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Secretary

QUESTIONS AND RESPONSES # 4
PROJECT NO. F10B5400006
Department of Budget & Management
Central Collection Unit
Debt Collection Services
November 14, 2014

Ladies/Gentlemen:

This List of Questions and Responses #4, questions #66 through #70, is being 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.

66. Will the Department of Budget and Management accept the "Client Contract Bond" (attached), in lieu of the Defalcation Bond? (See Attachment "CCB Sample.")

RESPONSE: No, a "Client Contract Bond" as illustrated by the Attachment "CCB Sample" would not satisfy the defalcation bond requirement as stated in RFP Section 3.2.14 because the defalcation bond must include coverage for more than simply failure to remit funds. An acceptable defalcation bond would protect the State and CCU against "any loss through failure by the Contractor or any of its employees to reimburse the CCU its share of monies collected" (RFP Section 3.2.14). The bond must also remain in force during the term of the contract and any options. As exemplified in Attachment Q, the sample Defalcation Bond includes specific protection against fraudulent conversion, a larger period of time to bring a suit, action or proceeding against the surety, and a stipulation that changes to the contract will not affect the bond, among other attributes.

~Effective Resource Management~

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67. Should an MBE Subcontractor have a current Collections Certificate at the time of proposal submission or only at the time when services will be performed?

RESPONSE: An Offeror must meet the minimum qualifications as stated in RFP Section 2, including the requirement to be licensed as a collection agency, at the time of proposal submission. Subcontractors are not required to meet minimum qualifications; however, any person conducting business as a collection agency in Maryland must have a license to do so per state licensing requirements. See Md. Business Regulation Code Ann. § 7.

68. Section 1.18 discusses acknowledgment of "all addenda". Does this refer simply to the Amendments issued or to all additional information issued such as Questions and Answers, Pre-Proposal Conference information, and File Layouts along with the Amendments?

RESPONSE: "Addenda" as used in RFP Section 1.18 refers to all Amendments issued to the RFP.

69. Section 4.2.2 requests an electronic copy in Microsoft Word. Would the State consider allowing this copy to be provided in Adobe PDF, allowing for easier inclusion of .pdf documents such as the required forms and financial statements?

RESPONSE: Microsoft Word version is preferred, but an Offeror may submit documents in Adobe PDF to allow for easier proposal preparation on the understanding that the Procurement Officer may request documents initially submitted in PDF to be subsequently submitted in Word format if needed during the evaluation process.

70. Section 4.2.4 requests sequential numbering from beginning to end. Would the State consider allowing consecutive numbering within each Tab if the Tab letter is included in the numbering; e.g. A-1 through A-n, B-1 through B-n, etc.?

RESPONSE: Consecutive numbering from beginning to end is preferred; however, sequential numbering within each Tab is permissible if the numbering within each Tab is identified by the Tab letter, e.g., A-1, A-2, etc., and B-1, B-2, etc.

Remember proposals are due on November 20, 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: 11/14/2014

By:
Rachel Hershey
Procurement Officer