

# Solicitation No. PSC #11-02-13 Continuity of Operations Plan (“COOP”)

Pre-Proposal Conference Minutes  
August 12, 2013 at 2:00 PM

## Corrections

### 1. Section 3 Scope of Work Section 3.1 Background and Purpose

The due date of December 20, 2013 noted in the 1<sup>st</sup> paragraph is incorrect.  
The correct due date is ***December 31, 2013***.

### 2. If a company is both an MBE and a VSBE, can that company fill both goals?

**Answer:** The answer *NO was given at the conference.*

However after some research, the answer should have been **YES**.

The goals cannot be combined. You can use the same company to fulfill both the MBE and the VSBE goals. Both the MBE and VSBE paper work must be submitted each month by the Prime and the Sub. At the end of the contract, the MBE goal should be equivalent to 15% of the total contract and the VSBE goal should be equivalent to 5% of the total contract.

## Clarifications and Reminders

### 1. Amendment #1 was issued on August 2, 2013.

Attendees were reminded of the liquidated damages information that was added to Section 1.33 and the contract. If they had not received the information they could find all published documents on the Commission’s website.

### 2. Contract Type

The contract that results from this solicitation is a combination of a Firm Fixed Price contract and time and material contract. The hourly rates quoted on the financial form (section A) for each individual listed will be used when reviewing invoices. If the contractor reaches its not-to-exceed labor amount listed, the contractor must continue to perform until it achieves all contract requirements without additional payment. Reimbursement for actual cost such as travel, gas and meals will be paid up to the not to exceed amount quoted on the financial form (section B).

### 3. MBE and VSBE Goals

MBE Subcontracting Goal: 15% of total contract

For an MBE to meet the subcontracting goal of the solicitation, the MBE must be registered with the Maryland Department of Transportation.

VSBE Subcontracting Goal: 5% of total contract

For a VSBE to meet the subcontracting goal of the solicitation, the VSBE must be registered with the US Department of Veterans Affairs.

### 4. MBE and/or VSBE companies who are responding to the solicitation as a Prime contractor are required to meet the above subcontracting goals (MBE and VSBE).

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5. Offerors must submit proposals in two (2) **completely separate** volumes: One (1) unbound original and four (4) bound copies. Each volume should be clearly labeled (see Section 4.2.1).

### **Technical Proposal - Volume 1**

The following attachments must be submitted with the *original* Technical Proposal (**Volume I**)

Attachment B – Bid/Proposal Affidavit

Attachment D – MBE Forms – read all forms carefully

**D-1 must be properly completed and submitted with the Technical Proposal or the Proposal will be deemed not reasonably susceptible of being selected for award and rejected.**

Attachment G – Maryland Living Wage Requirements

Attachment I – Conflict of Interest Affidavit and Disclosure

Attachment L – Mercury Affidavit

Attachment M – Veteran-Owned Small Business Enterprise Forms

**M-1 must be properly completed and submitted with the Technical Proposal or the Proposal will be deemed not reasonably susceptible of being selected for award and rejected.**

Attachment N – Certification of Investment Activities in Iran

*Note: No financial information can be noted in the Technical Proposal – Volume I*

**Financial Proposal – Volume II** - Attachment F must be completed per instructions.

6. It is strongly suggested that you register on eMarylandMarketplace (“eMM”). Registration is free and in order to receive a contract from the State, a vendor must be registered on eMM. I believe that many of you received the COOP solicitation by direct email from the Commission; by registering on eMM you are making your company’s information available to all State agencies. eMM registration/vendor number must be supplied to the Commission within five (5) days of the proposed award letter.

7. Before a business entity can do business in the State of Maryland, it must be registered with the State Department of Assessments and Taxation (“SDAT”); see section 1.28. SDAT vendor department ID number must be supplied to the Commission within five (5) days of the proposed award letter.

8. The Procurement Officer is the only point of contact for this proposal prior to the award.

## **Questions and Answers**

**Q1.** Can a copy of the sign-in sheet for this conference be provided?

**Answer:** Yes. A list of all attendees will accompany the minutes.

**Q2.** The due date is December 31, 2013, but the length of the contract is listed as one (1) year. Are there other deliverables?

**Answer:** All deliverables are currently due on December 31, 2013. After all deliverables are received and verified the contract will be complete. The length of one (1) year for the contract term is to ensure that, if for any reason dates are pushed back the contract is still in effect and work can continue until the scope of work is completed.

**Q3.** Can you tell us the date the contract will be awarded?

**Answer:** The award date is not a set date. When the proposals are received, they are given to the evaluation committee. The evaluation committee reviews the technical proposals, then the financial proposals and then a proposed awardee is selected. Once a proposed awardee is selected, the award stage will begin.

**Q4.** Concerning the minimum qualifications, Section 2.0 it appears to indicate that to meet the minimum qualification you must performed work within the state or a state municipality. Is that correct?

**Answer:** Section 2.1.1 (h) The State of Maryland’s Core Plan for Emergency Operations “*and*”; the “and” should have been **or** (i) The State of Maryland’s Continuity of Operations Planning Manual (Version 2.3 or later) **or equivalent**, refer to Section 2.1.2.

**Q5.** How was the due date (see Section 3.2.2) of December 31, 2013 determined?

**Answer:** It was in response to the improvement plan from the exercise that was noted in the RFP. That was the date that came out of the Governor’s Task Force. The actual contract award date may cause that date to change.

**Q6.** Are you trying to prepare for your next annual assessment? Do you currently have a COOP?

**Answer:** The Commission does not currently have a COOP. Every State agency is expected to have a COOP and it is expected to be updated annually.

**Q7.** How many employees does the Commission have, how many divisions and what are the divisions? How many people will need to be interviewed?

**Answer:** The Commission has approximately one hundred fifty (150) employees and fifteen (15) divisions.

The Divisions:	Commissions	General Counsel
	Office of the Executive Secretary	Fiscal
	Public Utility Law Judges	IT
	Office of External Relations	Personnel
	Office of the Executive Director	Accounting
	Engineering	Electricity
	Energy Analysis & Planning	Staff Counsel
	Transportation	

It is unknown how many interviews would need to be conducted.

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**Q8.** How many sites does the Commission have?

**Answer:** The Commission has one (1) off site location that is not staffed. It is located in Annapolis Maryland and is used mainly when the House is in session. The only other site is here at 6 St. Paul Street, Baltimore Maryland 21202 with one (1) division located on the 15<sup>th</sup> floor, two (2) divisions located on the 22<sup>nd</sup> floor, and multiple divisions located on the 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> floors.

**Q9.** Are there any interagency relationships that should be included in the COOP?

**Answer:** No. The COOP is for the Public Service Commission only.

**Q10.** Where is the place of performance?

**Answer:** Some work will be performed at the Commission and some work will be conducted from the Contractor’s office using phone interviews and/or emails.

**Q11.** Is there a form for the deliverable COOP?

**Answer:** The State of Maryland has a template and the end COOP has to be modifiable for the required yearly update; both a word and an acrobat version would be needed.