

**Strategic Planning Consultant  
Small Procurement # BPM025560**

**Amendment # 1  
Questions  
August 25, 2021**

Questions from MAPPMTECH

1. Is the total max compensation 25000 for the whole engagement (6 months) or 25000 per month?

**Response:** The entire contract is valued at \$25,000.00 for the six (6) month period.

2. Do you require reference letters or reference demographic data only?

**Response:** Reference letters

3. Is leadership retreat onsite in Baltimore or another area?

**Response:** All meetings with just the leadership team will occur at 750 E. Pratt Street. The board/leadership retreat on January 7, 2022, will be held at 100 Community Place, Crownsville, MD

4. Is the consultant responsible for providing logistics support for the meetings (webex, telephone set up, room set up) or will that be at the assistance of another employee?

**Response:** No, the facilities set up will be completed by MHBE staff

5. Has the board performed this scope of work activity in the past or is this the first one?

**Response:** Yes, each January since 2018, the board / leadership have held an in-person strategic planning session. This will be the 5th one.

6. Would the resource be responsible for leading all sessions and making strategy recommendations for the 2 to 5 year plan? Or is the resource only needed for meeting facilitation, meeting minute or note taking, and coordination/technical writing of the strategic plan?

**Response:** Both. Strategy recommendations collaboratively with leadership and board.