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Deputy Secretary

**QUESTIONS AND RESPONSES # 2**  
**PROJECT NO. 050B640003**  
**Department of Budget & Management**  
**State Fleet and Travel Management Unit**  
**Tuesday March 01, 2016**

Ladies/Gentlemen:

This List of Questions and Responses #2, questions #1 through #3, 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 it is determined that any portion of the RFP should be changed based upon a submitted question, the actual change may only be implemented via a formal amendment to the RFP. In this situation the answer provided will reference the amendment containing the RFP change.

*1. The current RFP under section 4.4.2.6 (f) reads "the Offeror shall describe its procedure for Agencies to quickly and efficiently purchase repair services equal to or under \$100.00". Does this mean the state intends to increase the driver approval limit in the maintenance program to \$100?*

**RESPONSE:** No, the RFP section 4.4.2.6(f) reads: "The Offeror shall describe its procedure for Agencies to quickly and efficiently purchase repair services equal to or under \$100.00". The Offeror should explain their plan for allowing the State to quickly and efficiently obtain services that fall into this category. How the offeror decides to do this is up to them and their proposal should detail their work plan.

*2. In regards to the request for references, do you know specifically who from the State will be reaching out to our reference clients for the discussion?*

~Effective Resource Management~

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**RESPONSE:** A State representative (which can be either the Procurement Officer or Evaluation Committee member) will call the references from Offerors responding to this particular solicitation and will reference the solicitation number (050B6400003) when they call.

*3. Regarding the RFP section 4.4.2.6 (b) it reads “The Offeror shall give a definitive section-by-section description of the proposed plan to meet the requirements of the RFP, i.e., a Work Plan. The Work Plan shall include the specific methodology and techniques to be used by the Offeror in providing the required services as outlined in RFP Section 3, Scope of Work. The description shall include an outline of the overall management concepts employed by the Offeror and the Project Management Plan, including project control mechanisms and overall timelines. Project deadlines considered contract deliverables must be recognized in the Work Plan”. This was interpreted as being an implementation plan / timeline. Are you able to elaborate on this request at all?*

**RESPONSE:** Regarding the RFP section 4.4.2.6(b) the Offeror should respond to each component within the RFP section 3 (Scope of Work) and provide a detailed explanation of how they plan to meet each of these requirements. The response should also include a detailed work plan which includes a project management/implementation plan and timelines as appropriate.

**Remember proposals are due on March 10, 2016, no later than 1:00 p.m.** If there are questions concerning this solicitation, please contact me via e-mail at [bill.bohlayer@maryland.gov](mailto:bill.bohlayer@maryland.gov) or call me at (410) 260-6021 as soon as possible.

Issued and authorized by

<signed>  
William Bohlayer  
Procurement Officer