



Questions and Answers No. 2
Request for Proposal MDM0031036680
IT Consulting and Technical Support Services IDIQ RFP
March 7, 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: How many sample resumes are wanted for each category?

RESPONSE: There are no sample resumes requested. Please refer to RFP Section 5 for the Proposal format.

2. Question: How many vendors are expected to be awarded on this contract?

RESPONSE: More than one vendor can be awarded under this solicitation, there are no preset number of vendors to be awarded on this contract.

3. Question: Regarding 4.31.3 Attachment D – Federal funds, if a firm has no lobbying activities, does that mean a firm should only submit Attachment D-1? If yes, what "Award No." is as requested on page 58.

RESPONSE: Firms should submit both Attachment D-1 and D-2. If a firm has no lobbying activities to report, firms can simply put "N/A" at the top of Attachment D-2.

4. Question: On Page 39, regarding - commonly-accepted method to prove its fiscal integrity, if a firm has no liabilities or pays any third-party vendor, nor, do they have any profit and loss statement, audited. What form of evidence or artifacts are acceptable to establish "Fiscal Integrity"?

Response: Profit and Loss Statements should be provided.

5. Question: Please confirm that the following are excluded from the 25 pages limit for the technical proposal:

- a) Transmittal Letter – Technical Proposal
- b) Title and Table of Contents (Table of Tables and Table of Figures, as applicable)
- c) Claim of Confidentiality
- d) Proof of Insurance
- e) Required Forms

RESPONSE: Per Amendment 2, MHBE will exclude Title and Table of Contents, Claim of Confidentiality, Proof of Insurance, and Required Forms from the 25 page limit.



6. Question: The following is mentioned in Section 3.1.8 - "The recommended awardee must provide a certificate of insurance with the prescribed limits set forth in Section 3.1. "Insurance Requirements," naming the State as an additional insured if required, within five (5) Business Days from notice of recommended award."

However, in Section 5.4.1.7, it is mentioned that a copy of the offeror's current certificate of insurance needs to provide as part of technical proposal.

- a) Could you please confirm whether the certificate of insurance can be provided after five business days from notice of recommended award and not in the technical proposal
- b) If not, could you please exclude Proof of insurance from the 25 page limit.

RESPONSE: MHBE is requesting a current certificate of insurance be submitted with the offeror's proposal.

7. Question: Can we use State of Maryland experience also as a reference?

RESPONSE: Yes, Offerors can use State of Maryland experience as a reference.

8. Question: As requested in the RFP 5.4.1.7, as the insurance requirements are quite high, and premiums for this are quite expensive. Will it be OK to provide the insurance, once the Notice to Proceed is provided, and also if a submitted RFR is accepted, meaning, prior to any resource starting on MHBE premises, we will be able to take the coverage.

RESPONSE: Per RFP Section 5.4.1.7, the MHBE is requesting a copy of the offerors CURRENT insurance certificate. Per RFP Section 3.1.8 recommended awardees must provide a certificate of insurance with the prescribed limits set forth in Section 3.1 within five (5) Business Days from notice of recommended award.

9. Question: In section 5.4.1.6 with respect to State of Maryland experience, would the identified contracts and their supporting documents need to be a part of the 25 page limit as well?

RESPONSE: Yes.

10. Question: Is there a relationship between Functional Areas and Labor Categories?

RESPONSE: Yes. In general, the Labor Categories are closely related to the Functional Areas. However, please note that due to the complexities surrounding various technology functions, there may be overlapping labor categories across multiple functional areas.

11. Question: The second paragraph in section 4.7 talks about questions being sent subsequent to the Conference up to 5 days prior to submission date, which is Friday, 16-Mar-2018. We envisage MHBE to take at least a day to answer the questions that were received on 16-Mar and will be able to send out the final set of answers only by Monday, 19-Mar, giving us a mere two days to change our response based on the answers to the final set of questions. Will MHBE either change the deadline for questions or extend the submission date?



RESPONSE: At this time MHBE is not contemplating changing the deadline for questions or extending the submission date.

12. Question: Is MHBE looking at two attachments – one Excel and one signed PDF? Section 5.4 specifies so. If yes, should we maintain the same file name for both the files (with different extensions)?

RESPONSE: Yes, maintain the same file name for both files.

13. Question: Should the PIA document contain both Technical and Financial Proposals combined into one?

RESPONSE:: Yes, the PIA document should contain PIA ready copies of both the Technical and Financial Proposals.

14. Question: In the event the attachment size exceeds 20 MB, will MHBE accept multiple emails?

RESPONSE: Yes

15. Question: Since a redacted version of both technical proposal and financial proposal has been asked for, do we still need a Claim of Confidentiality section?

RESPONSE: Yes, a Claim of Confidentiality is still needed.

16. Question: How many Past Performance engagements is MHBE looking for?

RESPONSE: Per RFP Section 5.4.1.6, the MHBE is requesting at least one example of a successful project in each proposed functional area.

17. Question: We presume the section number for Volume II - Financial Proposal as 5.5, since 5.4 has already been used in page 37 as Volume I – Technical Proposal.

RESPONSE: Yes, please refer to Amendment 2.

18. Question: Will MHBE release a revised Attachment B-2, Financial Proposal Form for the following reasons?

- Footer is getting within the labor categories area since margins are low
- Rows to print on top includes all rows from 1 to 14 making it span multiple pages
- Row and column headings are also printed

Making the Excel sheet 1 page wide and <blank> pages tall, with bottom margin as 1.25 and rows to repeat on top to just 12-14 will make the Excel sheet printable to two pages

RESPONSE: Yes, please refer to Amendment 2.

19. Question: We understand the rates specified in Attachment B-2 are fully loaded rates. Are these



the rates that MHBE will pay the contractor for an RFR or are these Not-To-Exceed rates? If these are NTE rates, will MHBE expect contractor to provide a rate along with the RFR submission?

RESPONSE: The fully loaded rates specified in Attachment B-2 represent the proposed ceiling amounts for each labor category. Yes, MHBE expects contractor to provide a rate in the RFR submission. Please refer to Appendix III -Sample Request for Resume.

20. Question: Some Functional areas have different sections of services listed. Can we respond partially for these - for one specific section?

RESPONSE: No.

21. Question: For past performance under section 5.4.1.6, how far in years the examples can go.

RESPONSE: RFP Section 5.4.1.6.D requires State of Maryland Experience be limited to the past 5 years. There are no time restrictions on other references.

22. Question: For State of MD experience under 5.4.1.6 section D is limited to just 5 years. Does this mean that projects older in the past 7 or 8 be cannot be considered?

RESPONSE: Yes. The Offeror shall submit a list of all contracts it currently holds, or has held within the past five years, with any government entity of the State of Maryland.

23. Question: If a partner or subcontractor is involved, can their experience be used to respond and show under qualifications.

RESPONSE: MHBE shall evaluate the qualifications and experience of the Offeror in accordance with Section 6 of the RFP. MHBE reserves the right to accept demonstrable qualifications and experiences of a partner or subcontractor of the Offeror.

24. Question: Is MHBE expecting multiple files as a single attachment. For example, second attachment (5.1.B.2) should include PDF file and Excel file. Does that mean we need to provide them in a single zip file? Similarly for 3rd attachment 5.1.B.3 to include Volume I and Volume II in a single attachment.

RESPONSE: Offerors should provide two separate files for their financial proposal submissions, one Excel and one PDF. Offerors should submit one PIA ready attachment that includes PIA ready versions of both its' Technical and Financial Proposals.

25. Question: Is Title Page part of the 25-page limit?

RESPONSE: No, please refer to Amendment 2.

26. Question: Is claim of Confidentiality part of the 25-page limit?



RESPONSE: No, please refer to Amendment 2.

27. Question: Could MHBE consider excluding Fiscal Integrity section from technical proposal limit of 25 pages?

RESPONSE: At this time, the Fiscal Integrity section will remain as part of the 25 page proposal limit.

28. Question: If an offeror is already providing services related to a functional area, can that vendor use that as an evidence of capability in the past performance section 5.4.1.6, what is MHBE expecting in 5.4.1.5.B? Please clarify.

RESPONSE: Under State of Maryland Experience, if an offeror has or has had a contract with the MHBE, they may list it there. In RFP Section 5.4.1.5 the MHBE is requesting Offerors to describe what part of the Functional Area the Offeror has the ability to provide and how the Offeror qualifies to provide what is proposed.

29. Question: Section 5.4.1 of the RFP states the Technical Proposal cannot exceed 25 pages. Can you please confirm that the 25 page limit does not include:

- a) Proof of Insurance documentation (RFP Requirement 5.4.1.7), and
- b) All Required Forms (RFP Requirement 5.4.1.8)?

RESPONSE: Title Page and Table of Contents, Claim of Confidentiality, Proof of Insurance and all required forms are not part of the 25 page limit, please refer to Amendment 2.

30. Question: Can you please provide offerors with an editable copy of Attachment B-2 (the Financial Proposal Worksheet) Can you please provide offerors with a copy of Appendices II (Labor Categories), III (Sample Request for Resume Form) and IV (Sample Task Order Agreement) as described on the last page of the RFP.

RESPONSE: These documents can be found on eMM and the MHBE procurement site.

31. Question: Required forms Please correct a,b,c,d,e numbering ; it seems "c" is missing

RESPONSE: Updated, please refer to Amendment 2.

32. Question: Attachment D-Do we need to submit all 7 pages or just the attachment D1 (1 page), D2 (3 pages). Please clarify

RESPONSE: Please submit all of Attachment D with your response.

Date Issued: March 7, 2018
Michelle Compton
Procurement Officer