

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



Ellington E. Churchill, Jr.
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

**REQUEST FOR RRESUME (RFR) FOR PROJECT MANAGER FOR MDTHINK.
Solicitation No. 001B3400682
January 28, 2020**

QUESTIONS AND RESPONSES

- Question 1: Will the work location be either Annapolis and/or Crownsville, MD or the work to be performed could be client facing as well as in other agency office?
- Response: As provided in the RFR the place of performance is either Annapolis and/or Crownsville, MD. Additionally, please review the duties and responsibilities in the RFR for pertinent information.**
- Question 2: Does the agency anticipate to extend the deadline for this solicitation?
- Response: The State does not anticipate to extend the due date for this RFR.**
- Question 3: Will the agency accept substitution of key personnel if the candidate is not available at the time of orals/Pre award?
- Response: Key personnel must be available for interview or oral presentation. Additionally, please see Special Instructions* in the RFR on page 1.**
- Question 4: Will the agency accept substitution of key personal if the candidate is not available Post award?
- Response: Key personnel must be available.**
- Question 5: Can the agency let us know what will be the start date for this project?
- Response: Anticipated start date is April 1, 2020. Please revert to the RFR.**
- Question 6: Is there any current incumbent performing this service? If yes, who is the incumbent?
- Response: There are no incumbent for the position or services requested.**
- Question 7:** In terms of the resource, are you looking for more of a technical PM or one who can manage staff, work with budgets, timelines, etc.? We see that this requires someone who has managed integrated, enterprise-wide, cloud-based platforms, however, it also talks about working with budgets, program management, etc. Please advise.



Response: Please respond to the requirement in the RFR as you have read.

Question 8: Would you confirm our understanding of the proposal delivery instructions (or provide clarification surrounding delivery)? Our current understanding is as follows:

Email #1:

Subject Line: "Technical": Master Contractor Name, RFR number, & candidate name

Contents:

- Password-protected .zip folder, containing the following individual documents:
 1. RFR Attachment 1 – RFR Resume Form for each labor category described in the RFR – submit one Attachment 1 for each candidate proposed. Attachment 1 shall include three (3) current references for each candidate proposed that can be contacted for performance verification for each candidate’s work experience and skills. Telephone number and email address of reference is needed.
 2. RFR Attachment 3 - Certification Regarding Investments in Iran.
 3. RFR Attachment 4 - Conflict of Interest Affidavit
 4. RFR Attachment 6 - Living Wage Affidavit
 5. Any relative documentation to demonstrate meeting the qualifications in RFR Section 4 – Personnel Qualifications
- Each individual document in the .zip folder will be a .pdf document
- The email body will contain the POC for the password (so that MD can contact the POC, as well as an alternate POC, in the event that the original POC is not available).

Email #2:

Subject Line: "Financial": Master Contractor Name, RFR number, & candidate name

Contents:

- Password-protected .pdf file – Attachment 2
- The email body will contain the POC for the password (so that MD can contact the POC, as well as an alternate POC, in the event that the original POC is not available).

Response: Please revert to Section 5 of the RFR for complete instructions for submission.

Question 9: Also, can you provide an estimated time-frame for our response to MD’s request for the password for both the Technical and the Financial proposals? (i.e. how long will contractors have to respond with the password?).

Response: Upon receipt of both technical and financial response to the RFR, the procurement officer will contact all Offeror that responded to the RFR to provide a password in a week or two once a schedule is set.

Question 10: Could you clarify why this was not put out for proposal through the existing Md Think IDIQ work orders?

Response: This is a completely new request from the Governor’s Office.

Question 11: When is the deadline for the Q&A's? Assume there will be no Pre-Proposal conference?

Response: January 30, 2020 is the deadline for questions and answers. No pre-proposal conference.

Question 12: Will there be a pre-proposal meeting for this TORFP?

Response: No pre-proposal conference for this RFR.

Question 13: In order for us to present the most complete and detailed candidate information, could you provide an editable (MS Word) version of Attachment 1 – RFR Resume Summary Form

Response: Please see amendment.