

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

QUESTIONS AND RESPONSES #2

COST ALLOCATION AND RANDOM MOMENT TIME STUDY

RFP NUMBER: OBF.CARM.22.001.S

6/3/2022

QUESTION:12 Section 2, 2.1.7 (pg.8)

During the Pre-Proposal Conference and as per RFP Section 2, Item 2.1.7, the DHS states that the cost allocation system should be ready to implement in 45 days of contract award. In our work with other jurisdictions, we have found that most cost allocation implementations require approximately 12 months. This extended time period allows for an appropriate amount of time to gather information about the current cost allocation processes, configure the system, and thoroughly test to ensure the system is producing results that align with the Cost Allocation Plan. Would you be open to a longer timeline?

RESPONSE: 12 No

QUESTION:13 (pg. 67)

Offerors are to address each RFP requirement as stated in RFP Section 2 and Section 3. Please clarify the following:

- For RFP Section 2, are Offerors to respond to each section (2.1 – 2.5) OR sections 2.3 – 2.5 in the proposal?
- For RFP Section 3, are Offerors to respond to each section (3.1 – 3.14) OR are there specific sections for which Offerors are to provide responses in the proposal. Section 5.3 Volume I – Technical Proposal, 5.3.2 paragraph F, Item 3

RESPONSE:13 The contractor shall address sections 2 and 3 as stated in the RFP. In section 5.3.2 create tabs for sections A- O addressing each area.

QUESTION:14 (pg. 70)

As per the requirement, Offerors are to include letters of intended commitment to work on the project. Please clarify what is meant by “letters of intended commitment”. Who is to provide these letters – the Offeror? Each of the assigned staff member(s) included in the Offeror’s Staffing Plan?

RESPONSE:14 The vendor submitting a proposal should submit any letters on intended commitment to work on the project via that staff person (s) making the commitment.

QUESTION:15 (pg 75)

The RFP outlines the breakdown of the evaluation criteria as: 6.2.2 Experience and Qualifications of Proposed Staff; 6.2.2 Offeror Qualifications and Capabilities; and 6.2.3 Economic Benefit to State of Maryland. Can the DHS elaborate on the scoring criteria in terms of the number of possible points and/or percentage of the total scoring?

RESPONSE:15 The evaluation committee will rank each proposal as stated in section 6.2. 2, 6.2.3, and 6.2.4.



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6/03/2022

Date: