



Questions and Answers No. 1

Request for Resumes #F50B7400028

DoIT Technical Writer

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFR. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor.

- 1) Can you provide more information on what is included in State's background check?

RESPONSE: The State's background check requires offerors to complete the MD Capitol Police ID request form if awarded the contract. For information on the program, please see the following website <http://mcp.maryland.gov/Pages/StateIDProgram.aspx>.

- 2) Is there any basic eligibility require for a candidate before State can initiate State's background check?

RESPONSE: The question is unclear and requires clarification. In order to be awarded, the candidate must satisfy the requirements identified in the RFR.

- 3) On Page # 4, it is mentioned that '3 writing samples similar to the requirements of this RFR' can you please clarify what is expected?

RESPONSE: By way of example only, writing samples could include previous solicitations or responses thereto drafted by the offered candidate.

- 4) It is expected that there will be 2 emails, however since each candidate email will have unique password, we would need to send 2 mails for Technical and 1 Email for Financial, can you please confirm?

RESPONSE: See RFR Section 4. Each candidate should have its own technical email and financial email for a total of two emails and a unique password for each email, per candidate.

- 5) Since there are 2 position requested, in Price proposal 1000 hours is expected for per position or for both the candidate, can you please confirm?



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RESPONSE: A separate Attachment 2 should be completed for each candidate proposed by a Master Contractor. Since this is the case, then the 1000 hours is per candidate.

6) These positions are for 6 months, are there any chances to extend the duration of assignment?

RESPONSE: No.

7) Can these positions be filled in by people who are legally able to work using valid work visa?

RESPONSE: Yes.

8) If the proposed candidate is currently working out of State, in that case can interview will be arranged using Skype, GoToMeeting, WebEx?

RESPONSE: See RFR Section 1, Special Instructions. It is at the Procurement Officer's discretion.

9) What will be the possible start date for these positions?

RESPONSE: See RFR Section 1, Anticipated Start Date.

10) As I review the request for a technical writer, I see that the duration is a six month period. Is this position 40 hours/week during that period?

RESPONSE: Yes.

11) Is this is a new opportunity or a recomplete?

RESPONSE: This is new opportunity.

12) Can the Technical Writers provide remote support for the RFR?

RESPONSE: No.

13) Can we use Documentation Specialist (#55) for this because of the experience required in IT and documents review or are we to use only the (#56)

RESPONSE: No. Submission must be under the required labor category in RFR Section 1.

14) What is the total budget limitation of this RFR?

RESPONSE: The State will not provide that information.



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15) Please share the details of the incumbent or vendor currently providing the same services along with last year's expenditure?

RESPONSE: See response to Question 11.

16) It looks like this staff will work on procurement. Will the awarded vendor be precluded from bidding on future procurements?

RESPONSE: Yes, to the extent required by the Annotated Code of Maryland, State Finance and Procurement Article, 13-212.1 or any other applicable law or regulation

17) Because the Agency/place of performance for this RFR is DoIT, does this preclude the winning master Contractor from bidding on any Requests for Proposal, Invitations for Bids, etc. (CATS+ plus or otherwise) that the awarded Tech Writer works on or has contact with?

RESPONSE: See response to Question 16.

18) Would the state accept a remote resource for this position?

RESPONSE: See response to Question 12.

19) We had a question on the following requirement with the technical Proposal.
ATTACHMENT 7– CRIMINAL BACKGROUND CHECK AFFIDAVIT - We believe this has to be submitted after the contract the awarded . Please confirm

RESPONSE: Attachment 7 is to be submitted within 45 days of NTP.

20) Will the selected candidates be required to work on-site 40-hours a week?

RESPONSE: See response to Question 10.

21) Because this consultant will be working with RFP documents, will this create a conflict of interest for the Master Contractor in regards to future bid opportunities and prohibit the Master Contractor from participating in future bid proposals?

RESPONSE: See response to Question 16.

22) Could you kindly clarify about 3 writing samples from the candidates. Do we have to include it in the technical volume as images or can we send them as a separate attached document ? Also, if we send them as a separate document then, what should be the file format (Word or PDF) ?



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RESPONSE: Writing samples submitted may be included in the Technical volume as separate documents in either a Word or PDF format.

23) What is the requested length of the writing samples? Generally we have seen this request to be about 1, and up to 3 pages in length. Guidance on this is appreciated.

RESPONSE: There is no requirement for the length of the writing samples, however Master Contractors should take into consideration the required services and provide samples that show the writing capabilities of the candidate.

24) Should a contractor receive an award to support the writing and development of a DoIT RFP or RFP's, would the contractor providing this support be OCI'd from pursuing the RFP or RFP's which they supported? If so, would the contractor be allowed to provide a mechanism to "firewall" the Tech Writers off from other corporate business allowing them to pursue the opportunity if so desired?

RESPONSE: See response to Question 16. "Firewall" mechanisms are not acceptable to the State at this time.

25) Attachment 5 – The NDA has language in regards to a TORFP instead of an RFR, should we alter this language to say RFR?

RESPONSE: See Amendment 1.

26) Attachment 5 – 3rd paragraph has a blank section for TO Contractor to fill in the type of confidential information that will be handled. Is there specific language that should be filled in this section or will inserting "regarding work being done under RFR-F50B7400028" suffice?

RESPONSE: See response to Question No. 25 which clarifies this section.



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27) It is expected to fill Non-Disclosure Agreement (TO Contractor) (Attachment 5 of this RFR), however do we also need to fill “EXHIBIT A – FOR THE NONDISCLOSURE AGREEMENT (TO CONTRACTOR)” , can you please confirm ?

RESPONSE: Yes, EXHIBIT A, should also be completed.

Thank you,

Gayle Mealy
Procurement Officer

End of Question and Answer Document #1.