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QUESTIONS AND RESPONSES # 4
PROJECT NO. DGSR8400113
Department of Budget & Management
eMaryland Marketplace eProcurement Solution RFP
April 26, 2018

Ladies/Gentlemen:

This List of Questions and Responses #4, Questions #27 through #33, is being issued to clarify certain information contained in the above named RFP.

In most instances the Department's response to the submitted questions merely serves 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.

Questions and Responses # 4

27. *Section 2.2.4.A.1 of RFP Appendix 5 states "1 original and 7 duplicate copies. Section 3 of the RFP Attachments and Appendices, page 33 states, "For paper submissions, submit two (2) copies of each with original signatures. All signatures must be clearly visible." Is it acceptable Offerors provide 1 original and 7 duplicate copies of the Technical Proposal and all required Forms?*

RESPONSE: Yes. See Amendment 2, Item 1.

28. *Appendix 5 Section 2.3.2.O.1 states "The economic benefit offered should be consistent with the Offeror's Total Proposal Price from Attachment B, the Financial Proposal Form. Since the Financial Proposal is not due until two weeks from the conclusion of the Technical Evaluation, will DBM consider requiring Offerors to respond to Tab N (Economic Benefit Factors) when they submit their Financial Proposal? If not, please provide Offerors with feedback on how they should respond to this requirement.*

RESPONSE: Offerors will be required to respond to the Economic Benefits Factors, Tab N, in their Technical Proposals because “Economic Benefit to the State of Maryland” is a Technical Proposal evaluation criterion (see Appendix 5 Section 3.2.4), and this procurement process specifies that the Technical Evaluation will conclude before the Financial Proposals are reviewed (see Section 3.5.2 E and F).

In responding to the Economic Benefits factors, Tab N, an Offeror should detail to the extent practical the economic benefit that will accrue to the State of Maryland as a result of the anticipated Contract award to the Offeror. Keeping in mind that no financial information that could shed light on an Offeror’s Financial Proposal may be included in the response to this Section (see Appendix 5 Section 2.3.2.O.7 (a), Offerors should interpret the statement, “The economic benefit offered should be consistent with the Offeror’s Total Proposal Price from **Attachment B**, the Financial Proposal Form” found in Appendix 5 Section 2.3.2.O.1 to mean that an Offeror’s narrative description and dollar level detail of the economic benefit that would result from its receipt of the Contract cannot exceed the Total Proposal Price in its Financial Proposal or otherwise challenge or conflict with the pricing information provided therein (e.g., if Offeror indicates in its Technical Proposal that seven new jobs would be created in Maryland, thereby providing economic benefit to the State, the Financial Proposal should not subsequently indicate pricing for only five staff members).

29. *RFP Appendix 5 Section: 2.3.2.P.1 This requirement states "All forms required for the Technical Proposal are identified in Table 1 of Section 7– RFP Attachments and Appendices. Unless directed otherwise by instructions within an individual form, complete, sign, and include all required forms in the Technical Proposal, under TAB O." Can DBM please confirm that table 1 appears in Section 3 “RFP Attachments and Appendices”?*

RESPONSE: Yes, Table 1 appears in Section 3 “RFP Attachments and Appendices.” See Amendment 2, Item 2.

30. *RFP Appendix 5 Section: 2.3.2.P.1 states that all required forms in Table 1 of the Main RFP should be submitted under Tab O. Appendix 4 (Desired Solution Functionalities) is listed in Table 1 of the Main RFP. Section 2.3.F.1 of RFP Appendix 5 states that Appendix 4 should be submitted under Tab E. Can DBM confirm if Offerors should submit Appendix F as part of Tab E or Tab O?*

RESPONSE: Offerors should submit Appendix 4 under Tab E. See Amendment 2, Item 2.

31. *Section 1.3.4 There are two RFP Section 1.3.4 Requirements, “Service and Support” on page 5 and “Architecture” on Page 7. What is the correct numbering?*

RESPONSE: Amendment 1, Item 7 rectified the numbering of RFP Section 1.3.4 “Service and Support” et seq. such that the section labeled “Architecture” became Section 1.3.5 and the following sections were renumbered sequentially through Section 1.3.11 “Deliverables.”

32. Section 3 Table 1 in Section 3 states Offerors need to submit Attachment B, Financial Proposal Instructions Form with the Technical Proposal. Since the Financial Proposal is not due until two weeks from the conclusion of the Technical Evaluation, can Offerors submit this form with the Financial Proposal, when submitted, and not with the Technical Proposal?

RESPONSE: Yes, “Proposal” in this instance refers to the Financial Proposal. See Amendment 2, Item 1 for clarifying language.

33. We can’t seem to locate the “Offeror Information Sheet.” Could you indicate where it is?

RESPONSE: The Offeror Information Sheet was inadvertently omitted from RFP Section 3 Attachments and Appendices. Please see Amendment 2, Items 1 and 3.