



REQUEST FOR PROPOSALS (RFP): *Bmore POWER* *Strategic Planning Consultant*

QUESTIONS AND ANSWERS

Posted: November 8, 2019

What is the anticipated contract end date?

The anticipated contract end date is April 30, 2020.

Can you identify other stakeholders, in addition to members of Bmore POWER, who you would expect to be included in the process, either through interviews or focus groups, e.g., Baltimore City Needle Exchange Program staff, other Baltimore City Health Department staff, BHSB staff, community organization leadership?

This is an internal strategic planning process. In addition to Bmore POWER members, BHSB staff who work closely with Bmore POWER should be included in the planning phases of this project. BHSB requests that applicants identify relevant stakeholders to participate in the data collection in collaboration with Bmore POWER as part of the process.

There are costs associated with meetings and collecting data, e.g., stipends for Bmore POWER members, food and refreshments at meetings, costs of transcribing audio recordings of meetings and interviews. Should these costs be itemized in the proposal in addition to hourly consultant costs? Or would they be paid for outside of the consultant contract?

Compensation for Bmore POWER members' time to participate in the strategic planning process and the purchase of refreshments for some meetings will be paid for by BHSB outside of the consultant contract. All other costs should be included in your hourly consultant rate.

I'm assuming BHSB would provide meeting space for the strategic planning process. Please confirm.

That is correct.

Does Bmore POWER have a Board of Directors, or an Advisory Board?

BHSB is overseen by a Board of Directors, and Bmore POWER operates as a program within BHSB's organizational structure. Bmore POWER does not have an independent Board of Directors.



Is there executive staff, e.g., a paid executive director, or a director or co-directors drawn from members, who will be responsible for executing the strategic plan?

Bmore POWER is supported by BHSB's Harm Reduction team. These employees will support the execution of the strategic plan.

Is deciding on these organizational structure issues, including leadership structure, part of the scope of the strategic planning process, i.e., recommendations regarding these structural issues will be part of the strategic plan?

Yes, BHSB expects that leadership roles and recommendations regarding structural issues be explored with Bmore POWER during the strategic planning process and addressed in the strategic plan.

End of Questions and Answers