



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

QUESTIONS AND RESPONSES # 2
PROJECT NO. 050B4400003
Department of Budget & Management
Travel Services
June 6, 2014

Ladies/Gentlemen:

This List of Questions and Responses #2, questions #17 through #20, is being 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 erroneous and either state that the question is moot once the correct 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.

17. Will missing the pre-proposal conference prevent us from bidding on the contract?

RESPONSE: No, missing the Pre-Proposal conference will not prevent your firm from bidding on the contract. The conference was for informational purposes.

18. Was there some kind of pre-registration component for bidders there?

~Effective Resource Management~

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

RESPONSE: There is no "pre-registration" component other than the selected Contractor must be registered on eMarylandMarketplace in order to receive an award.

19. Is there any consideration given to a pending MBE certification status at the time of proposal, and if certified, is that modification allowed after submission?

RESPONSE: MBE's must be certified by the Maryland Department of Transportation prior to proposal submission if proposed as a subcontractor to fulfill the MBE participation goal of the solicitation.

20. We found the previous contract awarded to Globetrotter Travel in the contracts library. Is their previous proposal submission considered a public document and reviewable by prospective offerors?

RESPONSE: A proposal is generally considered a public document, so long as the proposal was considered in fact (as opposed to returned unopened, for example, or returned because the solicitation was cancelled). Proposals normally include confidential information that cannot be disclosed. Bear in mind that there are procedures this office must follow in order to produce documents and production is not immediate.

Remember proposals are due on June 17, 2014 no later than 2:00 p.m. If there are questions concerning this solicitation, please contact me via e-mail at patti.tracey@maryland.gov or call me at (410) 260-7918 as soon as possible.

Date Issued: 06/06/2014

By:
Patti Tracey
Procurement Officer