



Questions and Answers No. 3
Request for Proposal MDM0031036680
IT Consulting and Technical Support Services IDIQ RFP
March 14, 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:** Is MHBE expecting – A Cover page, followed by the TRANSMITTAL LETTER, Followed by the table of contents? The example below skips the TRANSMITTAL LETTER:
5.4.1.2 Title and Table of Contents (Table of Tables and Table of Figures, as applicable). The Technical Proposal shall begin with a title page bearing the name, address, eMM# and Federal Tax ID# of the Offeror and the name and number of this RFP. A table of contents shall follow the title page for the Technical Proposal.

Please confirm that the sequence of the pages should be Cover Page + Transmittal Letter + TOC.

RESPONSE: Yes, the order should be in the order of Cover Page, Transmittal Letter and Table of Contents. Please refer to Amendment 3.

- 2. Question:** Would MHBE prefer a team (Prime and Subcontractors) to cover all functional areas or only bid on the functional areas the Prime Contractor can directly support?

RESPONSE: MHBE expresses no preference for the number of functional areas on which each Offeror bids. However, note that the RFP requires that an Offeror provide information on past performance for each functional area proposed as noted in RFP Section 5.4.1.6 Past Performance.

- 3. Question:** Per RFP Section 5.4.1.4: "The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled "Executive Summary". Is the intent to have a subsection with the same name? What would MHBE like this section to look like?"

RESPONSE: Per RFP Section 5.4.1.4:

The Offeror shall clearly identify the functional area(s) for which it is proposing, its eMaryland Marketplace number and Federal Tax ID Number in the Executive Summary. The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled "Executive Summary". The Summary shall provide a broad overview of the contents of the entire proposal. The summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the Contract (Attachment I), or any other attachments. If there are no exceptions taken, the Offeror is to state that they have no exceptions to the requirements of this RFP, the Contract (Attachment I), or any other attachments. **Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award.**



Offerors should reference this section when completing their Executive Summary. Please be sure to include all requested items in the Executive Summary.

4. Question: On Q&A 2, for number 3 - a response to what the "Award No." represents is missing, is it CFDA 93.778 as mentioned on page 109?

RESPONSE: No, "Award No." as listed in Attachment D-2 refers to the Contract Award Number to which a firm is disclosing it has used funding from for lobbying purposes.

5. Question: Partners -

- a. Can partners who provide experience in certain Functional Areas be used?
- b. If YES, how should they be mentioned in the RFP response?
- c. Can past performance of the 'Partner' be provided?

RESPONSE: No. Please refer to response to Question # 2.

6. Question: The Page limit of 25 mentions everything but the 'Transmittal Letter'

- a. Does this 25 page limit include:
 - i. Proof of insurance
 - ii. Financial statements (for past 2 years)
 - iii. Required forms (Attachments C, D, E, W9),
 - iv. Table of contents

RESPONSE: No, Please refer to Question-Response Document #2, Amendment #2 and Amendment #3.

7. Question: Will the State entertain a 2 week extension?

RESPONSE: MHBE does not intend to extend the RFP response deadline at this time.

8. Question: If a company responds to all 10 Functional Areas, in their technical proposal, their details about qualifications and past performances for each functional area put together cannot exceed 25 pages, correct? Please clarify.

RESPONSE: Yes, this is correct.

9. Question: In response to Question 8 on Question-Response Document #2, MHBE provided a response which states "5 business days from notice recommended award", can you please clarify if that phrase refers to after the RFR process or after the IDIQ MASTER CONTRACT SELECTION?

RESPONSE: Master Contract Award.

10. Question: Is a company required to have a physical office within the state of Maryland?

RESPONSE: No, however, companies must be registered with SDAT prior to Contract execution.



11. Question: Section 30.2 of Attachment I on page 107 states “for breach of this contract...the Contractor shall be liable... Without limitation for damages for bodily injury (including death) and damage to real property and tangible personal property”. Insurance carriers do not offer unlimited liability. Will MHBE please verify this statement? Or revise it to have a limit?

RESPONSE: MHBE does not intend to amend Section 30.2 of Attachment I at this time.

12. Question: Response to Question: 7 of Q & A# 1 states that, “SDAT registration is not required to submit a proposal, however SDAT registration is required to enter into a Contract”.

Closing Remarks of Pre-Proposal conference states that, “All offerors should be in good standing with the Department of Assessments and Taxation (SDAT)”.

Can you please let us know, if we can register with SDAT after receiving notice of award?

RESPONSE: Yes, you can register with SDAT after receiving notice of award, however neither the Contract nor the Contract Affidavit can be executed until registration with SDAT is completed.

13. Question: The scope of functional area 2.5.8 (IT Auditing, Testing and Quality Assurance Services) includes: Quality audits of IT systems Independent Validation and Verification (IV&V) services of IT systems including the develop and manage corrective action plans Software/Application testing services. Typically, the quality audits of IT systems and IV&V services are provided by a vendor who is not performing Software/Application testing. Therefore, is it possible to split the scope of this functional area to two; one includes the Software/Application testing services and the other includes Quality audits of IT systems and IV&V services?

RESPONSE: No.

14. Question: Per Section 3.2.3.3.1, the RFP is requiring offeror’s to search statewide criminal records in all states where one is available. Some states have onerous requirements for pulling statewide records (notarized forms, fingerprints, etc.). This is a very extensive requirement that we have not seen, and will be expensive, labor intensive and cause delays resulting from the logistics of obtaining the searches in some of these states. Is MHBE open to offeror’s conducting federal and county-level criminal searches in all jurisdictions within the scope of the background check, but performing the statewide criminal searches where available and reasonably accessible?

RESPONSE: The requirement is not to go to each state for separate state criminal background searches. Instead, numerous commercial vendors offer national (versus federal) criminal background searches that cover all states with minimal levels of effort for contractor employees.

15. Question: In Section 5.4.1.5 – B; the state is asking for experience in each Functional Areas with qualification to provide what is proposed (a.k.a past experience for the functional area). In section 5.4.1.6 the state is asking for “Past Performance” – which means duplicating many of what is provided in section 5.4.1.5-B. And we assume at this time these two sections must be within 25 page limit, Correct?



If so, in our response to section 5.4.1.5-B (functional area qualifications), can we refer example projects in section 5.4.1.6 (from past performance) instead of listing it again to save on pages?

RESPONSE: RFP Section 5.4.1.5 (B) does not necessarily duplicate Section 5.4.1.6 Past Performance. Offerors shall exercise their best judgement in responding to the RFP requirements.

16. Question: Due to page limit constraints, is MHBE willing to exclude Audited Financials and/or Profit & Loss Statements from the page count?

RESPONSE: Yes, please refer to Amendment 3.

17. Question: In section 5.4.1.5 Offeror General Information on page 38, the RFP is asking us to provide any “key business relationships” we have. Would you please provide clarification on your definition of “key business relationships”? Is the MHBE referring to such partnerships with, for example, Oracle? Cisco? Partnership with our many local MD MBE teammates / sub vendor team(s)? Other integrator partners? SLED industry affiliations?

RESPONSE: The Offerors shall include key business relationships information as applicable and as relevant to this RFP.

18. Question: In section 6.4 Financial Criteria, What weight will a vendor’s Financial Proposal (pricing) carry in comparison to the criteria to be applied to each Technical Proposal (in descending order of importance: * Offeror Overall Qualification (Section 5.4.1.5) and then * Offeror Past Performance (Section 5.4.1.6)? Will the MHBE utilize / issue a BAFO (best and final offer) for pricing during the solicitation review / evaluation / selection process?

RESPONSE: With regard to your initial question, please refer to RFP Section 6.5.3 Award Determination: Upon completion of all discussions and negotiations, the Procurement Officer will recommend award of a Master Contract to all technically qualified Offeror(s). With regard to your second question please refer to RFP Section 6.5.2.4 the MHBE may permit Offerors who have submitted acceptable Proposals to revise their initial Proposals and submit, if writing, best and final offers.

19. Question: 5.4.1.5 Offeror General Information - On page 38 and 39, by Functional Area (FA) proposed, we are responsible for describing what part of that Functional Area (as described in Section 2.5 – page 11 of the RFP) we have the ability to provide and how the Offeror qualifies to provide what is proposed. Would you please provide a list of Labor Categories separated into their respective Functional Areas (FA)? The attached Appendix II is an alphabetized list of 76 labor categories. It would be very helpful for the vendors, to highlight our ability and provide evidence of our capabilities, if the 10 FA’s had their respective labor categories listed under each.

RESPONSE: The Labor Categories listed in Appendix II are not exclusive to particular functional areas.

20. Question: Does a vendor have to propose in all functional areas to be considered a responsible response? Or can they propose for any functional areas they feel best suited to them based on their past



experience?

RESPONSE: A vendor does not need to apply to all functional areas for their submission to be deemed responsible.

21. Question: Given the Technical Proposal page limit, may we provide only one project example for each functional area?

RESPONSE: Please refer to RFP Section 5.4.1.6 B. Past Performance: B) The Offeror shall provide an example of a successful project (on time, within budget, within scope) in each proposed functional area. The example(s) shall include the project name, the services provided, and the objectives satisfied.

22. Question: For the PIA document, may we redact our hourly rates from the financial proposal?

RESPONSE: Please refer to the RFP Section 5.1 regarding how PIA versions should be submitted.

23. Question: How are vendors notified of Task Orders under this IDIQ? Do opportunities get issued to all vendors, or can MHBE select a subset of vendors to issue a Task Order to?

RESPONSE: Requests for Resumes (RFRs) are emailed out to all awarded Master Contractor within the Functional Area indicated in the RFR.

24. Question: What projects have been conducted under the current IDIQ contract? Which vendors performed the work and what are the values of the projects?

RESPONSE: Various IT initiatives have been achieved with our IDIQ contract resources in the last three years. We cannot provide breakdown of detailed project information as requested. Please refer to our comprehensive presentation to the MHBE Board over the years for details.

25. Question: Does the MHBE have any planned upcoming projects for which you anticipate using this IDIQ contract? If so, please describe.

RESPONSE: Please refer to RFP Section 2.2 Background and Purpose.

Date Issued: March 14, 2018
Michelle Compton
Procurement Officer