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STATE OF MARYLAND ACCOUNT VERIFICATION SERVICES

IFB No. F10B9400039

Q&A #1
ISSUED NOVEMBER 6, 2019

Ladies/Gentlemen:

This List of Questions and Answers #1, Questions 1 through 8, is being issued to clarify certain information contained in the above named IFB. No provided Answer to a Question may in and of itself change any requirement of the IFB.

1) How are questions to be submitted? Can I submit them directly or do I have to publicly post them to a website?

ANSWER: Questions are to be submitted in writing to the Procurement Officer at the email address in the IFB.

2) What is the bid format? Do we submit one price for the whole thing or unit prices?

ANSWER: Bids are submitted by completing the bid form in eMMA. It asks for unit prices for each type of match for each year of the contract. Bids must be submitted using that form.

3) We use another company's platform to do our matching as a data source. Does this meet the minimum requirements?

ANSWER: Yes, a bidder may use the data sources other than their own proprietary sources.

4) How will the files to be matched be sent to the Contractor?

ANSWER: CCU will place batch files onto the Contractor's portal if available. Otherwise, CCU will transmit them via secure file transfer protocol (FTP).

5) How are we to send the results of the matches to CCU?

ANSWER: The results of the matches are to be provided to CCU either through the Contractor's portal if available or via secure FTP.

6) *How many CCU employees are to have access to the portal?*

ANSWER: IFB Section 2.3.3 calls for CCU to have online access for up to 15. As to uploading files and the like, no more than 5 employees (IT Support) will need this access. If the records are audited, fewer than 10 will have access for that purpose initially.

7) *For one-offs, is too much information a bad thing or should the results be limited to exactly what is requested?*

ANSWER: CCU will have to review the results the Contractor would like to send to determine if it is too much. Not all employees need or should have access to all information. Privacy is a consideration.

8) *Can other searches be added during the life of the contract, or will the scope remain as defined in the IFB?*

ANSWER: The scope will not change. Additional types of searches can only be added to the scope during contract performance without a Contract Modification and consent of the Contractor. If additional searches are needed, they will be addressed in a separate procurement.