

DEPARTMENT OF HUMAN RESOURCES  
REQUEST FOR PROPOSAL FOR  
LEADERSHIP DEVELOPMENT PROGRAM  
HRDT/LDP/16-001-S

**QUESTIONS AND RESPONSES #1**

1. Who initiated the original leadership development and training program in March 2014? If a contractor, could you identify the incumbent?

**The Leadership Development Initiative was initiated internally within DHR and was not initiated by a contractor.**

2. Is it Maryland's intent that the 4 syllabus topics will be the same yet the sub-topics will be different for each of the nine training sessions? Please clarify.

**Section 3.3.6 of the RFP identifies four topics to which the Offeror must provide significant course work and which must be included in the course syllabus. The Offeror shall utilize its experience in determining how to organize those topics into the nine-month program. As stated in Section 5.2.1 of the RFP, a Technical Proposal that illustrates that the Offeror has a comprehensive understanding and mastery of those topics (and other work requirements specified in the RFP) will be ranked higher than a Technical Proposal that does not so illustrate such an understanding and mastery.**

3. How many hours of additional development time does Maryland desire for each participant throughout the LDP?

**The DHR employees selected to participate in the LDI program are expected to attend and be prepared for every classroom session, the leadership retreat(s), the graduation ceremony, and to actively participate in the individual leadership assessment. Offerors should be cognizant when assigning work for participants to complete outside program hours that DHR participants are required to fulfill their job duties and responsibilities.**

4. What's the anticipated budget for this year's LDP? What was the cost of last year's LDP?

**The anticipated budget for this program is not relevant to the submission of a Proposal in response to this RFP. The contract to perform services similar to those specified in this RFP but for the 2015 program year was awarded at a not-to-exceed price of \$34,874.00.**

5. Does Maryland prefer a local vendor?

**For this RFP, there is no preference given to local vendors, although Sections 5.2.4 provides that the economic benefit to the State is one criterion by which the Technical Proposal is evaluated.**

6. If the Offerer is operating under a new consulting company, and is unable to provide financial statements, is there an alternative the board will accept to prove fiscal integrity other than responding to the questions about the economic benefits to be derived from the contract? Or is responding to the provided questions in section 4.4.2.11 suffice?

**Pursuant to Section 4.4.2.11, the Technical Proposal must provide a “commonly-accepted method to prove [the Offeror’s] fiscal integrity.” A financial statement must be provided, if available. The requirement in Section 4.4.2.15 that the Technical Proposal describe “Economic Benefit Factors” concerns the economic benefit that will accrue to the Maryland economy as a result of performance under this Contract and does not relate to the proof of fiscal integrity. In addition, please note that, pursuant to the minimum qualifications provided in Section 2.1, an Offeror must have at least two years of experience.**

7. Can the person providing classroom services also serve as the project manager?

**Yes, the class instructor/facilitator may also serve as the project manager.**