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QUESTIONS AND RESPONSES # 1
PROJECT NO. DGSR8400113
Department of Budget & Management
eMaryland Marketplace eProcurement Solution RFP
March 26, 2018

Ladies/Gentlemen:

This List of Questions and Responses #1, Questions #1 through #15, is being issued to clarify certain information contained in the above named RFP.

In most instances the Department's response to the submitted questions merely serves 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.

Questions and Responses # 1

1. *Requirements in Table 2-7 refer to FMIS. Does this system need to interface with FMIS and if so in what capacity.*

RESPONSE: Although the new system may not be expected to interface with FMIS initially, it is expected that it will have the capability of interfacing or integrating with FMIS or a replacement system in the future, whereby full procure-to-pay, end-to-end system functionality can be achieved. Offerors are to detail the capacity of their systems to achieve this interface or integration.

2. *Requirements in Table 6-1 make no reference to the accounting integration. Can you please explain to what degree you expect accounting and encumbrance data to be passed back and forth between systems.*

RESPONSE: It is not expected that accounting and encumbrance data will be transferred initially between systems; however, any system proposed is expected to be capable of transferring such data between systems. Offerors are to code their systems' capabilities in accordance with the instructions described in Appendix 4, Functional Requirements Document.

3. *Is the new procurement system required to perform encumbrance accounting? If so, please provide details on how you expect this to operate.*

RESPONSE: Generally, encumbering would occur in the financial system, not an eProcurement system. For funds to be encumbered, the eProcurement system should integrate purchase orders with Finance. If a proposed system is capable of pre-encumbering funds, then the Offeror should describe how a requisition would be integrated with Finance. In either case, Offerors are to describe whether how their systems achieve this functionality.

4. *Requirement "r" in Table 21-1 asks for integration to the State's budgeting system. Can you explain what type of integration is required?*

RESPONSE: Table 21-1 is for informational purposes and represents desired, future functionality related to "Optional Features or Services, Future Work" as provided in RFP Section 1.4. Offerors are to indicate whether and how their systems integrate with budget systems. Information on the State's current enterprise budget system is available here: <http://doit.maryland.gov/contracts/Pages/ContractLibraryEntBudgSysRepl.aspx>.

5. *Are you expecting that each requisition and purchase order will be validated against budget amounts in this new system? If so, how do you expect this integration to work?*

RESPONSE: It is expected that each requisition and purchase order will ultimately be validated against budget amounts in any new eProcurement solution. Offerors are to propose how their solutions will accomplish this functionality.

6. *How is this being funded?*

RESPONSE: This project is expected to be funded by an initial capital investment that would be recovered through funding through eProcurement system transactional orders, which will also be expected to cover ongoing operational costs. See RFP Section 1.2.4.4.

7. *What is the estimated cost?*

RESPONSE: Because this is the first time an eProcurement solution of this scope has been procured in the State, historical cost information is unavailable and actual cost estimates are unknown.

8. *Related to the RFP's Financial Capability section 2.3.2 K and taking into consideration that a number of potential bidders are privately held companies, would the State accept a general financial statement along with a Dun and Bradstreet report, bank references, and other evidence of the company's financial health to satisfy this requirement?*

RESPONSE: It is the State's preference that offerors submit independently-audited profit and loss sheets and a balance statements for the past two years, as requested in Appendix 5 Section 2.3.2 K. If an offeror chooses to submit a general financial statement in lieu of the independently

audited profit and loss statements and balance sheets, the State may subsequently request additional information pertaining to the offeror's financial responsibility.

9. *What is the reason for the 10% MBE goal?*

RESPONSE: The State looked at possible subcontractable areas in determining the MBE goal. The 10% goal is based on the amount and type of work that could be subcontracted under this contract.

10. *Is there any possibility of extending the current contract?*

RESPONSE: The State does not anticipate extending the current contract for eMaryland Marketplace.

11. *If an MBE firm is both a both a supplier and a manufacturer, how is MBE participation counted?*

RESPONSE: An Offeror must state in which capacity, either as a supplier or a manufacturer, the MBE firm is proposed to work.

12. *If a firm is dually-certified as an MBE firm and a VSBE firm, how is participation counted?*

RESPONSE: A dually-certified MBE and VSBE firm may be counted for both MBE and VSBE participation goals, but the percentage of work assigned for MBE and VSBE goals cannot be double counted. For example, if the MBE goal is 10 percent and the VSBE goal is 1 percent, a single dually-certified MBE and VSBE firm may fulfill 10 percent for the MBE goal and an additional 1 percent for the VSBE goal for a total of 11 percent committed to the dually-certified firm.

13. *Who is the current contractor?*

RESPONSE: Periscope Holdings, Inc. is the incumbent contractor.

Is the State looking for a solution to be developed?

RESPONSE: The State is not looking for a solution to be custom-developed for this project.

14. *What areas are subcontractable for MBE and VSBE purposes?*

RESPONSE: Offerors are to propose how to use MBE and VSBE subcontracting partners in their proposals. The State does not prescribe the areas or work to be subcontracted to MBE and VSBE firms for a particular project.

15. *What was the length of the current contract?*

RESPONSE: The current contract has been in place since 2011. See BPW agenda item and award information at <http://www.bpw.maryland.gov/MeetingDocs/081011-Summary.pdf> and <http://www.bpw.maryland.gov/MeetingDocs/2017-July-26-Agenda.pdf>.