



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**STATE OF MARYLAND ACCOUNT VERIFICATION SERVICES**

**IFB No. F10B9400039**

**Q&A #2**  
**ISSUED NOVEMBER 13, 2019**

Ladies/Gentlemen:

This List of Questions and Answers #1, Questions 9 through 14, 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.

*9) Can you provide any materials, presentations and/or minutes which were part of and/or resulted from the pre-bid conference?*

**ANSWER:** The pre-bid conference summary and sign-in sheets are available on eMMA. Q&A #1, including questions asked at the pre-bid conference, are also on eMMA. No additional materials, presentations or minutes are available.

*10) Can you please provide a copy of the Bid Form? On page 44 of the IFB it suggests "See separate Excel Bid Form labeled Account Verification Bid Form.xls." However, I cannot locate this form within eMMA.*

**ANSWER:** We apologize for the confusion. The Bid Form is within eMMA and to be completed within eMMA. See the "Access to pricing form" link in eMMA. It is not an Excel Form. Amendment #1 issued concurrently with this document clarifies that.

*11) Section 5.4.3 identifies the need for including references in the Minimum Qualifications Documentation section while section 5.4.6 is also asking for references. Should references be included in both sections? If not, please clarify.*

**ANSWER:** Yes, include the references in both sections. As noted in Section 5.4.6, "References used to meet any Minimum Qualifications (see IFB **Section 1**) may be used to meet this requirement."

*12) Following the preliminary testing of the test file, which input data elements should the selected vendor expect to receive when a request for an EIN update is submitted?*

**ANSWER:** As stated in Sections 2.3.1.4 and 2.3.2.1 of the IFB states that CCU will provide the name of the debtor, the last four digits of the debtor's Social Security number (if applicable), date

of birth, and last known address for the verification and match process. For corporate debt, name of debtor and last address known address will be the information provided. Amendment #1 revising Sections 2.3.1.4 and 2.3.2.1 to clarify this.

*13) It appears that no description of the proposing vendor's product nor discussion of the proposing vendor's data are being requested in section 5 Bid Format. Please confirm that the information in section 5 Bid Format is the only information responding vendors should be submitting.*

**ANSWER:** Bidders must submit all information required in Section 5.4 of the IFB, which includes Minimum Qualifications Documentation, References, List of Current or Prior State Contracts, Financial Capability documentation, and Legal Action Summary. This will help the State determine that the Bidder is responsible and the bid is responsive to the IFB.

*14) Section 6 Bid Evaluation and Award suggests price will be the only factor used in evaluating responsive bids for award. Please confirm whether this is the only evaluation factor and whether any vendor qualifications, proposed solution, data sourcing and/or staffing will factor into the State's award in any way.*

**ANSWER:** As stated Section 4.4, the Procurement Method is Competitive Sealed Bidding under COMAR 21.05.02. COMAR 21.05.02.13D states "Upon determination of the most favored bid, review of the bid for responsiveness, and satisfaction that the bidder is responsible, the procurement officer shall, after obtaining all required approvals, award the contract to that bidder." That is, under the Competitive Sealed Bidding approach, there are no technical evaluation factors beyond bidder responsibility and bid responsiveness. Selection is based on price among responsible bidders who submit responsive bids.