



**Questions and Answers #1**  
**RFP 060B8400061**  
**Information Technology Research and Advisory Services**  
**April 3, 2018**

Ladies and Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The State's responses are italicized. The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the Department unless the RFP is expressly amended. Nothing in any response to any questions is to be construed as agreement to or acceptance by the Department of any statement or interpretation on the part of the entity asking the question.

1. Can DoIT please clarify Requirement 2.3.2? Requirement refers to Section 5.3.2.a.2., however that section is not in the RFP. The Section 5.3.2.A.2. is also referenced in Requirement 5.3.4.F.4.h.

**ANSWER: *Both Requirements should state and refer to "Section 5.3.2". Please refer to posted Amendment #1)***

2. Can DoIT please clarify Requirement 3.8? Requirement refers to Section 3.15.1. however Section 3 only goes as far as 3.11.2.

**ANSWER: *The Requirement should state "refers to Section 3.8.1". Please refer to posted Amendment #1.***

3. Can DoIT please clarify the requested pricing structure? Page iii of 77 states the Contract duration is a Five (5) year base period with two (2) one-year option periods. However, page 34 of 77, the Financial Proposal Form lists Year 4 and Year 5 as Option years.

**ANSWER: *The Contract Duration will be for a "Five (5) year base period". Please refer to posted Amendment #1.***

4. Is the State providing a spreadsheet template the Offeror must use for the Financial Proposal, or is it the State's expectation for the Offeror to provide their own spreadsheet?

**ANSWER: *The State will provide the Financial Proposal Spreadsheet template. See Attachments in eMarylandMarketPlace and DoIT website.***



5. Would the Department consider an extension to allow adequate time for us to prepare a high quality response?

**ANSWER:** *No.*

6. In the Minimum Qualifications Section (Section 1 of the RFP (p. 1)), would DoIT consider adding “large commercial organizations” to bullet #2?

**ANSWER:** *No.*

7. One of our contracts with the State has a fixed, not-to-exceed ceiling based on our financial proposal, where we perform IT research and advisory services to a recipient agency. The research and advisory deliverables and tasks were planned ahead of time, even though the billing is based on # hours spent (the billable hours have been used to ***reduce the cost*** of the original proposed budget and also to allow for ***scope increase*** without pricing increase). Would this be considered a qualifying example?

**ANSWER:** *To the extent this is to be used to show experience, it would be considered a qualifying example as long as it documents the offeror’s ability to provide the services.*

8. Are we allowed to present partnering firms as subcontractors? If so, can two firms respond to this RFP independently while leveraging the other as a subcontractor?

**ANSWER:** *Yes, partnering firms can be presented as subcontractors. The prime contractor, however, must independently meet all requirements of the solicitation including minimum qualifications.*

9. Section 2.1.7 (p. 3) States “The contractor bears the risk of determining whether or not a government, agency or organization with which the Contractor is dealing is a State entity.” Are there guidelines to help us make the determination, or a catalog of potential buyers?

**ANSWER:** *There is no catalog of potential buyers. The Contractor would need to make this determination.*

10. There are a number of cross-references that may have been mistakes. For example, Section 2.3.2.A (p.4) refers to Section 5.3.2.A.2, which does not exist. Could DoIT please provide the correct cross-references for the entire RPF?

**ANSWER:** *Please refer to responses to Questions 1 and 2 above.*



11. Section 3.2.1.D (p.5) mentions both fixed price and T&M items – could you please explain under what circumstances the T&M-based services would be considered?

**ANSWER:** *The State will only accept T&M pricing for services that carry a question and answer capability (see RFP Section 2.3.1.D and Amendment #1).*

12. Section 3.9 (p.10) – Can a Master Contractor add additional offerings at any point of the Contract?

**ANSWER:** *Yes, a Master Contractor may add additional offerings throughout the life of the Contract.*

13. Is it correct to assume that Recipient Agencies will be able to select a Master Contractor for services without further competitive bidding amongst the pool of Master Contractors awarded this Contract?

**ANSWER:** *This is correct.*

14. Section 4.28.G (p.20) states, “**NOTE:** Whereas the Living Wage may change annually, the Contract price will not change because of a Living Wage change.” Would DoIT consider a slight modification to protect the Master Contracts against unforeseen circumstances beyond their control, such as sudden and extreme rise in inflation?

**ANSWER:** *No.*

15. Section 6.2.1. (p. 28) states “The State prefers the Offeror’s Technical Proposal to illustrate a comprehensive understanding of work requirements and mastery of the **subject matter**, including an explanation of how the work will be performed.” Are we expected to describe in general how we perform IT research and advisory services, or must we describe each subject matter area separately?

**ANSWER:** *The State requests both a general synopsis of how the Offeror plans to provide IT Research and Advisory Services and also a detailed description each subject matter area.*