



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

QUESTIONS AND RESPONSES # 5
PROJECT NO. F10B4400008
Department of Budget & Management
Employee and Labor Relations Division
Employee Assistance Program
April 1, 2014

Ladies/Gentlemen:

This List of Questions and Responses #5, questions #56 through #58, is issued to clarify certain information contained in the above named RFP.

In most instances the submitted questions and the Department's responses merely serve to clarify the existing requirements of the RFP. Sometimes, however, in submitting questions potential Offerors may make statements or express interpretations of Contract requirements that may be inconsistent with the Department's intent. To the extent that the Department recognizes such an incorrect interpretation, the provided answer will note that the interpretation is erroneous and either state that the question is moot once the correct interpretation is explained or provide the answer based upon the correct interpretation.

No provided answer to a question may in and of itself change any requirement of the RFP. If it is determined that any portion of the RFP should be changed based upon a submitted question, the actual change may only be implemented via a formal amendment to the RFP. In this situation the answer provided will reference the amendment containing the RFP change.

56. The State requests that an electronic version (CD or DVD) of the Technical Proposal in Microsoft Word format be enclosed with the original Technical Proposal; can we submit any Attachments/Appendices or supplemental material accompanying the Technical Proposal in Adobe PDF?

RESPONSE: Yes, Offerors may submit attachments, appendices or supplemental material accompanying the Technical Proposal in Adobe PDF, provided those materials are supplemental to the Technical Proposal. All required Technical submissions must be submitted in Microsoft Word format.

57. The State requests that all pages of both proposal volumes shall be consecutively numbered from beginning (Page 1) to end (Page "x"); does this requirement include any Attachments/Appendices or supplemental material accompanying the Technical Proposal?

~Effective Resource Management~

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RESPONSE: Pages that are part of an Offeror's Technical Proposal must be consecutively numbered. Attachments, appendices, and materials not required for the Technical Proposal that are submitted to supplement to an Offeror's Technical Proposal need not be consecutively numbered.

58. We are an EAP provider, but not a registered TPA with the State of Maryland. Is the TPA registration necessary for the program, since we don't see anything in the program administration that suggests we would be a third party administrator? Can we bid on the program without the TPA registration?

RESPONSE: The State is requiring TPA registration as a minimum qualification for Offerors proposing services for the EAP solicitation. Offerors must be registered as TPA in Maryland to meet the minimum qualifications per Section 2 of the RFP. See Q&A 1 item 32.

Remember proposals are due on April 8, 2014, no later than 2:00 p.m. If there are questions concerning this solicitation, please contact me via e-mail at rachel.hershey@maryland.gov or call me at (410) 260-7681 as soon as possible.

Date Issued: 04/01/2014

By:

Rachel Hershey
Procurement Officer