



**Questions & Answers Document No. 1  
Request for Proposals (RFP)  
Medical Cannabis Seed-To-Sale Tracking System  
Solicitation No: 060B6400047  
July 19, 2016**

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. 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 an Offeror that is located outside of the United States (such as India or Canada) submit a proposal?

**Response: Yes, however in order to receive an award the company must be registered to do business in the State of Maryland and have a resident agent that is located in the State of Maryland. Please refer to RFP Section 1.28 Verification of Registration and Tax Payment and RFP Attachment C – Contract Affidavit.**

2. Can the Contractor perform the tasks (related to RFP) outside of the United States?

**Response: While the tasks may be performed outside the United States, the State requires the data and servers are housed in the United States which is in compliance with Maryland's security standards.**

3. Can Offerors submit the proposals via email?

**Response: No.**

4. "What is the timing that the S2S provider would need to have the interfaces available to the industry for the S2S tool that the industry selects? Will these interfaces be part of the initial 'go live' process?"

**Response: The State requires that the Contractor has (at go-live) an open, documented interface protocol that allows third-party back office applications used by Licensees the ability to comply with the States licensee's data reporting requirements.**

**Contractors should have a "certification" process that allows third-party applications to create such interfaces that are subsequently "certified" as effective. Should a vendor already have such a process and has already "certified" such applications, the Offeror is requested to list those third-party applications.**



5. Can the State please clarify what is meant by a self-funded business model?

**Response: The Contractor will fund the cost for any services/licenses provided to the State of Maryland through the sale of the licenses, tags and barcodes sold to the industry.**

6. At any point, will the Contractor be providing services such as training to the State of Maryland MMCC Users that will require the Contractor to directly invoice the State?

**Response: The MMCC and Licensees will require training on the use of the Contractor's system. The Contractor is responsible for such training at no cost to the State.**

7. Will the Contractor be the exclusive seed to sale tracking solution for "grower" which is defined in the RFP as a licensed entity that cultivates, manufactures, processes, packages, or dispenses medical cannabis; or processes medical cannabis products?

**The Seed-to-Sale Tracking System is for compliance with the State of Maryland's requirements for all Licensees to report and track products from seed- to- sale. Use of any other system for internal Licensee's operations does not eliminate the Licensee's requirement to report through the seed to sale system the State's required information.**

8. Will the Contractor be working directly with non MMCC users ie the "grower" when it comes to licensing, implantation, billing for services such as training or will the State be involved in this process?

**Response: The Contractor will work directly with non-MMCC users and bill them directly for licensing, implantation or services provided by the Contractor.**

9. Is a certificate of insurance required with the Offeror's RFP response due on July 25 or can it be submitted after the notice of recommended award?

**Response: A Certificate of Insurance is due on July 25.**

10. Can the State distinguish between a MMCC User and a non-MMCC user as listed in the pricing worksheet?

**Response: A MMCC user is someone from the Maryland Medical Cannabis Commission (MMCC). A non-MMCC user would be someone from industry.**

11. Within the pricing worksheet it refers to RFID plant tags and RFID package tags. How many RFID Plant Tags and RFID package tags does the State expect to need for each year of the contract term as well as the 2 optional years?



**Response: The MMCC has provided its' best estimate of quantities in Attachment F – Price Proposal Table A for Year 1 through 3 and Options Years 1 and 2.**

12. Are the rates requested for the labor categories located within the Excel worksheet supposed to be hourly?

**Response: Yes, hourly rates are required in Attachment F – Price Proposal Table B. Please note that as described in RFP Section 3.8 Work Order Process, the hourly rates are to be fully loaded.**

13. Is the “total evaluated hours” area on Tab B on the pricing worksheet supposed to account for just the first year system set up and implementation for MMCC Users, non-MMCC users or both?

**Response: The “Total Evaluated Hours” in Attachment F – Price Proposal Table B are only for the work order process in RFP Section 3.8 which is for the entire term of the Contract.**

14. In the “total evaluated hours” area on Tab B on the pricing worksheet does the State expect the Contractor to account for hours associated with labor in years 2, 3 as well as the optional 2 Years?

**Response: See response to Question #14.**

15. Are the labor rate categories and qualifications only for State issued work orders assisting MMCC users?

**Response: The State will use the Work Order Process in RFP Section 3.8 for additional services needed from the Contractor which is within the scope of the Contract.**

16. When is the State going to provide a listing of all the companies that attended the pre-proposal conference meeting?

**Response: Attendee list was posted on the DoIT's website and eMaryland Marketplace on Friday July 15, 2016.**

17. Questions are due 2 days before Offerors have to ship the RFP. Is there anything that can be done to get a quick turnaround so that Offerors have time to incorporate the answers to the questions into their response?

**Response: The State will release the Q&A document by Wednesday July 20th, 2016.**

18. Is there a Tab N for Volume I ? It goes from Tab M to Tab O.

**Response: No.**



19. As per section 4.51 - Proposal delivery, "Offerors may submit proposals electronically by hand, or by mail as described below to the address provided in the Key Information Summary Sheet." This would seem to indicate that we can submit electronically, please confirm if we are able to submit electronically, or if printed responses are the only acceptable form.

**Response: Submissions are via mail or hand delivery only. See Amendment #2 to the RFP.**

20. When will the winning bidder be selected?

**Response: Once the evaluation process has been completed and award will be made which is estimated to be made by September 2016.**