



## VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263  
Phone (301) 656-4112 Fax (301) 656-0030  
[www.martinsadditions.org](http://www.martinsadditions.org)

### **REQUEST FOR PROPOSAL Voter Roll Verification Services Village of Martin's Additions**

#### **INTRODUCTION**

The Village of Martin's Additions (VMA) hereby solicits proposals from individuals or firms with experience in developing detailed, annotated electronic spreadsheets and verifying municipal voter rolls. The successful bidder should be prepared to meet with the VMA Election Committee as needed. VMA expects that the successful bidder will begin immediately following the contract award.

#### **BACKGROUND**

The VMA is a small municipality of approximately 1000-1100 residents and 750 voters. The Village Council recently adopted a new definition of "qualified voter" in order to exclude non-resident property owners, in accordance with guidance from the Maryland Municipal League and case law. Also, following the COVID-19 pandemic, the Village has shifted from in-person elections to mail-in elections. This creates the need to better verify the voter roll.

#### **SCOPE OF WORK**

The successful bidder would be engaged part-time for a three-month period from January through March 2024. Proposals should include the following:

The contractor will apply the municipal voter verification procedures specified in Maryland Code, Elections Article, Section 3-403; the Village Charter and Code of Ordinances; and the Village Voter Roll Verification and Certification Procedures and use various appropriate data sources to (a) verify the correct voting status of each person on the existing Village voter list, (b) identify the persons on the existing list who are no longer qualified voters, and (c) identify the residents who are eligible to be added as new voters. The contractor will produce a complete, accurate, annotated electronic spreadsheet showing the name and address of each resident who is a verified "qualified voter" in the Village of Martin's Additions as of March 2024, the names and addresses of the persons previously listed who no longer qualify as voters, and the names and addresses of the residents who are eligible to be added to the 2024 voter roll. The annotated spreadsheet will indicate the data sources and procedures the contractor used to document each person's voting status. The spreadsheet will include all 330 addresses in the Village.

The contractor will provide brief biweekly written progress reports to the Election Committee, including a copy of the interim work product at each stage. At an average of eight to ten minutes per voter, this verification project may require an estimated time of 100 to 125 hours. The Election Committee will supervise the work and rely on the results to finalize the official voter roll for the municipal election to be held in May 2024.

This verification project will begin in January 2024. The accurate, annotated spreadsheet must be completed no later than March 31, 2024.

This will be a three-month contract with an option to extend for up to one month.

**SUBMITTAL REQUIREMENTS**

Proposals must include the following:

- A transmittal letter introducing you or your firm and general approach to this work.
- The qualifications of your company to perform the scope of work.
- The name(s) of the designated project manager(s).
- Cost information, including rates and any additional expenses for undertaking this work.
- Two (2) references with contact information.

The successful proposer will be required to execute affidavits of non-collusion, non-conviction, and non-suspension/disbarment (Md. Code, State Finance and Procurement Art. Sec. 16-311(a) and (b)) (Appendixes B and C), and a written contract in a form approved by the Village. The successful proposer must be qualified and registered to do business in Maryland (Md. Code, Corps. Art. Sec. 7-201).

The successful proposer must be an equal opportunity employer and all qualified applicants for employment with the proposer must receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**SUBMITTING PROPOSALS**

If you wish to provide a proposal, the required information should be submitted to:

Village of Martin’s Additions  
Attn: Voter Roll Verification Services  
7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263

Or

[Manager@martinsadditions.org](mailto:Manager@martinsadditions.org)

Proposals must be received no later than 5:00 pm on Wednesday, December 20, 2023. Proposals received after the deadline will not be considered. Proposals sent via mail should be submitted with one original and one copy. VMA reserves the right to reject any and all proposals in part or in full and to waive formalities as may best serve the interests of VMA.

*The Village of Martin’s Additions is a municipality of approximately 330 houses in the Chevy Chase area of Maryland’s Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village Charter and ordinances.*



## **Appendix A**

### **The Village of Martin's Additions**

#### **B**

Bradley Lane (3408-3525)  
Brookville Road (6515-7013)

#### **C**

Chestnut Street (7200-7223)  
Cummings Lane (3405-3521)

#### **D**

Delfield Street (7200-7320)

#### **M**

Melville Place (6700-6709)

#### **O**

Oxford Street (202-209)

#### **Q**

Quincy Street (101-163)

#### **R**

Raymond Street (3406-3529)

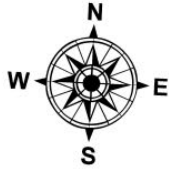
#### **S**

Shepherd Street (3404-3519)  
Summit Avenue (7200-7405)

#### **T**

Taylor Street (3404-3518)  
Thornapple Street (3219-3503)  
Turner Lane (3402-3519)

# VILLAGE OF MARTIN'S ADDITIONS



## Appendix B

### Non-Collusion Affidavit

I hereby affirm that:

I am the \_\_\_\_\_ (title) and duly authorized representative of the firm of \_\_\_\_\_ (name of Corporation) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. I am fully informed respecting the preparation and contents of the attached bid or and all of the pertinent circumstances respecting such bid:

2. Such bid is genuine and is not a collusive or sham bid:

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interests, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Martin's Additions or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Firm: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### Affidavit of Non-Conviction

I hereby affirm that:

I am the \_\_\_\_\_ (title) and duly authorized representative of \_\_\_\_\_ (name of business entity) whose address is \_\_\_\_\_ and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I further affirm:

1. Except as described in paragraph 2 below, neither I nor the above business entity, nor to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the State, including any bi-county or multi-county entity) has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following: (1) bribery, attempted bribery, or conspiracy to bribe; (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property; (4) a criminal violation of an anti-trust statute; (5) a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract; (6) a violation of State Finance and Procurement Article of the Annotated Code of Maryland; or (7) conspiracy to commit any of the foregoing;

B. pled *nolo contendere* to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph;

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph;

2. State "none" or, as appropriate, list on a separate sheet any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any. \_\_\_\_\_

3. I further affirm that neither I nor the above business entity shall knowingly enter into such a contract with the Village of Martin's Additions under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly,

supplies, services, architectural services, construction related services, leases of real property or construction.

I acknowledge that this affidavit is given pursuant to Maryland Code, Finance and Procurement Article, Section 16-311. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Village of Martin's Additions may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Village of Martin's Additions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Name of Business Entity: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_