



MARTIN O'MALLEY
Governor

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T. ELOISE FOSTER
Secretary

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Deputy Secretary

QUESTIONS AND ANSWERS #3

**Contract Title: IFB for ON-LINE JOB POSTINGS AND EMPLOYMENT
ADVERTISING
Project No. 050B0400003
Pre-Bid Conference Held on April 29, 2010**

QUESTION 9: What value are you placing on reaching an ethnically diverse audience? (White, African American, Hispanic, Asian, American Indian, Asian Pacific, Women) Will you consider a company that specializes in African American audience delivery? What value do you place on a coalition that deliver the broadest cross section of ethnic and gender audience diversity? What ethnic and gender target percentage level would this coalition have to deliver?

ANSWER: DBM is looking for a vendor to reach the largest audience feasible to entice new job candidates to work for the State (RFP Sec. 1.1). A coalition/joint venture entity must be registered to do business in Maryland (RFP Sec 1.19) and registered on eMarylandMarketplace (RFP Sec 1.7) in order to be eligible for award. DBM will consider all companies that meet the requirements of the specifications. The technical evaluation is based upon a pass-fail of the criteria in Section 5.1 of the IFB. There is no set value or target percentage required to meet this criteria.

QUESTION 10: Could you clarify the submission of the one original and two copies of the bids (Technical Offer and Financial Bid). Are we to assume the two copies should be bound and collated with a black coil binding? Should the original copy to be in a 3-ring binder? What format would you like it submitted?

ANSWER: Referring to Section 4.1, the only requirement is that the bids are submitted in two separate clearly labeled packages – one for the technical offer and one for the financial bid. The original offers/bids should not be bound in any way. Other than that, whatever format your company would like to use to submit the two copies is acceptable; a loose-leaf binder would be fine.

~Effective Resource Management~

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QUESTION 11: Should the electronic copy of the bid package be in MS Word or Excel documents or would you accept PDF documents?

ANSWER: The electronic copy of the Bidder's response can be in MS Word or PDF. Both of these formats are acceptable.

QUESTION 12: In Attachment A, Section 8 (disputes) of the contract, can you please verify what type of claims could the individual agencies have and be submitting?

ANSWER: Section 8 of Attachment A is a mandatory clause for all State of Maryland contracts. As cited in COMAR 21.10.04.01(B)(1), "Claim means a complaint by a contractor or by a procurement agency relating to a contract subject to this title, except a real property lease." This section governs how to initiate and resolve any claim that may arise between an agency and its contractor regarding the contract.

QUESTION 13: In Attachment A, Section 19 (political contribution disclosure) of the contract, if no political contributions are made on the state level is there any paper work that needs to be submitted verifying that?

ANSWER: Section 19 of Attachment A is also a mandatory clause for all State of Maryland contracts. The filing requirements are governed by §§14-101—14-108 of the Election Law Article, Annotated Code of Maryland, and the filing is made with the State Board of Elections which makes determinations as to who must file. You can find the statute on-line at the following link: <http://www.michie.com/maryland/lpext.dll?f=templates&fn=main-h.htm&cp=> On the left-hand side of the page, click on "Maryland Code"; then click on "Election Law"; then click on "Title 14" to see each section of the title. You can then click on each section of the title to review or print copies. You can also contact the State Board of Elections for additional information. <http://www.elections.state.md.us/>.

QUESTION 14: In Attachment G, the Living Wage Affidavit, could you please verify if any information needs to be submitted if the initial financial bid does not amount to more than \$100,000?

ANSWER: The Living Wage Affidavit, Attachment G, must be completed and signed by all bidders and submitted with the bid documents. Bidders must affirm whether or not the contract is exempt according to the requirements specified in Attachment F, the Living Wage Requirements for Service Contracts. When making the determination of whether or not the contract is exempt, keep in mind that the contract amount would include the totals of the two years of the base contract term together with the one-year renewal option amount for the total contract value.