



**Questions and Answers No. 2**  
**Request for Proposal MDM0031037031**  
**MHBE Full-Services Communications and Marketing Services RFP**  
**March 23, 2018**

Ladies/Gentlemen: This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. Nothing in MHBE's response to these questions is to be construed as agreement to or acceptance by the MHBE of any statement or interpretation on the part of the Offeror.

**1. Question:** Attachment B-2: In the excel file, under category 3, the senior, mid-level, and junior cells are not included in the "total per year" calculation. Should they be?

**RESPONSE:** Yes - please see Amendment 2.

**2. Question:** Attachment B-2: You have indicated that "The hourly rate does not include the cost of materials that will be billed at cost to the MHBE during the life of the Contract." Can you give examples of the types of materials this might encompass?

**RESPONSE:** Materials refer to any materials supplied during the term of the Contract. Materials billed under this contract might include, but is not limited to, rental of studio space, rental of equipment, and services provided by third party service providers who are not employed by the Prime or any listed Subcontractors.

**3. Question:** Attachment B-2: If we are not to include the cost of materials that will be billed at cost to the MHBE in the financial proposal, where should we include those estimates so that the total budget (that the NTE is based on) is submitted?

**RESPONSE:** Offerors should include Materials, as a percentage of cost, in Attachment J - Mock Budget Proposal. Please see Amendment 2.

**4. Question:** Attachment B-2: In any given cell where we should include the "fully loaded labor rate" by staff level – should we enter the rate per hour or the total estimated cost (rate per hour X number of hours)?

**RESPONSE:** Please enter the rate per hour.

**5. Question:** Can proposals be submitted via email?

**RESPONSE:** No - please refer to RFP Section 5 - Proposal Format for Proposal Submission requirements.

**6. Question:** Attachment B-2: Are you seeking a blended rate per labor category

**RESPONSE:** Yes.

**7. Question:** Attachment E: Attachment E does not have a signature line. How should we enclose it in the proposal per the instructions?



**RESPONSE:** Attachments E-1 and E-2, which are part of Attachment E, should be completed and enclosed in the proposal. There is no signature block on Attachment E.

**8. Question:** Attachment E-1: Should Attachment E-1 be signed and enclosed in the proposal?

**RESPONSE:** Yes

**9. Question:** 4.23 Contract Affidavit: This document references Attachment I but there is no Attachment I included in the RFP. Can you clarify?

**RESPONSE:** Attachment I - Contract Affidavit is incorporated into the solicitation on page 124 as posted to eMM and the MHBE Procurement Site.

Date Issued: March 23, 2018  
Michelle Compton  
Procurement Officer