



Questions and Answers No. 5
Request for Proposal MDM0031036680
IT Consulting and Technical Support Services IDIQ RFP
March, 19 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: Can the bidders exclude each of the following from the sequential numbering requirement?

- a) Signed forms
- b) Attachments
- c) Tables of Contents
- d) Tabs
- e) Financial Reports

RESPONSE: Yes.

2. Question: If a vendor submits some pre-existing documents (e.g., financial reports already filed with the statutory agencies) that have existing page numbering and also some pages are without numbers. Please confirm that it is permissible to submit these documents with page numbers unaltered?

RESPONSE: That is permissible.

3. Question: Will the State consider revising Contract Section 30.4 to state that Contractor's liability shall not exceed 3 three (3) times the annual value of the Contract?

RESPONSE: At this time, the MHBE is not contemplating that revision.

4. Question: Will the State consider adding that neither party shall be liable for indirect, incidental, consequential, special, or punitive damages?

RESPONSE: At this time, the MHBE is not contemplating that revision.

5. Question: Since the policies described in RPF Section 3.1.1 are not sold on a "per occurrence" basis, will the State consider changing the words "per occurrence" to "per loss discovered"?

RESPONSE: At this time, the MHBE is not contemplating that revision.

6. Question: Will the State consider modifying RFP Section 3.1.6 as "The State shall be listed as an additional insured on the policies with the exception of Worker's Compensation Insurance and



Employee Theft Program. General Liability Insurance. All insurance policies shall be endorsed to include a clause that requires that the insurance carrier Master Contractor shall provide the Contract Monitor, by certified mail, not less than 45 days' advance notice of any non-renewal, cancellation, or expiration."

RESPONSE: At this time, the MHBE is not contemplating that revision.

7. Question: If there are Functional Areas that we are not providing as a service, should we omit them from our response?

RESPONSE: Yes, however, please ensure that Labor Rates for all Labor Categories are filled in on the Financial Proposal as instructed.

8. Question: Section 5.4.1.5(B) on page 37 of the RFP instructs Offerors to include: "A section for each Functional Area proposed describing what part of that Functional Area (as described in Section 2.5) the Offeror has the ability to provide and how the Offeror qualifies to provide what is proposed". Several of the Functional Areas contain numerous sub-paragraphs requiring detailed descriptions of an Offeror's qualifications and methodology, making it virtually impossible for a qualified Offeror to respond with the level of detail being requested (which is the same as was required for the DoIT CATS+ solicitation). In light of this, will the MHBE consider extending/lifting the 25-page limit for Technical Proposals?

RESPONSE: MHBE is not considering expanding the 25-page limit at this time.

9. Question: 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. In reference to the above question. Can we mention N/A if we don't have any contracts that involves funding usage from for lobbying purposes?

RESPONSE: Yes.

Date Issued: March 19, 2018
Michelle Compton
Procurement Officer