

**ON-LINE EMPLOYMENT POSTINGS
REQUEST FOR PROPOSALS**

PROJECT NUMBER: 050B9800008(Revised)

QUESTIONS AND ANSWERS #1

February 20, 2009

- Q1. Can you please clarify Deliverable number 1? Is the State looking to be able to edit/modify a single posting or replace it with a new job within the 30 day period?**

A – Deliverable #1 is to provide as many job postings as possible for approximately one year. The Department understands that different companies have different policies about how a job posting works and realizes that the wording of Deliverable #1 can be ambiguous; therefore an amendment is being made to the RFP to correct the ambiguity and to appropriately respond to this question. The Department is not requesting one way over the other. A posting shall be good for 30 days and not just a week or two, thereby allowing the State agency to get as much exposure as possible. In your proposal, explain how your company’s posting would be handled – either allowing for a single job position to be posted and edited during the 30 days or allowing multiple job positions to be posted on a “posting” during the 30 days.

- Q2. The RFP refers to "Non-Governmental Agencies" being able to purchase off of this agreement. Can you please provide the list?**

A – Section XIII of the RFP refers to the ability of Maryland county, municipal, and other non-State governments or agencies to purchase from the Contractor goods or services covered by this Contract at the same prices chargeable to the State. A non-State government entity would not be a party to the State’s Contract. It would enter into a separate contract with the Contractor at the same per posting rate after providing the Contractor with proof of its government status.

The Department does not have a list of non-State government agencies nor does the Department know if any non-State government agencies would want to use this Contract.

- Q3. Please clarify the Enhance Job Branding (EJB) expectations? Can we provide a price per EJB?**

A – This RFP is not seeking “Enhanced Job Branding” that would need to be priced out separately from the individual postings. In order for State agencies to get the maximum usage from this Contract, the State wants “Basic Branding” to include the State seal, the purchasing State agency logo and a link to the State agency web site. Deliverable #2 is being amended to clarify the type of branding the State is seeking with this Contract. In your technical proposal, explain the level of branding services your company would be able to provide for the best per posting price offer.

Enhanced Job Branding would have to be optional for this Contract, if available at all. It would be up to each individual agency to determine if this enhanced job branding is an additional value for the purchasing State agency. The Price Form is revised to include optional pricing for the enhanced job branding on a per agency basis.

Q4. Can you be flexible on your billing terms? In other words, do you allow 60-day billing cycles or does it have to be 30 days?

A – The RFP states that the Contractor “may invoice” on a monthly basis. That is the minimum timeframe requested. If your company has a longer billing cycle, that is acceptable.

Q5. What level of screening are you looking for? Would pre-screening questions be satisfactory?

A – The Department is not looking for a specific level of screening. The level of screening is dependent on how much screening your company can provide based on the per posting price your company is willing to propose. The State wants to ensure that it does not have to spend staff time weeding out unqualified job candidates. In your technical proposal, explain the level of screening services your company would be able to provide for the best per posting price offer.

Q6. After reviewing the RFP, it became clear that any proposed solution per the requested services would far exceed the \$25,000 maximum that is mentioned as part of the RFP. Knowing that the job postings, branding, and full screening that is requested will exceed \$25,000 for the requested time period, should we respond with the best solution that we see fit for the state (will exceed \$25,000) or should we respond with a limited proposal that will not exceed \$25,000?

A – This RFP is for a small procurement, which means the State is limited to a contract amount of \$25,000 or less; however, as stated in Sections IV and VI of the RFP, this Contract may end prior to December 31, 2009 if it is anticipated that the Contract amount of \$25,000 will be exceeded prior to that time. The Department may undertake a new procurement before the \$25,000 limit is reached. A modification to this Contract may be done to continue services while the new procurement is being completed. The modification would require the Contractor to sign additional required State Contract clauses at that time.

The Department is looking for the best services your company can give the State of Maryland for the best price per posting. The Contract amount is limited to \$25,000 for a specific number of postings, not the quality of service to be provided. In your technical proposal, explain the level of branding and screening services you would be able to provide for the best per posting price offer.

If a proposal is received in excess of \$25,000, it will be rejected. However, the price proposed for the Option #1 Enhanced Job Branding is not included in the \$25,000 not to exceed price.