



REQUEST FOR PROPOSAL

TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND

The Tri-County Council for Southern Maryland is requesting proposals for an independent contractor to:

1. Review current fiscal policies and recommend policies that need changed, new policies, and deleting obsolete policies. The project will involve reviewing State of Maryland policies as well as current Federal Regulations and Uniform Guidance policies that may be more stringent than Maryland's and recommending policy language for local use.
2. Review current workforce system policies and recommend policies that need changed, new policies, and deleting obsolete policies. The project will involve reviewing the local integrated plan and identifying policy references; reviewing existing policies; and researching and recommending policy language for local use.

The project must be complete by June 30, 2017

The successful independent contractor will be experienced in fiscal policy analysis and development and workforce system policy analysis and development. Written policy must be simple and clear so that it can be easily understood by every employee. Policy must also be comprehensive and able to address questions or situations that may arise. Such work requires that policy writers be aware of these potential situations or questions at every level of the company. Writing and introducing policy also entails ensuring that policy is not contradictory to any departmental or company guidelines or objectives. This includes ensuring that policy is both in line with the company mission and the laws of the community.

Skills and abilities of the independent contractor shall include:

- Time Management — Managing one's own time and the time of others
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Speaking — Talking to others to convey information effectively
- Writing — Communicating effectively in writing as appropriate for the needs of the audience

- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Written Comprehension — The ability to read and understand information and ideas presented in writing
- Written Expression — The ability to communicate information and ideas in writing so others will understand

Proposals must include the following information:

1. Cover Letter
2. Name of Firm
3. Employer Identification Number or Social Security Number
4. Point of Contact (name, title, phone number, mailing address, and email address)
5. Qualifications and technical competence of independent contractor
6. Description of experience on similar projects
7. Three (3) references within the past 2 years with contact information
8. A detailed description of the approach proposed to accomplish the work along with a time line

The review of written proposals will be scored on the following evaluation criteria, with the relative weights in parentheses:

- Related experience and qualifications (40%)
- Technical approach (40%)
- References of the firm and the consultant (20%)

The Tri-County Council for Southern Maryland reserves the right to request additional information from the proposing firm to clarify information submitted in the proposal. The scoring may result in the selected proposal not being the lowest cost.

Proposals shall not exceed a total of 5 pages on 8.5 x 11 paper, including cover letter. Font size shall not be less than 12 point.

Proposals must be submitted electronically by 5:00 p.m. EST on Friday, April 14, 2017 to Melinda Bowling at mbowling@tccsmd.org.