

DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR PROPOSALS FOR
LEGAL SERVICES FOR WASHINGTON COUNTY
DEPARTMENT OF SOCIAL SERVICES
WASH/CW/12-129-S

QUESTIONS AND RESPONSES

Question 1: Provide the List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

Response: This information is included in the RFP Document, available on eMaryland Marketplace at www.emarylandmarketplace.com and the DHR web site at www.dhr.state.md.us/crfp.

Question 2: Provide a Soft Copy of the Tender Document through email.

Response: See response to Question 1.

Question 3: Provide the names of countries that will be eligible to participate in this tender.

Response: As stated in Section 3.4.1, Offerors must possess a current and valid license to practice law in the State of Maryland.

Question 4: Provide information about the Tendering procedure and Guidelines.

Response: See Section 4 of the RFP for Proposal Preparation.

Question 5: Provide the Estimated Budget for this Purchase.

Response: The Department does not divulge this information to Offerors.

Question 6: Any Extension of Bidding Deadline?

Response: As stated in Section 1.6, requests for extension of the Proposal due date or time will not be granted.

Question 7: Any Addendum or Pre Bid meeting Minutes?

Response: All Addenda and a Summary of the Pre-Proposal Conference will be posted on eMaryland marketplace and the DHR Web Site.

Question 8: Does the scope of representation/work for Child Protective Services include administrative appeals?

Response: No

Question 9: Does the legal assistant designated for work under the contract have to be specifically identified in the proposal or can we simply submit the hiring parameters (pay rate, hours, etc.) and name the person upon contract award?

Response: Yes. The paralegal would need to be identified and a copy of his/her resume must accompany the proposal.

Question 10: Does the lead attorney designated in the proposal have to be the one that does the majority of the work or can we designate a lead attorney for contact purposes and a primary attorney for the work?

Response: The lead attorney and the conflict attorney must be clearly identified in the proposal. No substitutions of these attorneys will be allowed without prior approval of the Department (section 4.2.F). The lead attorney and the conflict attorney must provide a resume ensuring they meet the qualifications (Section 4.2.E).

Question 11: Will the post-award orientation include instruction on the substantive work as well as administration, organization and responsibilities under the contract?

Response: Yes

Question 12: Are there any special requirements for law firms that are applying as opposed to solo practitioners?

Response: **No – however, the lead attorney and the conflict attorney responsible for the services under this contract must be clearly identified in the Proposal. No substitutions of these attorneys will be allowed without the prior approval of the Department (see Section 4.2.F). Also, per Section 3.6, the lead attorney must serve as the Contractor’s Project Manager.**

Question 13: Should the financial be on a per case or a blanket pricing; so, in other words, say you guys had 700 cases, should they price it per case or should they say we’ll do an overall amount?

Response: **The Pricing Proposal asks for total dollar amount on a year to year basis (See Attachment A).**

Question 14: Attachment A1 would not print. How else do we have access that that? I tried again this morning, and I was able to print A, but no A1.

Response: **Depending on what operating system you are using; the Excel spreadsheet needs to be “maximized” and the sheet tabs appear at the bottom, allowing you to see Financial Proposal, Detail and Instruction tabs. Attachment A-1 is the Instruction tab.**

Question 15: What is the time frame for the transcript to be on the websites?

Response: **The transcript will be posted once it has been made available by the transcription company.**

Question 16: Is it sufficient to hand-deliver (proposals); is that allowed?

Response: **Yes, you can hand-deliver the proposals. However, Offerors must ensure that the proposals are in the possession of the Procurement Officer by the due date and time in order to be considered.**

Question 17: Can questions be emailed to you, the procurement officer, after this conference, if I have any questions?

Response: **Yes.**