



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

Q &A Set #1 to
Invitation for Bids (IFB)
Process Server, F10B0400009
March 31, 2010

Ladies/Gentlemen:

The following questions were received by e-mail, and are answered below for all potential Bidders to the referenced IFB. This List of Questions and Answers #1 is being issued to clarify certain information contained in the above named IFB. The statements and interpretations of contract requirements, which are stated in the following questions of potential offerors, are not binding on the State, unless the State expressly amends the IFB. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

1. Question: Who was the process server from the previous contract?

Answer: Legal Papers, Inc., Towson, Maryland.

2. Question: What were the unit prices for the previous contract?

Answer: This is an Indefinite Quantify Contract with fixed unit prices. Accordingly, the unit pricing the State is currently paying under this contract is, \$ 27.00 for perfected service, \$42.00 for perfected service that includes a contractor updated address and \$20.00 for the preparation of an Affidavit of Evasion.

3. Question: Is there a price for a trace and serve. Or do you not trace if the address is bad?

Answer: For perfected service with an updated Contractor address, see Sec 2.4.2. (and requested pricing elements on Attachment F, component items A2-C2). Per Sec 2.4.2, upon prior written approval of the Office of the Attorney General, if the Contractor can provide the Department with a more current address than the one provided by the Central Collection Unit, the Contractor shall be paid for the Perfected Service at the Contractor Updated Address rate as specified in the successful Bidder's bid price sheet.

4. Question: Can you tell me the per paper winning bid the last time this came up for bid?

Answer: See response to question #2.

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-6014 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

5. Question: What if any requirements do we have to meet to submit as a sole proprietorship?

Answer: The requirements would be the same for all potential bidders. All potential bidders must meet all of the stated general requirements listed in the IFB in addition to the specific requirements as listed on Attachment H (Bidder Qualifications) which is required at bid submission.

Based upon your question, the State assumes as sole proprietor you would be utilizing subcontractors. If that is the case, there is a requirement for bidders to identify all subcontractors within your bid and it must include a complete description of their role relative to the bid (Sec 1.17 Bidder Responsibilities). The only exception to the requirements within the Bid would be, unlike corporations, sole proprietorships would not be required to register with the State Department of Assessments and Taxation (as discussed IFB Sec 1.26), however a sole proprietor would be required to agree to and acknowledge Maryland jurisdiction with regard to the interpretation and enforcement of the Contract and agree to be subject to service of process by registered or certified mail.

6. Question: What was the current vendors bid amount?

Answer: See response to question #2.

7. Question: What if any attempts are made to skip the defendant's address if the AG is unable to serve the defendant by mail?

Answer: When the OAG-DBM and/or CCU learn that the defendant's address is a bad address, the OAG-DBM will use a variety of tools to attempt to obtain a better address, including post office address verification, the use of credit reports, on-line research (currently West), MVA address checks, etc.

8. Question: Will the vendor be advised, when the documents are forwarded for service, of any issues with the address provided? (such as mail returned or certified mail unclaimed)

Answer: The OAG-DBM and/or CCU do not forward documents for service to known bad addresses. The OAG-DBM and/or CCU do not currently advise if certified mail was returned unclaimed.

9. Question: With the Living Wage (pg. 8), what if I have no employees and work alone?

Answer: On the Living Wage Affidavit (Attachment J), bidders would attest to the scenario that accurately reflects their current business circumstances. The completed Living Wage Affidavit is required at bid submission. See the Maryland Department of Labor, Licensing & Regulation's website for additional information on Living Wage:

<http://dllr.maryland.gov/labor/livingwage.shtml>

10. Question: Affidavit of Evasion Preparation (pg. 43). Is this asking for the fee of preparing an affidavit of non-sevice?

Answer: Yes, with prior written approval from the Office of the Attorney General. See IFB Sec 2.4.3.

11. Question: How many cases out of the 900 served were writ of garnishments?

Answer: About 25% of the served.

