

Addendum No. 1

Request for Proposals (RFP)

Accounting and Financial Services for Small Businesses

Issued By: Baltimore Development Corporation (BDC)

Addendum Number: 1

Issue Date: June 23, 2026

This Addendum No. 1 is hereby incorporated into and made part of the Request for Proposals (RFP) for Accounting and Financial Services for Small Businesses. The purpose of this addendum is to provide responses to questions received from prospective respondents.

All respondents are responsible for reviewing and incorporating the information contained in this addendum into their proposals. Except as expressly modified herein, all terms, conditions, and requirements of the original RFP remain unchanged.

Questions and Responses

Question 1:

Will there be multiple awardees?

Response:

BDC reserves the right to make multiple awards if doing so is determined to be in the best interest of the organization and the small businesses being served through this initiative. However, BDC may also elect to make a single award depending on the qualifications, capacity, and value demonstrated by respondents.

Question 2:

How many hours per week will the services require?

Response:

BDC has not established a fixed weekly hour requirement. The level of effort will vary based on the needs of participating businesses and the scope of services ultimately

contracted. Respondents should propose a staffing and service model that demonstrates sufficient capacity to meet anticipated demand.

Question 3:

Will the provider work with clients directly or within BDC offices?

Response:

The selected provider will primarily work directly with participating small business clients. While occasional meetings may occur at BDC offices or other designated locations, services are generally expected to be delivered through a flexible model that accommodates client needs.

Question 4:

Will finalist presentations be conducted remotely?

Response:

At this time, BDC anticipates conducting finalist interviews and presentations virtually. However, BDC reserves the right to modify the format if circumstances warrant.

Question 5:

Based on prior years, how many small businesses eligible for accounting and financial services did BDC serve?

Response:

The number of businesses served has varied annually based on available funding, program design, and service demand. Respondents should anticipate supporting a diverse portfolio of small businesses across various stages of growth. Specific historical participation data is not being provided as part of this procurement.

Question 6:

Does this RFP include a minimum or maximum funding amount, budget range, or contract value?

Response:

BDC has not established a minimum or maximum funding amount for this solicitation. Respondents should propose a budget that reflects the scope of services proposed and demonstrates a reasonable, competitive, and cost-effective approach to delivering the requested services. Proposed budgets will be evaluated as part of BDC's overall assessment of qualifications, capacity, approach, and value.

Acknowledgment

Respondents are advised to acknowledge receipt of this Addendum No. 1 in their proposal submission. Failure to consider the information contained herein may affect the evaluation of a proposal.