documentation of employer contacts (payment rate to be determined).

Task 3 – Employer Outreach:

The consultant will make outreach efforts as directed by BMC and MDOT to market the TPE Program to prospective employers who may be interested in providing teleworking for their employees. This effort will be in addition to answering questions from registered employers as discussed in Task 2.

Task 4 - Final Report:

The Consultant will prepare a Final Report, which will include a critique of the program as well as recommendations. The Work Product will be the Final Report.

BMC Duties

The following shall be provided to the Consultant by the BMC Project Manager and/or other staff:

1. Documents and Technical Information – BMC will provide the Consultant with any documents and technical information relevant to the successful implementation and completion of the **Teleworkbaltimore.com** initiative.
2. Contract Support - The BMC Project Manager and/or other staff will assist the Consultant in coordinating any meetings and data requests, as well as responding in a timely manner to requests for feedback on any interim products or reports.

Mr. Russ Ulrich will serve as BMC's Project Manager. He will be responsible for coordinating the work of the Consultant for this project and assisting the Consultant in obtaining any required information and content.

PROPOSAL CONTENT

A Proposal should be composed of two separate parts: Technical Proposal and Cost Proposal. They shall meet, at a minimum, the following requirements.

Technical Proposal

The Technical Proposal should contain the following:

- *Cover Letter*– signed by an executive with authority to commit the proposing firm and stating the period for which the proposal is valid.
- *Work Program* – A discussion of each task to be undertaken, how it will be performed and the products to be produced. Proposers may add or subdivide the tasks as necessary to fully describe their approach to the work. An overall schedule of work should be developed.
- *Experience and Qualification* – Please list your qualification with regard to the selection criteria identified in this RFP. Your summary should contain: (a) the information on projects of similar nature that you or your firm has completed, including brief descriptions, dates, and names of contact persons. Please include links to relevant work if possible, and (b) the resumes of proposed project manager and key team personnel.
- *Project Management* – Designation of a project manager and the responsibilities of the manager. Note that the resulting contract will require commitment of the specified staff. An outline showing estimated hours by each staff member by task shall be provided.
- *DBE Participation* – The program for assuring the maximum opportunity for participation by Disadvantaged Business Enterprises (DBEs) in accord with BMC's goals shall be presented. See the section of MANDATORY STATEMENTS for statement of DBE participation goals.
- *Other Information* – Any other material that the proposer wishes to provide.

Cost Proposal

The Cost Proposal should be composed of two parts: *Project Budget* and *Affidavits and Certifications*.

Project Budget: The current budget identified to complete this effort is described below. When submitting your cost proposal, please address the items listed below:

- The maximum amount of funding available for the consultant work is \$35,000, and is dependent on funding from the Maryland Department of Transportation (MDOT).
 1. Provide the costs for Tasks 1 & 4
 2. Provide hourly rates for consultant services for Task 2 – Employer Assistance, and Task 3 – Employer Outreach.
- Provide your price quote as a fixed price in United States dollars. The price quote shall include the number of labor hours and cost by staff member and total hours and cost estimated for Tasks 1 & 4. Direct costs for Tasks 2 and 3 shall be itemized by category (e.g., hourly consultation, travel, per diem, materials, etc.). The contract type is anticipated as fixed price with partial payments paid based on task completion.

Affidavits and Certifications – An original signed copy of Proposal Affidavit attached at the end of this RFP shall be included in the Cost Proposal.

Proposals not meeting the above requirements will be rejected.

SUBMISSION OF PROPOSAL

The proposal must be received by the Baltimore Metropolitan Council, 2700 Lighthouse Point, Suite 310, Baltimore, MD 21224-4774, no later than 2:00 pm on Wednesday, April 22, 2009. Allow adequate time for mail or other carrier delivery. Proposals arriving after the deadline will not be accepted. Please direct any questions to Russ Ulrich by fax (410) 732-8248, or e-mail: rulrich@baltometro.org. **All questions and answers will be posted on BMC's web site at www.baltometro.org.**

The BMC will not pay for the development and submission of proposals in response to this RFP. The BMC reserves the right to reject any proposals without cost or detriment to the BMC.

The Consultant shall not make changes in the specifics put forth in a proposal, including staff participation, without the prior written consent of the BMC.

TENTATIVE SCHEDULE

RFP Issued:	April 1, 2009
Proposals Due:	April 22, 2009 at 2:00 PM EDT
Start of Work:	May 26, 2009
Completion of Work:	March 5, 2010

CONSULTANT SELECTION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. BMC and MDOT will create a selection committee to evaluate the proposals. Technical merit includes work program and approach, as well as staff experience and qualifications. The contract executed shall not exceed \$35,000 in value. Teaming is permissible but the contract will be with a single prime contractor.

The BMC reserves the right to negotiate with one or more respondents selected on the basis of the initial technical merit and proposed cost. Respondents may be asked to make personal appearances to provide additional information on proposals.

MANDATORY STATEMENTS

Public Information Act Notice

Respondents should give specific attention to the identification of those portions of their proposals they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed.

Disadvantaged Business Enterprise Notice

Disadvantaged business enterprises (DBEs) are encouraged to respond to this solicitation. It is the intent of the BMC that certified minority business enterprises and sub-contractors be given the opportunity to submit proposals to this RFP and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for an award.

Disadvantaged Business Enterprise Subcontract Participation Goal

The Baltimore Metropolitan Council hereby notifies all respondents that in regard to any contracts entered into pursuant to this advertisement; MBEs and WBEs will be afforded full opportunity to submit expressions of interest in response to this notice and will not be subject to discrimination on the basis of race, color, sex or national origin, in consideration for an award.

It is the goal of the BMC that certified businesses participate in all federal-aid contracts. A DBE subcontract participation goal of ten percent of the total contract amount has been established for this procurement. Proposers must make a good faith effort to meet this goal. All offers submitted in response to this RFP must include a statement specifying the Maryland Department of Transportation (MDOT) has certified the DBE or DBEs utilized to meet this requirement. If the DBE has not been certified by MDOT but has been certified by other state transportation agencies receiving federal funding, the name of the agency should be included in the proposal. The BMC reserves the option to accept this certification in lieu of MDOT certification.

Required Terms and Conditions

The following terms and conditions are required in contracts executed by the BMC.

- Parties to the Contract
- Scope of the Contract
- Compensation and Method of Payment
- Non-Hiring of Employees
- Disputes
- Maryland Law Prevails
- Non-Discrimination in Employment
- Contingent Fee Prohibition
- Multi-Year Contracts Contingent Upon Appropriations
- Termination for Default
- Termination for Convenience
- Delays and Extensions of Time
- Liquidated Damages
- Suspension of Work
- Retention of Records
- Compliance with Laws
- Truth in Negotiation Certification
- Contract Affidavit
- Insurance Coverage

PROPOSAL AFFIDAVIT

A. (ANTI-BRIBERY AFFIRMATION). I HEREBY CERTIFY THAT

(1) I am the (title) _____ and the duly authorized representative of (vendor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the vendor for which I am acting.

(2) Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, information, and belief, the above vendor, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining contracts with the State or any county, bi-county, multicounty agency or subdivision of the State has been convicted of, or has pleaded nolo contendere to a charge of, or has during the course of an official investigation or other proceeding, admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.

(3) State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date; court official, or administrative body; and the sentence or disposition, if any: _____.

(4) I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer, and may be furnished to the Attorney General pursuant to Sections 16-201, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that if the representations set forth in this Affidavit are not true and correct, the Council may terminate any contract awarded and take any other appropriate action.

B. (NON-COLLUSION AFFIRMATION). I HEREBY FURTHER AFFIRM THAT neither I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

(1) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;

(2) In any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or respondent herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

C. (PROCUREMENT AFFIRMATION). I HEREBY FURTHER AFFIRM THAT

(1) Neither the above business nor, to the best of my knowledge, information, and belief, any officer, controlling stockholders, partner, principal, or other person substantially involved in the contracting activities of the business has in the past five (5) years: (a) been convicted under state or federal statute of a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (b) been found civilly liable under state or federal antitrust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract; (c) been convicted of any violation of a state or federal antitrust statute; (d) been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 USC Section 1961 et seq.; or (e) the Mail Fraud Act,

**REQUEST FOR PROPOSALS
Telework Consultant**

18 USC Section 1341 et seq., for acts arising out of the submissions that would constitute grounds for conviction or liability under any statute described above. Also, the undersigned vendor was not founded or established or is not operated in a manner designed to evade the application or defeat the purpose of the Debarment Regulations, COMAR 21.08; is not currently suspended or debarred pursuant to COMAR 21.08 or by the action of any other public entity; and is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business.

(2)

(a) If the affirmation described in subsection (1) cannot be given and debarment proceedings have not been instituted against the business pursuant to COMAR 21.08, indicate the reasons why the affirmation cannot be given, including any conviction or admission described in subsection (1), above, with the date, court and sentence or disposition, if any; the name(s) of the person(s) involved, and their current positions and responsibilities with the business; the activity specified in COMAR 21.08 in which each person was involved; and the details of the person's participation in the activity, including the name(s) of an entity involved and the person's positions and responsibilities with the entity. (Attach additional sheets as necessary.)

(b) If the affirmation described in subsection (1) cannot be given, and debarment proceedings have been instituted against the business pursuant to COMAR 21.08, indicate the status of such proceedings.

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above firm in respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

(Date)

(Affidavit)