

Mayor and Council's Questions and Staff's Responses

Procurement Special Presentation – Procurement Department: Operations and Initiatives Update (Presented October 26, 2026)

1. Thank you for implementing a training guide and training to help program staff administer contracts. Is this a required review for the program office technical contract manager?

Staff's Response: Procurement is offering training for technical staff and project managers on contract administration and other relevant procurement topics to support consistent practices and to clarify responsibilities.

2. There was previous discussion about a locality preference. Can you share an update on this?

Staff's Response: The locality preference was identified as a long term, programmatic approach based on the findings and recommendations that were provided within the University of Maryland Capstone project. Based on this information, this approach would require formal adoption of a preference programs, dedicated oversight from administrators, and improved tracking and reporting mechanisms. An increase in staff capacity would also need to be considered to support the long-term approach. The Procurement Department does not recommend implementing the long-term approach at this time.

3. How are we doing on MFDV numbers?

Staff's Response: Procurement staff are currently extracting and reviewing FY26 MFD-V data. This information will be included in the FY26 Procurement Annual Report that will be available in Spring 2027.

4. I appreciate the public link that to the contracts. What is the anticipated timeline?

Staff's Response: Procurement anticipates launching the public contracts portal within the next 30-60 days.

5. The procurement website has the FY23 and FY24 annual report. When will FY25 and FY26 be posted? <https://www.rockvillemd.gov/government/appointed-officials-and-departments/procurement-department/>

Learn more about the Procurement Department:

Procurement Ordinance____FY 2023 Annual Report____FY 2024 Annual Report

Staff's Response: The FY25 report has been posted to the procurement website.

6. pp15 how are preference points calculated, determined and factored in? Is there an example that you could give?
7. Understanding that it is described as, "pending" would there be similar "preference points" given for bids that align with the City's Climate Action Plan?

Staff's Response to questions 6 and 7: The concept under consideration and under review by the City Attorney's Office, is to identify a limited number of points within the RFP's advertised evaluation criteria for minority subcontractor participation or sustainable products and practices. The RFP would explain what information vendors should provide and how evaluators would score their responses.

For example, an RFP scored out of 100 points could allocate 5 points to a sustainable approach, with the remaining 95 points assigned to qualifications, project approach, price, and other criteria. Vendors could describe how they would reduce waste, use environmentally preferable products, or reduce energy consumption while performing the contract. Evaluators would score based on how specific, feasible, and relevant those commitments are to the scope of work.

A similar approach could determine a vendor's proposed strategy for involving minority subcontractors, including identified opportunities and specific participation commitments. Any commitments incorporated into the awarded contract, would then be monitored during performance.