

DEPARTMENT OF HUMAN RESOURCES  
REQUEST FOR PROPOSAL FOR  
DISABILITY BENEFITS ADVOCACY PROJECT  
OBF/CARM/14-002-S

**QUESTIONS AND RESPONSES #1**

Question 1: Provide the List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

**Response:** This information is available on eMaryland Marketplace at <https://emaryland.buyspeed.com/bsol> and the DHR web site at [www.dhr.maryland.gov](http://www.dhr.maryland.gov).

Question 2: Provide a Soft Copy of the Tender Document through email.

**Response:** See response to Question 1.

Question 3: Provide the names of countries that will be eligible to participate in this tender.

**Response:** All countries are eligible to participate in this procurement process. However, Offerors should note that some work requirements in RFP Section 3.2 call for Offerors to perform work in the State of Maryland.

Question 4: Provide information about the Tendering procedure and Guidelines.

**Response:** See Section 4 of the RFP for Proposal Preparation.

Question 5: Provide the Estimated Budget for this Purchase.

**Response:** The Department does not divulge this information to Offerors.

Question 6: Any Extension of Bidding Deadline?

**Response:** As stated in Section 1.11, requests for extension of the Proposal due date or time will not be granted.

Question 7: Any Addendum or Pre Bid meeting Minutes?

**Response:** All Amendments and information from the Pre-Proposal Conference will be posted on eMaryland Marketplace and the DHR Web Site.

Question 7: Are there any current incumbents (entities/vendors) doing work on any portion of what is covered in the RFP?

**Response:** For foster youth, local Departments of Social Services are currently handling all parts of the process. For TDAP, TCA, and PAA recipients, there are no entities/vendors doing the work covered in the RFP.

Question 8: The RFP states that the *"Whereas the living wage may change annually, the Contract price may not be changed because of a living wage change"*. This statement puts the burden of correctly estimating future living wage requirements on the contractor. Can the State please provide historical living wage costs for at least the last 5 years to assist vendors in estimating this properly?

**Response:** A list of the historical Living Wage rates can be found at: <http://www.dllr.maryland.gov/labor/prev/livingwagehistory.shtml>.

Question 9: Are respondents to the proposal to submit two separate proposals? One for foster care SSI and one for adult SSI.

**Response:** If Offerors propose to provide services in both functional areas, they shall submit a separate proposal for each functional area. However, Offerors are not required to provide services in both functional areas.

Question 10: If a MBE and/or VSBE is engaged to provide staffing services, will the DHR Hiring Agreement signed by the vendor flow down to the MBE and/or VSBE subcontractor to allow the MBE and/or VSBE subcontractor to interview and potentially hire personnel referred by DHR?

**Response:** No. The DHR Hiring Agreement is between the prime contractor and the State. It does not apply to any proposed subcontractors.

Question 11: If a bidder intends to submit a proposal relying exclusively on its own qualifications and financials, will the State waive the parent guarantee requirement? If not, will the State please explain the purpose of the parent guarantee requirement?

**Response: Yes, the State will waive this requirement if an Offeror is relying on its own qualifications and financials.**

Question 12: The MBE and VSBE participation requirements for this RFP are 25% and .5% respectively. Is this 25% and .5% of the total price proposed for each year? If so, how does one reconcile what that amount is as this is a contingency-based contract where the vendor only gets paid for successful applications and there are no guarantees of numbers of cases to be referred to the vendor or monies to be allocated? If a vendor does not know a guaranteed number of cases to be referred to the vendor and subsequently completed and submitted to SSA for approval, how will the vendor know how much monies will be paid to them by DHR and then be able to determine what is 25% and .5% of that amount?

**Response: The MBE and VSBE goals are applied to the total contract price. Since the contract is identified as an indefinite quantity contract, this amount is not guaranteed; and the achievement of the goal will be measured against the amount of actual payments made to the contractor(s) during the contract period (including the option period, if exercised).**

Question 13: If a vendor intends to bid on both functional areas, is it permissible to provide pricing proposals for each functional area *and* a pricing proposal for both functional areas that reflects cost savings to the DHR by overlapping services where possible and appropriate?

**Response: No. Offerors must submit separate Pricing Proposals for each Functional Area.**

Question 14: What is the estimated Contract Commencement Start Date and the estimated "Go Live Date" for this project per RFP Section 1.4?

**Response: The estimated contract commencement date is April 17, 2015; and the Go-Live Date is May 1, 2015.**

Question 15: What is the estimated budget set aside for this work?

**Response: The Department does not divulge this information.**

Question 16: Is it a requirement that the Notice to Vendors (RFP, pg ii) be included with a vendor's proposal and if so, where would the state like it placed? Before the Table of Contents or in a different location?

**Response: No, the Notice to Vendors should only be submitted if the Offeror does not intend to submit a Proposal.**

Question 17: Where should the vendor place the Non-Disclosure Agreement (RFP 1.37 - Attachment J), Business Associates Agreement (RFP 1.38 - Attachment K) and the DHR Hiring Agreement (RFP 1.43 - Attachment O) within the body of the proposal?

**Response: If the Non-Disclosure Agreement is submitted with the Proposal, it should be placed behind Tab O. The Business Associate Agreement and Hiring Agreement are not submitted with the Proposal; but only after notification of apparent award.**

Question 18: Would the State like an Offeror to register for Electronic Funds Transfer (EFT) prior to RFP submittal or only after project award? (RFP Section 1.30, pg 18).

**Response: The State has no preference.**

Question 19: Should an Offeror submit Attachment O – DHR Hiring Agreement with its bid proposal to expedite processing if selected for award? (RFP Section 1.43, pg 26).

**Response: No, an Offeror should submit the Hiring Agreement only after notification of apparent award.**

Question 20: Can the State clarify which of the Bid/Proposal attachments a proposed MBE subcontractor is required to sign and have submitted with a prime offeror's proposal?

**Response:**           **The Bid/Proposal Affidavit is only submitted by the prime contractor, not by any subcontractor.**

Question 21:           Would the State accept both the Microsoft Word and Adobe versions of the Volume I Technical proposal on one CD and both the Microsoft Excel and Adobe versions of the Volume II Financial Proposal on a separate single CD or does the state require two CD's for each volume be provided? (RFP Section 4.2.2, pg 40).

**Response:**           **The State requires 2 separate CD's for each volume.**

Question 22:           Who is the incumbent, if any, of the services described in this RFP? If there is one, are they currently performing services under both functional areas?

**Response:**           **Please see the response to Question 7.**