



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

MARYLAND STATEWIDE CENTRAL SERVICES COST ALLOCATION PLAN (SWCAP)

RFP No. F10B8400044

Q&A #1
ISSUED JUNE 1, 2018

Ladies/Gentlemen:

This List of Questions and Answers #1, Questions 1 to 14, is being issued to clarify certain information contained in the above named RFP. No provided answer to a question may in and of itself change any requirement of the RFP.

1) What is the invoice process for Maryland Correction Enterprises (MCE) services?

ANSWER: The Contractor submits a separate invoice to the Contract Monitor via email for MCE work. The Contract Monitor emails the invoice to MCE to get approval to pay the invoice. Once the Contract Monitor receives approval, the invoice is sent to DBM Finance for payment.

2) Section 5.2.5.A.2, pg. 23: Do the copies of the Technical Proposal need to be individually sealed or can the four copies be packaged together, separate from the original?

ANSWER: The copies do not need to be individually sealed. They can be packaged together, separate from the original.

3) Section 5.2.5.A.5, pg. 23: Is a hard copy of the redacted version required? Can the redacted electronic file be included on the same CD as the non-redacted Technical Proposal?

ANSWER: A hard copy of the redacted version is not required. The redacted electronic file can be on the same CD as the non-redacted Technical Proposal.

4) Section 5.2.5.B.2, pg. 23: Do the copies of the Financial Proposal need to be individually sealed or can the four copies be packaged together, separate from the original?

ANSWER: The copies do not need to be individually sealed. They can be packed together, separate from the original.

5) **Section 5.2.5.B.4, pg. 24:** *Is a hard copy of the redacted version required? Can the redacted electronic file be included on the same CD as the non-redacted Financial Proposal?*

ANSWER: A hard copy of the redacted version is not required. The redacted electronic file can be on the same CD as the non-redacted Technical Proposal.

6) **Section 5.3.1, pg. 24:** *With regard to the requirement that all pages of the proposal volumes must be consecutively numbered from beginning to end, would the State consider removing this requirement and allowing vendors to consecutively number pages within sections (Page A-1, A-2, etc.)? At a minimum, would the State consider removing this requirement for items such as forms and sample SWCAPs?*

ANSWER: The pages of the Proposal volumes must be consecutively numbered from beginning to end. The State will not remove this requirement.

7) **Section 5.3.2.B, pg. 24:** *Does the Claim of Confidentiality require a Tab A-1 if it is to be submitted before the Table of Contents? Or should the Table of Contents be labeled Tab A-2?*

ANSWER: The Claim of Confidentiality requires a Tab A-1. The Table of Contents can be labeled as Tab A-2.

8) **Section 5.3.2.C, pg. 24:** *This refers to the Offeror Information Sheet in Appendix 2; however it appears this form was not provided. Please provide.*

ANSWER: Section 5.3.2.C is amended in Amendment #1, issued concurrently, to delete the requirement for an Offeror Information Sheet.

9) **Section 5.3.2.F.7, pg. 26:** *SWCAP reports can be quite voluminous. Would the State consider allowing vendors to provide the sample SWCAP reports as a separate electronic file on the CD rather than in the hard copy?*

ANSWER: Sample SWCAP reports may be submitted as a separate electronic file on the CD rather than in the hard copy. Amendment #1, issued concurrently, clarifies this.

10) **Section 5.3.2.G, pg. 26:** *This section refers to the Personnel Experience criteria in Section 3.10.2, however, there isn't a Section 3.10.2 and Section 3.10 states that it is inapplicable to this RFP. Please clarify.*

ANSWER: Section 5.3.2.G is amended in Amendment #1, issued concurrently, to delete the reference to Section 3.10.

11) **Section 5.3.2.G.3, pg. 26:** *Are letters of commitment required for all proposed personnel or just for contingent hires and subcontractors?*

ANSWER: Letters of commitment are required for all proposed personnel.

12) Section 5.3.2.H, pg. 26: This section refers to the Offeror Experience criteria in Section 3.10.1, however, there isn't a Section 3.10.1 and Section 3.10 states that it is inapplicable to this RFP. Please clarify.

ANSWER: Section 5.3.2.H is amended in Amendment #1, issued concurrently, to delete the reference to Section 3.10.

13) Section 7, Table 1, pg. 34: Just to confirm, the only forms required with proposal submission are those marked with a Y in the Applies column and required "with proposal". Is this correct?

ANSWER: That is correct. Only forms marked with a Y in the Applies column and required "with proposal" are required with proposal submission.

14) Section 7, Table 1, pg. 34: The table states that a Conflict of Interest disclosure is required with the proposal. However, pg. 51 Attachment H says that it is not required. Please clarify.

ANSWER: The Conflict of Interest disclosure is not required. Table 1 is amended in Amendment #1, issued concurrently, to correct this.