

## Clarifications and Reminders

1. All contact prior to award should be with the Procurement Officer. Any questions submitted will be answered and distributed to all companies who are known to have received the RFP, posted on eMM and the PSC’s website.
2. Closing date and time for bids is **September 18, 2017 @ 11:00AM** Local Time. Any bids received after that time will not be considered.
3. The Commission intends to make one (1) award as a result of this IFB.
4. The contract that results from this IFB is an “Indefinite Quantity” with a fixed unit price.
5. In order to be awarded a contract by the State of Maryland for this IFB, a vendor must be registered with eMarylandMarketplace (“eMM”). It is free to register and vendors are encouraged to register before submitting a proposal. This procurement has been designated as a Small Business Reserve (“SBR”) procurement. **The process of registering as a Small Business is a self-certification process. See section 1.44.**
6. In order to be awarded a contract with the State of Maryland, a business entity (the Prime) must also be registered with the State Department of Assessments and Taxation (“SDAT”). If you are the “Proposed” awardee, you must provide the Commission with your SDAT’s Department ID within five (5) business days of notification. If you are not currently registered with SDAT and plan on waiting to see if you are the proposed awardee you may need to expedite the process, which is an additional fee.
7. Substitution of any personnel listed in the original proposal including sub-contractors, must be approved by the Contract Manager.
8. Any exceptions to this IFB or the Contract shall be clearly identified in the Executive Summary of the Technical Offer.
9. This is a Multi-Step IFB; Technical Offers will be reviewed and a determination will be made as to whether the technical offer is acceptable or not acceptable (see IFB Section 4.2). Bid forms from Bidders whose Technical Offers have been found unacceptable shall be returned unopened. The public bid opening is scheduled for **November 20, 2017 @ 11:00AM**, local time. The contract will be awarded to the most favorable Total Evaluated Bid Price which will be the Lowest Estimated Contract Value (see Attachment F - Bid Pricing).

10. Each bid submitted must have two (2) separate envelopes/packages; one (1) for the Technical Offer and one (1) for the Bid Form. They can be received in the same outer envelope/package; each envelope/package must be clearly marked as Technical or Financial with the Bidder's information. No reference to financial information can be contained in the Technical offer. If this format is not adhered to, the bid will be deemed not reasonably susceptible for award and be sent back to the bidder.

Upon receipt, the Procurement Officer logs in all Bids, each outer envelope/package will be opened with the Bid separated and stored in a locked room and the Technical Offers are reviewed.

11. Attachments that must be completed and submitted in the Technical Offer:

**Attachment B** – Bid/Proposal Affidavit

**Attachment D-1 & D-1A** - Minority Business Enterprise (“MBE”) Form

**Attachment G** - Maryland Living Wage Requirements for Service Contracts and Affidavit of Agreement

**Attachment I** – Conflict of Interest Affidavit and Disclosure

**Attachment J** – Non-Disclosure Agreement

**Attachment P** – **Small Business Contract Affidavit**

If any required attachment is missing or not completed correctly, the bid will be deemed not reasonably susceptible for award and be sent back to the Bidder.

12. A 30% MBE Subcontracting Goal has been set for this procurement.

**Review all MBE forms.**

13. The subject line of all emails should begin with PSC #005.01.17.

**No questions were asked during the pre-bid conference.**

## **Attendees:**

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