



**Questions and Answers No. 4**  
**Request for Proposal MDM0031036680**  
**IT Consulting and Technical Support Services IDIQ RFP**  
**March 16, 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:** Could you please publish the word version of Attachment-C & Attachment-E so that, we can fill in the information easily?

**RESPONSE:** MHBE does not intend to publish word versions of Attachment C and Attachment E at this time.

**2. Question:** If a company is using past performance of its fully owned subsidiary, what documentations should we submit as a part of the proposal to show the ownership and parent-subsidiary relationship?

**RESPONSE:** The Offeror shall provide comprehensive evidence of parent-subsidiary relationship and the past performance claimed for the subsidiary as applicable to the services bid under this RFP, see RFP Section 4.20.

**3. Question:** If a vendor has the general liability insurance as per the limit, however limited coverage on the theft and worker compensation, is it OK to include the current certificate of the insurance to the RFP for now and provide the correct insurance certificates with the correct limit upon notice of Master Contract award?

**RESPONSE:** Yes.

**4. Question:** Is Automobile and/or commercial trucks Insurance required if a vendor does not expect to use any automobile or commercial trucks for the service.

**RESPONSE:** Yes, all insurance requirements spelled out in RFP Section 3.1 are required upon Master Contract award.

**5. Question:** Is the Federal Funding Acknowledgment included in the 25 page limit?

**RESPONSE:** No, please refer to Amendment 2.

**6. Question:** Is the Conflict of Interest Affidavit and Disclosure included in the 25 page limit?



**RESPONSE:** No, please refer to Amendment 2.

**7. Question:** Since, per Amendment 3, Financial Statements as described in Section 5.4.1.5.C are not included in the 25 page Technical Proposal limit, is it preferred that Offerors include Financial Statements as an Appendix to the Proposal to make it easier for MHBE to confirm that the Offeror's response to Sections 5.4.1.4 to 5.4.1.6 does not exceed 25 pages?

**RESPONSE:** Please keep the Financial Statements with Section 5.4.1.5.

**8. Question:** Can we have Attachments C, D, E, F, G etc. embedded as an attachment in the technical proposal document (Volume 1) or do we need to have signed pdf attachments as page per page part of running document. (E.g.: 7 pdf pages to be converted to 7 pages word)

**RESPONSE:** Please include all signed required attachments with the response for Section 5.4.1.8 - Required Forms.

**9. Question:** May I request for extension of Solicitation Number: MDM0031036680 RFP response due by 1 week? As we are still working on it and I would appreciate if it can be extended by a week? Appreciate it. Thanks.

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

**10. Question:** Do incumbent vendors need to apply for Solicitation No: MDM0031036680 in order to remain qualified?

**RESPONSE:** Yes.

**11. Question:** Can you please confirm my understanding of the signature requirements for Maryland Health Benefits Exchange solicitation #MDM0031036680 IT Consulting and Technical Support Services Indefinite Delivery, Indefinite Quantity (IDIQ)? On page 34 of the RFP I see: "4.29.8 Notwithstanding the foregoing provisions of this Section 1.32, MHBE requires all Transmittal Letters, Proposals and any Contract resulting from this RFP to contain original signatures executed in ink by a person authorized to bind the Contractor. However, the Contractor may scan and submit electronically any document containing such original signature(s). The Contract may be signed by the Parties in counterparts, each of which shall be deemed to be an original but all of which, taken together, shall constitute one and the same Contract."

I take this to mean the following documents ( Transmittal Letter, Attachment C, Attachment D, Attachment E and Financial Proposal) need to be signed in ink. However, if they can be signed electronically (since the submission is electronic) please let me know.

**RESPONSE:** Yes, all documents should contain original signatures executed in ink and scanned and electronically submitted. A contractor unable to comply with the signature requirements because of a documented disability may seek an accommodation from the procurement officer.



Date Issued: March 16, 2018  
Michelle Compton  
Procurement Officer