

REQUEST FOR PROPOSALS (RFP)

STATE OF MARYLAND DEPARTMENT OF HUMAN SERVICES (DHS) OVERNIGHT SIBLING SUMMER CAMP BCODSS/CS-18-006-S

January 24, 2018

QUESTIONS AND RESPONSES # 1

Question 1: What is the ratio of BCODSS staff (Counselors) to kids? What staff is the camp required to provide?

Response: Pursuant to Section 2.2 of the RFP, BCODSS anticipates that approximately 50-55 Campers and 35-45 BCODSS Counselors will attend the Camp. BCODSS Counselors include both BCODSS staff as well other adult volunteers. DHS does not determine the number of staff that the Contractor should provide; the Contractor must provide sufficient staff to fulfill all of the requirements specified in the RFP.

Question 2: Who is responsible for providing transportation to and from the camp and for offsite activities?

Response: Pursuant to RFP section 2.4.3.3, the Contractor shall provide transportation as necessary for all off-site activities.

Question 3: Does the distance from BCODSS to the camp matters?

Response: Pursuant to RFP section 1.1.1, the Offeror must have a camp facility that is located within the State of Maryland.

Question 4: Are tents permissible for lodging?

Response: Pursuant to RFP section 2.4.2.1, lodging must include beds/bunks, hot showers, flush toilets and electricity. Tents that meet those requirements would be permissible.

Question 5: Please provide clarification about geographic separation.



Response: The lodging facilities must provide separate accommodations for male and female camp participants. In addition, “the Contractor shall provide a plan that will minimize the opportunity for mixed gender gatherings during late evening or night-time hours.” See RFP Section 2.4.2.1 for further information.

Question 6: Please clarify the requirements for Sections 3.6 and 3.7 of the RFP (MBE & VSBE Goals).

Response This solicitation does not include an MBE Goal or a VSBE Goal pursuant to RFP Sections 4.26 and 4.27. Consequently, the reports described in Sections 3.6 and 3.7 of the RFP are not required.

Question 7: Can DHS provide more detail regarding section 2.4.3.4, Specialized Activities.

Response: No. The Offerors shall describe the Specialized Activities that they will offer to Campers and BCODSS Counselors in their Technical Proposals.

Question 8: What is the anticipated number of kids per group?

Response: Pursuant to RFP Section 2.2., BCODSS anticipates that approximately 50-55 Campers will attend the Camp and that BCODSS will designate five or six smaller groups, each containing 8-10 Campers and 4-5 BCODSS Counselors.

Question 9: Can you provide the award amount for this opportunity for 2016 and 2017?

Response: The scope of work for the BCODSS Summer Camp varies in certain respects each year, such that the amount paid for the services provided in 2016 and 2017 do not reflect the amount to be awarded for the services required under this RFP. The value of the contracts awarded in 2016 was not to exceed \$43,452.00, and the value in 2017 was not to exceed \$49,135.80.

Question 10: Is an Offeror who has no lobbying activities to disclose required to include Attachment G-2 with its Proposal?

Response: No. Offerors who have no lobbying activities to disclose, are not required to include Attachment G-2 with their Proposals.

Question 11: If an Offeror includes the Non-Disclosure Agreement, Attachment I, with its Proposal, what sections need to be completed? Should the signature be dated, and does it need to be signed in the presence of a notary?

Response: If an Offeror submits Attachment I with its technical proposal, the information requested on the signature block for the Contractor should be completed, an authorized representative of the Offeror should sign



Attachment I, and the date signed should be provided. Attachment I does not need to be signed in the presence of a Notary Public.

Question12: Can you clarify who to list as persons who would receive confidential information in the Non-Disclosure Agreement, Attachment I?

Response: Pursuant to Paragraph 2 of the Non-Disclosure Agreement, Attachment I, the persons listed should be the Contactor's personnel who will have a demonstrable need to know any Confidential Information to perform the Contractor's contractual duties and who have agreed in writing to be bound by all limitations pertaining to the use of such Confidential Information.

