**DEPARTMENT OF HUMAN RESOURCES**

**FAMILY INVESTMENT ADMINISTRATION**

**OFFICE OF HOME ENERGY PROGRAMS**

**REQUEST FOR PROPOSALS FOR**

**ADMINISTRATION OF THE MARYLAND ENERGY ASSISTANCE PROGRAM (MEAP) AND THE ELECTRIC UNIVERSAL SERVICE PROGRAM (EUSP)**

# QUESTIONS AND RESPONSES 1

Question 1: Is the OHEP State Office providing the hotel rooms for the Annual Conference, as done in previous years, or should the cost of the room be calculated into the proposed budget?

**Response: Costs for accommodations should be included in the Financial Proposal Form. See Section 3.3.13 of the RFP.**

Question 2: What is the total number of planned meetings for each contract year?

**Response: OHEP will schedule at least four planned meetings each year in addition to the Annual Spring Meeting. See Section 3.3.13 of the RFP.**

Question 3: Do we need to extend hours of operations to accommodate the Normal State Business Hours?

**Response: The Contractor’s facility must be open and available to the public during Normal State Business Hours. See Section 3.3.1 of the RFP.**

Question 4: What happens to current state supplied equipment if it needs replaced to repaired?

**Response: Pursuant to Section 3.2.5 of the RFP, OHEP will provide and maintain ECMS Scanners during the contract term. OHEP will not provide or maintain any other equipment during the contract term. Any contractor who has received equipment under an existing contract should contact the State Project Manager to make arrangements for the equipment at the end of the existing contract term.**

Question 5: Attachment BB is not available on emarylandmarketplace.com. How can we obtain that attachment?

**Response: An amendment has been issued to eMaryland MarketPlace and the DHR website to add Attachment BB – OHEP Intake Summary by County by FY 2005 through FY 2013.**