



Q&A #1
COTS Software RFP
PROJECT NO. 060B2490021
May 29, 2012

Ladies/Gentlemen:

This list of Questions and Answers #1, questions #1 through #7, is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential Offerors, are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses 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 asking the question as to what the contract does or does not require.

1. **Question:** Do you require one bid per manufacturer or a single bid for multiple manufacturers?

Answer: Each Offeror should submit one proposal for the COTS 2012 RFP. The proposal should identify the applicable manufacturer product lines as required in Section 3 of the RFP.

2. **Question:** Distributor Letters of Authorization sometimes list out multiple entries per manufacturer based on names of various Licensing Programs, even though it is actually only one manufacturer. To make out list in Section 3.4.2.3 A simpler, is it acceptable to just list the actual name of the manufacturer only once? For example, IBM is listed on the Distributor Letter of Authorization as "IBM Software", "IBM Software – Boxed", "IBM Software – SS &UC", "IBM Branded Software" etc. Using IBM as an example, can we just list "IBM" in this section of our Response for Section 3.4.2.3 A? If so, does the same concept apply for other manufacturers that have multiple entries on the Distributor Letter of Authorization?

Answer: Section 3.4.2.3 A only requires listing the Manufacturer, not the products the Offeror is authorized to sell.

3. **Question:** Are Master Contractors required to be registered as a Maryland business entity?

Answer: You must be registered to do business in Maryland at the time of award. If you intend on submitting a proposal, please start your registration now. Offerors that are not registered to do business in Maryland at the time of award will be deemed not reasonably susceptible.

4. **Question:** For the letters of authorization, how current must the letters be? Would a letter that is 6 months old be acceptable? Must the letters be addressed to the bid contact person and reference this RFP?

Answer: The letters should be no more than 6 months old and may be addressed to your company or to the State.

5. **Question:** Just to clarify, we can add new manufacturers to the contract at any time but new functional areas can only be added during the Expansion Windows, correct?

Answer: Yes, this is correct.

6. **Question:** Is there a deadline for submitting questions?

Answer: All questions should be received no later than Friday, June 1, 2012 at 5 PM EST.

7. **Question:** Do you anticipate extending the due date for this RFP?

Answer: No, the due date will not be extended.