PRINCE GEORGE’S COUNTY OFFICE OF CHILD SUPPORT ENFORCEMENT

INVITATION FOR BIDS for

ADMINISTRATIVE SUPPORT / DATA ENTRY SERVICES

CSEA/PGCOCSE/12-003-S

# QUESTIONS AND RESPONSES / PRE-BID CONFERENCE

Question 12: Does the term "automated systems" include CSEA, CSES, CARES, CDB and CIS, in addition to the FileTrail data repository?

Reference: Paragraph 3.3 (Scope of the Project) states "persons to perform on-site administrative services to purge, close, destroy or archive case records to avoid an overflow of both the centralized file room and the electronic filing system."

Reference: Paragraph 3.5, A.5. States: "Verifying data in the files and automated systems for corrections."

**Response:** **Automated systems include CSES and FileTrail. Please reference Section 3.1 second paragraph and Section 3.3 second paragraph for further clarity.**

Question13: What will be the working hours for the two staff members assigned to this contract?

**Response:** **Please reference Section 1.12 “Glossary of Terms” page 6 “Work Week”.**

Question 14: What is the hourly rate for the current vendor and about how many hours was completed for 2011?

**Response: The value of the current contract is $39,608. Approximately 3200 plus hours for two full-time staff over a ten month period were completed.**

Question 15: The Response to question 1 indicated the value was $39,608. Is that contract (and corresponding value) for two staff members, 3,888 total hours over a one-year period?

**Response: Yes, the values are for two staff members. Also, please reference the response to Question 14.**

Question 16: Are these two positions in addition to the current work staff and current contract that you mention?

**Response: No.**

Question 17: Can you tell me the length of the contract that you mention the incumbent has that you provide the price to?

**Response: Please reference the response to Question 14.**

Question 18: In General Information section 2.8 State Supplied Services and Facilities it states the PGCOCSE will provide 5 on-site training sessions and that the Bidders should include the cost in their bids. Can you give the estimated costs of the training sessions to all prospective Bidders?

**Response: The training sessions referenced in Section 2.8 are designed to educate the two new staff members of procedures prior to the notice to proceed. The two new staff should be paid for their time while in training, so the successful Bidder should include in their Bid the estimated costs for training sessions. Attachment A will be revised to include a line on which Bidders can include this one-time cost.**

Question 19: I received the questions/responses email and noted that the last awarded contract amount was $39,608. Was that for 1 Data Entry clerk or 2?

**Response: Two (2)**

Question 20: In reference to the 5 onsite training classes that will take place,

What method is to be used in including that in our quote, are we just using the hourly fee quoted in Attachment A, and multiplying by 5 full workdays, or is there a fixed price to use. Please advise Thanks

**Response: Please reference the last sentence in Section 2.8. Attachment A will be revised to include a line on which Bidders can indicate what they intend to pay staffers for their training time.**