

DEPARTMENT OF HUMAN SERVICES
INVITATION FOR BIDS
IN HOME AIDE SERVICES
SSA/IHAS-21-001-S

QUESTIONS AND RESPONSES #4

Question 1: Can we write county instead of city in the location spot on the summary page of Attachment B-1?

Response: You should fill-in your City and State as you would for your mail address.

Question 2: We missed the Pre-bid Conference. Are we still able to submit?

Response: You do not have to have attended the Pre-Bid conference to submit a Bid. Please see eMMA or the DHS website for the Bid Closing Date and Time. Bids must be submitted through eMMA.

Question 3: Regarding original signatures on the Financial Bid summary sheet, there is a signature required. I have signed it electronically, is that acceptable? Is it okay to sign documents electronically?

Response: Electronic signatures are acceptable for documents submitted in response to this Solicitation.

Question 4: Section 5.4.8 Financial Capability seems unclear about whether a Bidder must include the Profit and Loss (P&L) statement and a Balance Sheet. Since it says "if available" and "preferably," are there other records that can take the place of these two requirements? There is a list of other documents that may be included as additions, but can they substitute?

Response: The purpose of this requirement is to ensure that Bidders are financially solvent. Any one or more of the types of financial 'statements' listed will suffice.

Question 5: Attachment I - Non-Disclosure Agreement (Contractor) states that we name the personnel but doesn't mention signing. Attachment I-2 has a space for signature, so it appears we need to have the 1 RN and 5 CNA's sign along with any other employees/agents that will access confidential information. With that said, do we need to provide a copy of our agency

confidentiality agreement that each of those individuals signed and submit that along with the bid?

Response: **The Non-Disclosure Agreement will be executed if a Bidder is recommended for award. Further instructions will be given at that time. The form is not submitted with the Bid.**

Question 6: Section 3.7.2 Security Clearance/Criminal Background Check states that the Contractor shall obtain their own expense Criminal Justice Information System (CJIS) State and federal criminal background check, including fingerprinting, for all Contractor Personnel. How would Bidders achieve a federal criminal background check?

Response: **For this contract, the Maryland Department of Human Services, Office of Adult Services will waive the requirement of the federal criminal background check only. (See Amendment 3.)**

Question 7: Should there be a place to sign on Appendix 12?

Response: **There is a signature line for the Data Sharing Agreement; however, this form is only submitted after recommendation for award and is not to be submitted with the Bid. (See Amendment 3.)**

Question 8: Can the state consider reducing the \$50,000 of employee theft coverage?

Response: **See Amendment 3**

Question 9: Is there a certain format that the Bid needs to be submitted in?

Response: **Bids shall be submitted through eMaryland Marketplace Advantage.**

Question 10: I did not see the answer provided for “RN assessment **only**”. RN assessments are a part of the contract for clients whom we provide personal care to. However we currently provide assessment only for a fee in our current contract to Calvert IHAS. We do not provide the caregivers nor do we supervise them, we do not provide personal care to these clients, we only provide the assessment and DSS provides the caregivers. Will we no longer be able to provide that service?

Response: **The successful Bidder will be required to provide all of the services requested in the IFB. Services may be performed by the Bidder and/or subcontractors. Bidders are required to identify Key Personnel in its Bid, which includes at least one (1) RN and five (5) or more CNAs.**