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Secretary

MARC L. NICOLE
Deputy Secretary

Questions & Answers #1
PROJECT NO. F10B5400036R
Department of Budget and Management
Statewide Central Services Cost Allocation Plan (SWCAP)
August 20, 2015

Ladies and Gentlemen:

This List of Questions and Responses, questions #1 through #14, is 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 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, based upon a submitted question, it is determined that any portion of the RFP should be changed, the actual change may only be implemented via a formal amendment to the RFP. In this situation, the answer provided will reference the amendment which contains the RFP change.

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 RFP. 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. *What firm currently prepares Maryland's SWCAP?*

Answer: Currently, Maximus prepares the State of Maryland Statewide Central Services Cost Allocation Plan (SWCAP).

2. *How many years has the current firm prepared Maryland's SWCAP?*

Answer: The current firm has prepared Maryland's SWCAP for at least the past 25 years.

3. *What was the most recent fee?*

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Answer: Under the Consideration and Payment provision of the State's current SWCAP contract:

4.1 In consideration of the satisfactory performance of the work set forth in this Contract, the Department shall pay the Contractor a firm, fixed price of \$45,000 in accordance with the following terms: \$36,000 on submission of the completed Plan to the Federal cognizant agency and \$9,000 on receipt of an approved Plan signed by the Federal cognizant agency. If the State requests MCE Services, referenced in section 2.1.f of this Contract, the MCE Services, will be billed to DBM at the rate of \$[REDACTED]/hour up to a maximum of \$10,000. The payment for MCE Services, if applicable, is due on submission of the completed Plan to the Federal cognizant agency.

(Note: The above redacted hourly rate is confidential information under the Maryland Public Information Act § 4-335 of the General Provisions Article of the Maryland Annotated Code.)

4. *Are there any current issues or findings regarding the most recent Plan? If so, could you provide information?*

Answer: There are no current issues. However, the State is conducting discussions with the current contractor to gain a better understanding of our data. The State is in the process of requesting that HHS allow inclusion of the Voluntary Separation Program cost in the SWCAP for Fiscal Year 2015 (FY 2015).

5. *Can you provide an electronic copy of the most recent SWCAP Report?*

Answer: See MD SWCAP FY12 (attached as a separate file).

6. *Can you provide an electronic copy of the most recent rate agreement from the US Department of Health and Human Services?*

Answer: The U.S. Department of Health and Human Services does not provide a statewide rate. Each agency includes its share of statewide indirect costs in its agency plan and a rate is established for approval. Appendix I of the Governor's Highlight Book (page I.1 and I.2 of the FY 2016 Book) outlines the rates by agency for the most recent actual year (FY 2014).

7. *What questions were raised by the U.S. Department of Health and Human Services (HHS) during the last review?*

Answer: During the last review, HHS raised questions about the depreciation of the State Personnel System.

8. *Who do you typically deal with at HHS?*

Answer: The State communicates with Jill Wilson and Naomi Tamashiro at HHS.

9. *Do you have an established relationship with HHS?*

Answer: The current contractor acts as an intermediary between the State and HHS.

10. *Can we get a copy of the most recent submission?*

Answer: The State can provide a copy of the most recent approved version of the SWCAP. See MD SWCAP FY12 (attached as a separate file).

11. *Are the MCE Services separately procured and does the MCE ever use another vendor to prepare their submission?*

Answer: The MCE Services are not separately procured. See RFP §3.2.1. MCE Services have been a part of the Department of Budget and Management SWCAP contract since 2009.

12. *Does the State do a full cost conversion of the facilities management plan?*

Answer: The State does not do a full cost conversion of the facilities management plan. However, the State does charge for Facilities Maintenance services to reflect the full allowable cost of providing that service as permitted by OMB Circular A-87 Revised as referenced in RFP Section 3.2.1.

13. *Does the SWCAP include information technology costs?*

Answer: The SWCAP includes every allowable cost (including information technology costs). See OMB Circular A-87 Revised as referenced in RFP Section 3.2.1.

14. *Does the Evaluation Committee give vendors an opportunity to respond after reviewing Proposals?*

Answer: After the Evaluation Committee has reviewed Proposals, responsible Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so may be invited to communicate with the Evaluation Committee via Cure Letters, Oral Presentation, and/or a Best and Final Offer when in the best interest of the State. See RFP §§1.16, 5.1, 5.5.1, 5.5.2.

Remember proposals are due on August 31, 2015, no later than 2:00 PM. If there are questions concerning this solicitation, please contact me via email at rachel.cruse@maryland.gov or call me at (410) 260-7430 as soon as possible.

Date Issued: August 20, 2015

Authorized By: Rachel J. Cruse
<signed>
Procurement Officer

Attachments

MD SWCAP FY12

MD SWCAP FY12 Exhibit A Revised