



DEPARTMENT OF
BUDGET & MANAGEMENT

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Lieutenant Governor

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Secretary

QUESTIONS AND RESPONSES # 3
PROJECT NO. 050B5400001R
Department of Budget & Management
Audit Services for Maryland State Agencies
March 17, 2015

Ladies/Gentlemen:

This List of Questions and Responses #3, questions #31 through #34, is being issued to clarify certain information contained in the above named RFP.

In most instances the submitted questions and the Department's responses merely serve to clarify the existing requirements of the RFP. Sometimes, however, in submitting questions potential Offerors may make statements or express interpretations of contract requirements that may be inconsistent with the Department's intent. To the extent that the Department recognizes such an incorrect interpretation, the provided answer will note that the interpretation is erroneous and either state that the question is moot once the correct interpretation is explained or provide the answer based upon the correct interpretation.

No provided answer to a question may in and of itself change any requirement of the RFP. If it is determined that any portion of the RFP should be changed based upon a submitted question, the actual change may only be implemented via a formal amendment to the RFP. In this situation the answer provided will reference the amendment containing the RFP change.

31. Section 3.10.3 on Page 46 requires the Master Contractor to obtain from each prospective employee a signed statement permitting a criminal background check, to secure at its own expense a Maryland State Police and/or FBI background check and to provide the Contract Manager with completed checks on all new employees prior to assignment under a TORFP.

Is it acceptable for the Master Contractor to provide the Contract Manager with the date the background check was completed, the name of the entity that performed the check, and either a positive or negative response to the existence of a criminal history.

RESPONSE: No. Criminal backgrounds are subject to change at any time and are time sensitive. TORFPs and TOAs can occur anytime during the duration of the Master Contract, which is five years. Accordingly, prior to assignment under a TORFP, a Master Contractor must provide the Contractor with actual copies of Maryland State Police and/or FBI background checks of its employees, not vendor summaries. If the Master Contractor currently has a contract

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with the State of Maryland that required criminal background checks, the same checks may be used to meet the requirement under §3.10.3. See Response to Question #12 in Q&A #1.

32. Section 4.4.2.6 (a) states on Page 52 states “[t]he Offeror shall address each Scope of Work requirement (Section 3.2) in its Technical Proposal and describe how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s).”

Section 3.2 is titled the “Task Order Process: and does not specify a scope of work. Is there a specific scope of work to respond to?”

RESPONSE: See Response to Question # 29 in Q&A #2.

33. Section 4.4.2.9 on Page 53, References, states “The Department reserves the right to request ad”. The sentence appears to be incomplete. What does the Department reserve the right to do?”

RESPONSE: Section 4.4.2.9 states that “[t]he Department reserves the right to request additional references or utilize references not provided by an Offeror.” See RFP §4.4.2.9.

34. Section 4.4.2.11 on Page 54, Financial Capability, provides that “[a]n Offeror must include in its Proposal documentation that the Offeror has a successful financial tract record and adequate working capital by providing at least three of the five types of documentation listed below that will demonstrate capability and capacity:

- a. Copies of the last two (2) consecutive year-end audited financial statements or best available equivalent report and an analysis of those financial statements/reports;
- b. Abbreviated Profit and Loss (P&L) statements and abbreviated Balance Sheets for the last two (2) consecutive years (independently audited preferred);
- c. At least one (1) bank or other financial institution credit (Lines of credit and financial reference;
- d. Dunn and Bradstreet Rating or Standard and Poor’s Rating;
- e. Complete, signed federal and State tax returns for the most recent two (2) consecutive years and all schedules.

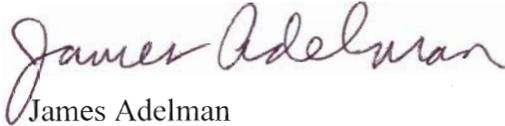
Is a letter of financial strength an acceptable substitute for either subpart a or subpart b?

RESPONSE: No. The Department is unfamiliar with the term “letter of financial strength” and does not recognize it as acceptable documentation.

Remember proposals are due on March 20, 2015, no later than 2:00 p.m. If there are questions concerning this solicitation, please contact me via e-mail at james.adelman@maryland.gov or call me at (410) 260-4053 as soon as possible.

Date Issued: 3/17/2015

By:

A handwritten signature in cursive script that reads "James Adelman". The signature is written in dark ink on a light-colored background.

James Adelman
Procurement Officer