

Additional Questions and Answers
The Maryland Tobacco Quitline
DHMH/OPASS 12-10879

Q1. What is the reason for the rejection of the initial proposals and the re-issue of the RFP?

A1. An important part of the solicitation, as it pertains to Minority Business Enterprise sub-goal participation, was incorrectly communicated. It was determined to be in the State's best interest to reject all proposals and re-issue the solicitation.

Q2. Will different reviewers be used by MD DHMH than were used for the initial RFP?

A2. The evaluation committee will have some of the previous members, but also some new members.

Q3. Can we get more detailed feedback on our initial proposal to better understand how we can improve this next proposal and be more responsive to the State's needs?

A3. Proposals submitted for the previous solicitation were rejected. There will be no debriefings for the canceled procurement.

Q4. It was stated during the initial pre-proposal conference that some MBE categories can be double counted. So, for example, an African-American, women owned MBE could achieve the 7% subgoal for African-American and the 12% subgoal for women. Is this correct?

A4. This is incorrect. An MBE may participate in only one category. It must be clear upon submission of the MDOT Attachment D1 in what area the submitted certified MBE will participate. For more information about the MBE participation, please see the State Finance and Procurement Article §§ 14-301 *et seq.* as well as the applicable regulations at COMAR 21.11.03.

Q5. How does an offeror achieve the MBE goal? Does the goal percent correspond to the percent of the proposed budget? So, if an AA-owned business makes up 20% of the budget, 20% of the goal would be achieved?

A5. The total goal for MBE participation is 25%. Of that 25%, there are subgoals as follows: 7% - African American; 4% - Asian; 12% - Women Owned. That leaves 2% to be distributed in any way the offeror wants. In its initial submission (Attachment D1 - Certified MBE Utilization and Fair Solicitation Affidavit), the offeror must indicate that it will either meet both the overall goal and the subgoals or it must request a waiver of the overall goal and/or any or all of the subgoals.

Q6. Page 19 of the RFA (2.2.7) says that survey administration protocols will be due August 15 of 2012 and 2014. We assume that first date is incorrect. What is the actual date?

A6. The correct date is January 1, 2013. (See Addendum #1).

Q7. Page 23 of the RFA (2.2.18) says that the survey contractor will meet with the DHMH no later than January 15, 2013 and March 1, 2015 for the purpose of finalizing the Tobacco and YRBS reports. Is the January 15, 2013 date correct?

A7. Yes.

Q8. Page 23, 2.2.18 says that the Tobacco Report is due to the MD General Assembly no later than September 1, 2013 and 2015. Is the 2013 date still correct?

A8. Yes.

Q9. Page 24, 2.2.24 displays the table, "Description of Key Deliverables." Item 11 (Printing of Reports) says that the due dates for printing of reports is 02-03/2015 and 9-10/2016. These dates seem incorrect (e.g., the contract end date is 06/30/2016). Please clarify.

A9. Line item 11, the estimated dates, last listed should be FY13-14 "Est. 02-03/2014" and for FY15-16 "Est. 09-10/2015" (See Addendum #1)

Q10. Page 26, 2.5.4.A shows the invoice dates. The dates for the invoices for the Tobacco Report and the YRBS report seem inconsistent with previous dates (which, themselves, seem inconsistent with each other). Please clarify.

A10. Invoice dates are correct as listed. The schedule has 50% of the cost of the FY13-14 survey being invoiced in FY 13 and 50% in FY15. The schedule has 50% of the cost of the FY15-16 survey being invoiced in FY15 and 50% in FY16. (See Addendum #1)

Q11. One of our MBE partners has just learned that its MD MBE certification has expired; the company has re-applied for certification and expects to be certified by the time of contract award, but not by the time proposals are due. Must the certification be current at the time of submission, or will it be acceptable as long as it is in place by the date of award?

A12. As stated in Section 1.24, an Offeror must submit a completed Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D1). An incomplete D1 will deem a proposal not reasonable susceptible for award. Only MDOT certified MBEs may be used to meet the MBE subcontracting goals. **The certification must be current by the time the proposals are due.**

Q13. Can DHMH please confirm that Asian owned businesses can include subcontinent Asian as well as Pacific Asian owned companies?

A13. To meet the Asian-owned MBE subgoal, the subcontractor must be an MDOT certified MBE in one of the Asian-owned MBE categories.

Q14. Please confirm the number of administrations. We understand that for FY 2013-14 the vendor would only conduct the Spring data collection (one administration). With that change, what is the total number of administrations?

A14. There are only TWO (2) administrations covered by this RFP. First is spring 2013 (Feb-April) and second is fall of 2014. This is clearly spelled out in the RFP.

Q15. Is there an incumbent? If so, who is the incumbent?

A15. The previous contract was awarded to Macro International, Inc.

Q16. If there is an incumbent - is the incumbent eligible to bid on this RFP?

A16. Yes, this is an open solicitation

Q17. What is the expected dollar value for a contract of this scope?

A17. The Department has not issued an expected dollar value associated with this solicitation

Q18. What was the last successful bid amount?

A18. The dollar amount for last contract: \$3,549,862 for a 4 year term. Unlike this solicitation, the previous contract included Adult Surveys.

Q19. Will the Department issue a redacted code for the redacted copy?

A19. The Department does not understand this question. The vendor should submit a clarification.

Q20. Is it acceptable if a prime offeror teams/partners with another out of state company to leverage their experiences?

A20. The vendor is responsible for choosing its business approach. Proposals will be evaluated based on the evaluation criteria set forth in the RFP and awarded based on the most advantageous offer for the State of Maryland

Q21. Will the sample of schools be selected prior to the anticipated November 1, 2012 award date?

A21. CDC and Westat are currently selecting schools. This is expected to be completed prior to August 1, 2012.

Q22. If yes, will districts notify schools of their selection in the survey and request a school-level POC be identified prior to the anticipated November 1, 2012 award date?

A22. DHMH intends to notify local school districts (1) of schedule for YRBS/YTS in late July, (2) request district level points of contact shortly thereafter, (3) notify school districts and schools of school selection by mid-august together with request for school specific points of contact (POC) at that time.