

**Questions on PPRP RFP
July 3, 2019**

1. Section 3.3.3(B) on p. 7 requires contractors to submit a monthly timesheet within three business days after the 15th and last day of the month. Yet the requirements suggest time sheets every two weeks (1st through the 15th, 16th through the end of the month. Which is it—monthly or every two weeks?

Response: Section 3.5.3.B describes invoicing as “Within three (3) Business Days after the 15th **and** last day of the month, the TO Contractor shall submit a monthly timesheet for the preceding month providing data for all resources provided under the Contract”. Please replace “and” with “or”.

2. Section 5.3.2(F)(3) on p. 35 states the Offeror will provide a “definitive section-by-section description of the proposed plan to meet the requirements of the RFP, i.e., a Work Plan.” Section 3.14 on p. 17 explains that work will be provided via a Work Order, and work will not begin before the execution of a fully executed Task Order. This seems to be contradictory—please explain.

Response: For all Functional Areas, PPRP will require an annual work plan for upcoming routine activities. For Functional Areas C and D, PPRP will issue additional Work Orders for unique products and reports.

3. Section 5.3.2(J) on p. 37 requires the Offeror to list contracts with the State of Maryland for the past five years. Some of our proposed subcontractors have or have had contracts with different entities of the State of Maryland. We are interpreting “Offeror” in the RFP to refer only to the proposed prime contractor, not any subcontractor, and therefore were not planning to disclose contracts subcontractors have had with the State of Maryland. Is this the correct interpretation?

Response: Yes

4. This was discussed at the bidders’ meeting, but just to be clear, the “staffing” section for each of the four Functional Areas are for reference only. In other words, bidders do not have to specify which of their staff will be assigned to which labor category, and the roles and responsibilities they will play in each Functional Area. Or do they?

Response: Specific personnel assignments are not required in the RFP.

5. Section 3.3.2(B) on p. 7 states that for “annual pricing”, billing should occur in equal monthly installments. This seems inconsistent with time and materials pricing. Please explain.

Response: Correct, Section 3.3.2.B refers to annual pricing contracts, whereas this RFP will lead to a time and materials contract.

6. Section 39 of Attachment M, p. 75. It is not clear what the liquidated damages are for failure to comply with the MBE provisions, as “insert value” is shown, not a number. What are the liquidated damages?

Response: 39.2(a) is \$24 per day until the monthly report is submitted as required; (b) is \$82 per MBE subcontractor; and, (c) \$88 per day until the disputed amount due to the subcontractor is paid.

7. Section 3.7.1[A], p. 11, requires contractor personnel to display his or her company ID badge when on State premises. This is different than the usual practice at DNR, where visitors get a visitor sticker to affix to a shirt or coat. Is DNR willing to keep the current practice of using the visitor sticker, or must the contractor display a company ID badge?

Response: A visitor sticker is required for all visitors to state office buildings.

8. Section 5.3.2(G) on p. 36 states that all other planned positions shall be described generally in the Staffing Plan. In addition, this section requests the resumes for key personnel. Does this mean the State does not want to see the resumes of other staff that are not key personnel?

Response: Yes