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**QUESTIONS AND RESPONSES # 1**  
**PROJECT NO. 050B640003**  
**Department of Budget & Management**  
**State Fleet and Travel Management Unit**  
**Wednesday February 17, 2016**

Ladies/Gentlemen:

This List of Questions and Responses #1, questions #1 through #6, 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.

*1. Please confirm the due date and time for this procurement.*

**RESPONSE:** Proposals are due no later than 1 p.m. local time on March 10, 2016. Late proposals will not be accepted. See the RFP Key Information Summary Sheet for due date details.

*2. Are the Upfitting Services described in RFP# 050B6400003 issued 1/15/2016 Section 3.2.1.3 billed directly to the agencies?*

**RESPONSE:** Yes. The Vehicle Upfitting Services defined in RFP Section 1.2.35 and referenced in Section 3.2.1.3 are billed directly to the agencies.

*3. Are any other Business to Business (B2B) applications required beyond that of the data transfer of data between vendors during the initial transition period?*

~Effective Resource Management~

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**RESPONSE:** No, the only Business to Business (B2B) applications required are those involved in the transition of data from the current vendor to the new vendor to ensure seamless continuity of services.

*4. In regards to the oral presentations, do you have a sense for when these dates will be?*

**RESPONSE:** Tentatively we have oral presentations scheduled for mid-April, however these dates can change based on a number of factors. Shortly after the closing date for receipt of proposals, the Procurement Officer will be reaching out to each responsible vendor who submitted a responsive proposal to schedule a date for the oral presentation.

*5. What information is needed for the technical proposal with regards to windshield replacement?*

**RESPONSE:** See Amendment #1 to RFP Section §4.4.2.6(h). The amended language reads:

*6. On page 3 of the NDA, page 78 of the overall packet, the page suggests listing all agents that would have access to the State of Maryland's information. Can you provide additional information on how to handle this requirement?*

**RESPONSE:** The NDA, page 78 refers to the person(s) who receives the initial data when entering the data into the vendor's computer system. Please list anyone who will have access to the initial data file prior to it being transferred or uploaded into your proprietary system for data storage and maintenance.

**Remember proposals are due on March 10, 2016, no later than 1:00 p.m.** If there are questions concerning this solicitation, please contact me via e-mail at [bill.bohlayer@maryland.gov](mailto:bill.bohlayer@maryland.gov) or call me at (410) 260-6021 as soon as possible.

Issued and authorized by

<signed>  
William Bohlayer  
Procurement Officer