



## QUESTIONS & ANSWERS

### REQUEST FOR PROPOSALS

#### Project

#### L RTP Scenario Planning: Analysis Of Long-Term Risks And Opportunities 25T02

The Baltimore Metropolitan Council (BMC) provides written responses to questions regarding requests for proposals (RFPs). The following are questions and answers concerning the above-referenced RFP.

**Q1. We understand that other direct costs must be itemized by Task for the budget and that these include items such as travel and per diem. Does it also include workshop associated costs that the consultant may encounter such as reserving meeting rooms and workshop supplies such as flip charts and markers? What about technology costs like software subscriptions that may enhance the workshop efficiency?**

*A1. Workshop expenses need to be included to have an understanding of the overall cost of the proposal but these could be grouped into a category such as “workshop expenses”. Individual costs for items such as markers do not need to be itemized.*

**Q2. Does the public engagement require Title VI compliance? Will translation of any materials be required?**

*A2. Since this is a scenario planning exercise Title VI requirements are not necessary. Should a translation be needed, BMC will handle that.*

**Q3. Does the DBE Participation section not have a page limit? Can we include resumes in this section as applicable?**

*A3. There is not a page limit for the DBE section. Resumes, or portions of resumes, of key staff should be included in the Experience and Qualifications section. It is assumed that the DBE serves either as a lead in some areas or sufficient support in others to be mentioned in the Experience and Qualifications section. DBE work should be woven into the proposal. The DBE section is to document the level of participation in the project.*



**Q4. Can you please confirm if a digital signature is acceptable for the Proposal Affidavit attached at the end of this RFP?**

*A4. Yes, a digital signature is acceptable.*