



BRIDGE Back Office in a Box RFP Questions 2 July 2026

1. Does TEDCO anticipate providing selected contractors with an estimated referral volume or expected beneficiary caseload to assist respondents in developing staffing plans and service delivery capacity?

TEDCO does not guarantee a specific referral volume, beneficiary caseload, or number of service engagements for any selected contractor. Referral volume will depend on beneficiary demand, eligibility, service needs, contractor capacity, service category, geography, and program priorities. For purposes of staffing and service delivery planning, respondents should describe their proposed capacity, including the number of beneficiaries they can reasonably serve, the service categories they can support, anticipated turnaround times, and any assumptions used in developing their proposed fee structure.

2. The RFP states that the renewal is \$80,000. What amount should we use in our pricing model for the renewal? Please advise.

Respondents should base their proposal pricing on the current contract year amount stated in Section V of the RFP. TEDCO anticipates engaging contractors at a fixed fee of up to \$100,000 annually, subject to the final scope, negotiated terms, available funding, satisfactory performance, and TEDCO's program needs. Any renewal amount, including any reference to \$80,000, should not be treated as a guaranteed renewal value unless expressly included in the final contract. Respondents may include separate pricing assumptions for renewal years if desired, but TEDCO reserves the right to negotiate renewal terms based on program needs, funding availability, and contractor performance.

3a. What is the anticipated number of BRIDGE beneficiary referrals per contractor, per year?

TEDCO does not guarantee a specific number of referrals per contractor. The number of referrals will depend on beneficiary demand, service needs, contractor service category, capacity, geography, and program priorities. Respondents should identify their proposed annual service capacity and describe any assumptions used to develop their pricing model.

3b. Will referrals be distributed equally across all four selected contractors, or allocated based on capacity, service category, or geography?

Referrals are not expected to be distributed strictly equally. TEDCO anticipates allocating referrals based on factors such as beneficiary need, contractor expertise, service category, contractor capacity, geographic considerations, responsiveness, performance, and alignment with the beneficiary's technical assistance needs. TEDCO reserves the right to manage referrals in a manner that best supports program goals and beneficiary outcomes.

3c. Is the \$100,000 annual fee intended as a fixed payment made to the contractor at the program level, independent of the number of beneficiaries served?

The RFP anticipates a fixed-fee contract of up to \$100,000 annually; however, contractors will be expected to provide services, documentation, monthly reporting, and deliverables consistent with the final agreed scope of work. The fixed fee should be supported by the respondent's proposed work plan, capacity, staffing model, service categories, deliverables, and fee justification. TEDCO does not intend the fixed fee to operate as a payment unrelated to service activity, performance, or reporting obligations.

3d. Will payments to selected contractors be tied to individual beneficiary service deliverables or milestones, or will the contract be structured as a single fixed annual fee paid to the contractor independent of per-client activity?

TEDCO anticipates quarterly invoicing under a fixed-fee contract structure, with invoices supported by required monthly reporting and documentation of services performed. Final payment terms may be negotiated and reflected in the executed contract. TEDCO may consider a structure that incorporates defined deliverables, service expectations, milestones, or monthly activity documentation to ensure accountability and alignment with program outcomes.

4a. The RFP states that at least one licensed CPA and/or certified payroll professional must be "on staff and actively involved." Would TEDCO consider a formal subcontractor or delivery partner who is a CPA as satisfying this requirement, or does the CPA need to be a direct employee of the prime contractor?

TEDCO will consider proposals that include a licensed CPA and/or certified payroll professional through a formal subcontractor or delivery partner arrangement, provided the proposal clearly identifies the individual or entity, describes their role, demonstrates their qualifications, and confirms that they will be actively involved in service delivery. Any subcontracting or partner arrangement must be disclosed in the proposal and will be subject to TEDCO review and approval. The prime contractor remains responsible for contract performance, coordination, reporting, quality control, and compliance with all contract requirements.

4b. If a contractor is based in Virginia but able to serve businesses across the BRIDGE region, would that meet the geographic presence requirements, or is there a preference for contractors with a physical presence in Maryland as well?

Yes. Contractors based in Maryland, Delaware, Virginia, or the District of Columbia are eligible, provided they can effectively serve BRIDGE beneficiaries across the program region. TEDCO welcomes participation from qualified contractors throughout the BRIDGE region and encourages respondents with the capacity to serve beneficiaries in any or all of the covered jurisdictions to apply.

Consistent with the goals of the BRIDGE Program, TEDCO also encourages participation from contractors that are Socially and Economically Disadvantaged Individual-owned businesses and/or Very Small Businesses.

4c. Is TEDCO open to proposals where one partner leads intake, business advisory, capital readiness, and reporting, while a CPA/accounting partner leads the technical back-office services such as bookkeeping, payroll, tax compliance, and financial statement preparation?

Yes. TEDCO will consider team-based proposals where responsibilities are divided among qualified partners, provided the proposal clearly explains the service delivery structure, roles and responsibilities, coordination process, reporting workflow, quality control procedures, and qualifications of each partner. The proposal should also identify which entity will serve as the prime contractor and how the team will ensure seamless service delivery to beneficiaries. Any subcontractor or delivery partner arrangement will be subject to TEDCO review and approval.

5a. Can a proposal be submitted that focuses exclusively on delivering high-level capacity-building, capital readiness coaching, and due diligence infrastructure, without routine bookkeeping, payroll processing, or tax return preparation?

The RFP is primarily intended to procure Back Office-In-A-Box services, including payroll, accounting/bookkeeping, and tax compliance support, along with related capacity-building and capital-readiness assistance. A proposal focused exclusively on strategic advisory, capital readiness, or due diligence coaching may be considered only to the extent it clearly aligns with the scope of services and demonstrates how the proposed services support the financial infrastructure and back-office needs identified in the RFP. Respondents proposing a narrower scope should clearly identify the services they will and will not provide and explain how their proposal satisfies the RFP's objectives. TEDCO reserves the right to determine whether a proposed scope is responsive to the RFP.

5b. Is there a mechanism through which a specialized strategic advisor can be matched or paired with traditional accounting/payroll firms to co-deliver a comprehensive solution that meets the required CPA/CPA threshold?

TEDCO does not anticipate formally matching respondents with other firms during the procurement process. Respondents are encouraged to form their own teams, partnerships, or subcontractor arrangements before submission if doing so would strengthen their ability to meet the RFP requirements. Proposals may include strategic advisors, accounting firms, payroll professionals, CPAs, or other qualified partners as part of a comprehensive service delivery team. Any such arrangement should be clearly described in the proposal and will be subject to TEDCO review and approval.