



VILLAGE OF MARTIN'S ADDITIONS
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112
www.martinsadditions.org

**Request for Proposal
Legal Compliance and Ethical Conflict of Interest Review
Village of Martin's Additions**

INTRODUCTION

The Village of Martin's Additions (VMA) Council hereby solicits proposals from individuals or firms with experience in providing legal compliance and conflict of interest reviews. Such a review would include an examination of the VMA Charter, Code of Ordinances, and policies to ensure compliance with (1) each other as well as (2) Maryland and, where applicable, Montgomery County, MD laws, regulations, and codes of conduct. The successful bidder should be prepared to meet with the VMA Council and staff as needed. VMA expects that the successful bidder would begin immediately following contract award.

BACKGROUND

While VMA receives regular legal counsel, the VMA Council has decided to undertake a comprehensive legal compliance and ethical conflict of interest review at this time. The goal is to identify potential areas of concern and establish policies and procedures to mitigate any such concerns.

The VMA Charter and Code of Ordinances can be found at <http://martinsadditions.org/wp-content/uploads/2013/11/Charter-Booklet.pdf> and <http://martinsadditions.org/wp-content/uploads/2013/11/Full-Code-of-Ordinances-January-2012.pdf> respectively. VMA Policies are available in hardcopy in the VMA Office located at 7013-B Brookville Road in Chevy Chase, Maryland.

SCOPE OF WORK

Within 30 days of award, the selected firm is expected to:

- Conduct and complete a thorough legal compliance review of all applicable laws, regulations, ordinances, and policies;
- Provide a written report detailing all findings and conclusions of the review; and
- Recommend mitigation strategies and/or specific language, where appropriate, to address areas of non-compliance, existing and potential conflicts of interest, as well as areas for general improvement or clarification from the VMA Council.

SUBMITTAL REQUIREMENTS

Proposals must include the following:

- A cover letter introducing the proposed reviewer(s) and general approach to this work.
- The reviewer(s) qualifications to perform the scope of work, including resumes for all those the bidder anticipates will work on the project.
- Cost information, including billable rates and arrangements and any additional expenses for undertaking this work.
- Two references with contact information.

SUBMITTING PROPOSALS

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

Village of Martin's Additions
Attn: VMA Council
7013-B Brookville Road
Chevy Chase, MD 20815

Or

vmarp@gmail.com

Proposals must be received no later than 5:00pm Friday, September 11, 2015. 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 in its sole discretion.

The Village of Martin's Additions is a municipality of approximately 325 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.

The Village of Martin's Additions is an equal opportunity employer and all qualified applicants will 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.