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QUESTIONS AND ANSWERS # 1
Technical Writer/Editor
RFR #DEXB5400001
July 30, 2014

Ladies/Gentlemen:

This List of Questions and Answers #1, questions #1 through #10, is being issued to clarify certain information contained in the above named RFR. The statements and interpretations contained in the following responses to questions by potential Offerors are not binding to the State, unless an addendum expressly amends the 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. QUESTION: Is this an incumbent? If yes, then please list the names?

STATE RESPONSE: There is no incumbent. This is a new Contract.

2. QUESTION: How many positions are there exactly and how many candidates can be submitted by a company?

STATE RESPONSE: One position is available and there is no limit to the number of candidates that can be submitted by a company.

3. QUESTION: Will it be awarded to a single company or multiple companies?

STATE RESPONSE: Single Company.

4. QUESTION: Can you provide clarification on the expected duration of the assignment? On page 1, the duration is noted as up to six months, but on pages 2-3, from the schedule, it appears that the assignment is only 6 weeks long.

STATE RESPONSE: Per RFR Amendment #1, the assignment duration is approximately 6 weeks; however, due to the type and quality of deliverables required, it is possible that the assignment may longer than 6 weeks. MEA urges applicants to work expeditiously to meet the deliverables timeline. Once the deliverables are complete the contract ends. MEA does not anticipate the assignment to take longer than 3 months.

5. QUESTION: Is this a 6 month assignment or is it 6 weeks and once the deliverable is complete the contract ends?

STATE RESPONSE: See response to question #4.

6. QUESTION: Is there an incumbent resource or contractor providing services similar to what is required and mentioned in the RFP?

STATE RESPONSE: See response to answer #1

7. QUESTION: We understand that the “Duration of Assignment” as stated in Section 1 of the RFR is “Up to six months”. However, Section 3 of the RFR mentions that “Preference will be given to contractors who are capable of providing a final RFP draft, up to MEA’s standards, within 6 weeks of hire.” Assuming that the Technical Writer / Editor resource would have completed the bulk of the work after six weeks, our question is – what is the realistic estimate of the duration for the Technical Writer / Editor resource? Is it six weeks or six months?

STATE RESPONSE: See response to question #4.

8. QUESTION: Section 4 of the RFR states that a required submission will be a “Technical writing sample. Preferably, an RFP developed by the individual proposed as the RFP Writer related to software development, IT procurement, website design, portal development or related”. In most cases, providing such samples would be a problem due to customer confidentiality / sensitivity reasons. Will the Maryland Energy Administration remove this requirement? Instead, the samples can be asked to be shown at the time of interview.

STATE RESPONSE: Per RFR Amendment #1, the samples can be shown at the time of interview. Offerors should redact any sensitive information or it could become public information under a PIA request.

9. QUESTION: We request a Word version of the RFR so that the templates for Attachment 1 and Attachment 2 can be copied. Can Maryland Energy Administration send a Microsoft Word version of the RFR?

STATE RESPONSE: Yes. A Word version of the RFR will be provided to Offerors.

10. QUESTION: The RFR for Technical Writer states a place of performance as Annapolis. Is it required that the candidate be on site full time, or can it be remote with some work in Annapolis. We have a great candidate but the commute may be difficult if it is on-site every day.

STATE RESPONSE: The candidate is not required to be on site full time. Duties and responsibilities outlined in the RFR may require some travel to meet deliverables. A minimum of one day per week in Annapolis is expected.

Should you require clarification of the information provided, please contact me via e-mail or (410) 260-7752 as soon as possible.

Date Issued: July 30, 2014

By: Maria Ulrich
Procurement Officer