PRINCE GEORGES COUNTY OFFICE OF CHILD SUPPORT ENFORCEMENT

INVITATION FOR BIDS

for

ADMINISTRATIVE SUPPORT / DATA ENTRY SERVICES

CSEA/PGCOCSE/12-003-S

# QUESTIONS AND RESPONSES / PRE-BID CONFERENCE

Question 1: Is this a current contract? If yes, may we have the name of the contractor and the current annual dollar value of the contract?

Response: Yes this is a current contract. The current contractor is InfoScope Services LLC. The total dollar amount of the contract is $39,608.

Question 2: If this is a current contract, and since the personnel are considered key, we would be happy to consider hiring the in place personnel if you can furnish contact information so they may submit resumes to us?

Response: This is a current contract. The workers are employees of the current contractor. You would need to contact the current contractor for information on the personnel. The Department does not divulge information on contractor personnel.

Question 3: Is this bid for new work?

**Response: No. Please see the response to Question 1**

Question 4: If this is not new work, what is the current value and incumbent name of the previous contract?

**Response: Please see the response to Question 1.**

Question 5: Can the bid be hand delivered? If so, what are the procedures for hand delivery?

**Response: Please refer to Section 1.6 of the IFB. Hand delivery is allowable; however the Bid must be in the possession of the Procurement Officer by the Bid due date and time.**

Question 6: Is there a way to verify if a company is already registered for the Vendor EFT? If so, what is the process?

Response: Please refer to the bottom of Page 2 of Attachment E. You may contact the Electronic Funds Transfer (EFT) Registration Desk at (410) 260-7375.

Question 7: As for the information needed for the Bidders list of contracts with the State of Maryland (page 19, Section D), is this information required if the Bidder is a Subcontractor to a Maryland agency?

Response: Yes. However, please state that you are a subcontractor on the project and identify the name of the Prime Contractor.

Question 8: Section 3.3 of the IFB states that "the retention and closure procedures will be presented upon award of Contract to the successful Bidder". If these procedures are not classified sensitive in nature, can they be provided to respondents as a means of ensuring proper skill source allocation?

**Response: The procedures are sensitive in nature as they contain personally identifiable client information. Given this, they cannot be provided prior to award of Contract.**

Question 9: Section 3.8 Post Award Orientation Conference states that "within two weeks after Department approval, the State's Project Manager, Contractor and/or Contractor's Project Manager and any other Contractor staff deemed appropriate shall attend a Post-Award Orientation". Does this mean that the actual performance start date is dependent upon the date of this orientation?

**Response: No. Please refer to Section 2.10 of the IFB for the anticipated contract term.**

Question 10: Section 4.3 C, Key Personnel. What are the procedures for conformance with this section if the Contractor must provide a replacement resource in the event of an unscheduled absence? In the event of a need to replace key personnel, please clarify that the individual provided as replacement must meet the qualifications as provided in the contract, not those of the incumbent. That provides for consistency in qualification evaluation based on the needs of the State not the qualifications of the incumbent staff?

**Response: In the event of an unscheduled absence, the Contractor shall follow the procedure outlined in Section 3.5 C of the IFB, not 4.3 C. Any replacement worker must meet the qualifications listed in 3.5 B.**

**If the Contractor needs to replace key personnel, it shall follow the requirements of 4.3 C. Any replacement personnel must meet the qualifications listed in the Contract, not the qualifications of the incumbent.**

Question 11 Is this a new procurement or a follow on contract? If a follow on, who is the incumbent contractor?

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