

**DEPARTMENT OF HUMAN SERVICES
CAROLINE COUNTY DEPARTMENT OF SOCIAL SERVICES**

QUESTIONS AND RESPONSES #1

COST ALLOCATION AND RANDOM MOMENT TIME STUDY

RFP NUMBER: OBF.CARM.22.001.S

5/24/2022

QUESTION: 1 To confirm – the tabs/sections would be included together just in one Technical Proposal file as opposed to individual files for each tab, correct?

RESPONSE: 1 Yes

QUESTION: 2 Additionally, regarding tabs as a requirement for electronic files, can the State specify whether:
“TAB” is synonymous with the paragraph function, meaning we should insert a page break before starting each section/tab throughout the technical volume. In the RFP section 6 it explain that you will have “ TAB” for each section not inserted TABS.

RESPONSE: 2 In the RFP it reference to TABS A-Q not inserted TABS. You should insert a blank page with the word TAB and the section you are referencing too.

QUESTION: 3 It is sufficient just to include the TAB "nomenclature" which follows RFP Section 5.3.2 in the headings within the Technical Proposal file.

RESPONSE: 3 YES

QUESTION: 4 We should include a blank page between each section with “TAB _” noted on it.

RESPONSE: 4 Yes and identifying what the TAB is.

QUESTION:5 We should utilize some combination of page breaks, TAB names, and blank TAB pages. If so, which combination?

RESPONSE: 5 Whichever you prefer.

QUESTION: 6 In section 2.3.2- B (XIV (g))- states: “ Real time data consolidations occur; and”; What time period would DHS like to have the real data consolidations occur (quarterly, monthly or weekly)?

RESPONSE:6

Sample Period: The sample collection period is for the same three (3) month period for which costs are distributed to various programs. The sample pull is executed immediately prior to the federal reporting period. Enough lead time is permitted to enable the Central Office RMS Administrator to draw the sample and distribute the control list to the Central Office RMS Coordinators and/or Sample

Taker.

The following sampling schedule has been adopted:

<u>Workers Selected Following Payroll Processed for Period Ending</u>	<u>For Survey Period</u>	<u>Applicable Federal Claimed Period</u>
June 15th	July August September	July August September
September 15th	October November December	October November December
December 15th	January February March	January February March
March 15th	April May June	April May June

QUESTION: 7 In section 2.3.2—B (XV)— states: "Provide Contract Monitor a written semi-Annual Schedule of maintenance from contractor indicating the dates in which they will perform the Security Requirements listed in section"; this requirement is missing from section 3.7 "Security Requirements".

RESPONSE:7

Need Clarifications.

Section 3.7 Security Requirements involves the contractor employee's security plan and other business model plans of the CAP system, pertaining to period checks of all elements that make up the system installation to verify that they work well.

QUESTION:8 Is the state of Maryland DHS currently using a CY quarter schedule?

RESPONSE:8

The State of Maryland use the twelve-month period commencing on July 1, 20XX and ending June 30, 20XX

QUESTION:9 what are examples of "Special calendar Adjustments"?

RESPONSE:9 PY Transactions.

QUESTION: 10 Is there currently an incumbent vendor (s) who is providing both or either of the Cost Allocation and RMTS services? If so, who is the current vendor (s) providing both or either of these services?

RESPONSE: 10 The Agency currently have a Vendor for RMTS and Internal Agency Cost Allocation System.



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6/03/2022

Date: