



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

Q & A #1 to
Invitation for Bids (IFB)
Process Server, F10R7200002
January 25, 2007

Ladies/Gentlemen:

The following questions were received by e-mail, and are answered below for all potential Bidders to the referenced IFB:

1. Question: Are cases picked up from your office or mailed to us? If picked up, what address/location?

Answer: Cases are picked up from the Office of the Attorney General, 300 W. Preston St., Room 407, Baltimore, MD 21201.

2. Question: From the time the case is issued and provided to us, how many days/weeks are given before the expiration date?

Answer: Normally 20-30 days.

3. Question: Will you give a case to be served in 1-2 days and pay for rush service?

Answer: During the last two contracts, there have been no requirements to serve within 1-2 days; therefore, there is no need to have a contract provision for rush service.

4. Question: Does CCU provide us with a recent MVA and/or Postal search which will help the process server "subserve" the defendant's relatives at the same address now that the process server has proof of residence of the defendant?

Answer: CCU will provide the most recent MVA or Postal search available to it.

5. Question: Once served, do you want us to file the affidavit directly with the courthouse or just return all the documents to you directly?

Answer: File the affidavit directly with the courthouse and send a copy to the Office of the Attorney General at the location specified in Question #1.

6. Question: Once non-est (ie. Non-service), do you want us to file the affidavit directly with the courthouse or just return all the documents to you directly?

Answer: Return the documents to the Office of the Attorney General at the location specified in Question #1.

~Effective Resource Management~

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7. Question: If the defendant is avoiding service, do you want an automatic typed EVASION AFFIDAVIT or just return the case with the process server's notes and let you decide if there is enough evidence?

Answer: Return the case to the Office of the Attorney General (location specified in Question #1) with the process server's notes and the Office of the Attorney General will decide if there is enough evidence to prepare an Evasion affidavit. If so, the Office of the Attorney General will ask the affidavit to be prepared by the Contractor.

8. Question: If an evasion affidavit is typed up, will you pay the normal "served fee" or any fee for typing it up?

Answer: The Contractor will only be paid for perfecting service in accordance with the IFB Sections 2.4 and 2.5.

9. Question: Rule 2-122 is for posting notice by SHERIFF at the courthouse or bulletin board. Are you expecting the process server to perform the Sheriff's duties and pay for the publication in the newspapers?

Answer: No. The process server will not be expected to perform the Sheriff's duties and pay for publications in the newspapers.

10. Question: Is it correct to say that you want ONE PRICE for the entire 5 years?

Answer: The IFB, Sec 2.4.2, explains the unit bid price submitted will be firm for the duration of the contract. The IFB, Attachment F, Instructions, para 6 explains the bid sheet is based on a model for evaluation purposes only. Accordingly, the one unit price the State expects to pay would be the unit price in the price sheet for each successful service for the duration of the contract.

11. Question: The BID is price times (x) 3,000, but the contract states the process server is given 915 cases to server, yet only 60% of those cases (549 cases) were actually served.

Answer: See answer to Question #10. The 3000 instances is a model used for evaluation purposes only. Because our experience shows that the number of perfected services is increasing, the model accommodates that growth and approximates the anticipated number of successful services.

12. Question: What resources does CCU perform [assume you mean "provide"] since the process server is given 40% bad addresses or non-services? (Please list the databases searched).

Answer: CCU utilizes database information from a variety of State agencies to obtain addresses. Examples include the Motor Vehicle Administration, the Office of the Comptroller, the Department of Labor, Licensing and Regulation, and the Department of Assessments and Taxation. It is also important to note the target population is highly transient and purposely evades service. It is inaccurate to say the process server is given 40% bad addresses.

13. Question: If the process server RELOCATES another address and serves the defendant, do you pay for RELOCATED ADDRESSES which will help INCREASE the 60% history?

Answer: No. CCU will pay the standard fee for perfecting service.

14. Question: Can you please provide the last TWO CONTRACTS for us to review?

Answer: We have the last two contracts which we have attached for your review.

15. Question: Who were the last two awardees of the contract?

Answer: Attorney Services Corporation.

16. Question: Are we allowed to utilize our subcontractors and independent contractors who are paid a 1099 annually who may actually work for “other agencies”?

Answer: Your question is not clear. The State requires that the Contractor comply with the IFB Section 2.6 and the Attachment A, Contract, para 25. The State does not consider and independent contractor used by the prime contractor as a subcontractor for the purposes of these two references but if you wished to use another company to do Contractor work, that subcontracting arrangement would require prior approval in accordance with the IFB.

17. Question: What is the fee for eMaryland Marketplace and is it only the awardee who has to pay the fee?

Answer: The fee requirement is explained in the IFB Section 1.29. A Level 3 fee is \$500 and only the awardee has to pay the fee.

18. Question: What is a LEVEL 3 FEE? Please explain.

Answer: The fees are intended to support the maintenance of the eMarylandMarketplace system. Go here for more information on the fee structure:

<https://ebidmarketplace.com/newFeeStructureRegulation.htm>

Date Issued: January 25, 2007

By <signed>
Mike Yeager
Procurement Officer

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Process Server IFBs/Contracts