**DEPARTMENT OF HUMAN RESOURCES**

**FAMILY INVESTMENT ADMINISTRATION (FIA)**

**OFFICE OF HOME ENERGY PROGRAMS**

**REQUEST FOR PROPOSALS FOR**

**ADMINISTRATION OF THE MARYLAND ENERGY ASSISTANCE PROGRAM (MEAP) AND THE ELECTRIC UNIVERSAL SERVICE PROGRAM (EUSP)**

# QUESTIONS AND RESPONSES 3

Question 1: The Initial Annual Outreach Plan is to be submitted with the RFP.  The Attachment R, Phase 1 of the Annual Outreach Plan Phase 1-4 spreadsheet is locked. We are unable to enter data in this spreadsheet.  Could this be fixed?

**Response: A revised version of the Annual Outreach Plan, Phases 1-4 (“Attachment R”), has been posted as an amendment to the RFP to assist Offerors in completing the outreach plan. Reference Amendment No. 6.**

Question 2: The Initial Annual Plan Outreach Plan does not specify years.  Is Phase 1 dates July – September 2015, is Phase 2 dates October –December 2015, is Phase 3 dates January – March 2016, and is Phase 4 dates April – June 2015? Or are the Phases not correctly numbered?

**Response: The phases included in the Annual Outreach Plan are based upon the Program Year, July 1 to June 30. For purposes of the Initial Annual Outreach Plan to be submitted with the technical proposal, Phase 1 runs from July 1, 2015 to September 30, 2015; Phase 2 runs from October 1, 2015 to December 31, 2015; Phase 3 runs from January 1, 2016 to March 31, 2016; Phase 4 runs from April 1, 2016 to June 30, 2016.**

Question 3: In section 3.3.6 it states that contractors shall submit an annual OHEP Energy Crisis Plan Attachment U to the State Project Manager. However, the Attachment U in the RFP is the MEAP Monthly Financial Status Report. What Attachment is the OHEP Energy Crisis Plan?

**Response: The correct attachment reference for the OHEP Energy Crisis Plan is Attachment T.  Amendment No. 6 has been issued to the RFP to make this correction and to provide a fill form to complete the attachment.**

Question 4: If I have a printer from DHR for OHEP purposes, does it need to be returned at the end of this current contract?

**Response: Questions regarding State-supplied equipment under an existing State contract should be directed to the State Project Manager for the existing contract.**

Question 5: I saw on one of the amendments, titled Questions and Responses 1, that we will need to factor in the costs of training, including the Annual Spring Conference.   How do we calculate these costs?  Can you provide how much it has cost in the past?  The past couple of years the conference was paid for by OHEP.

**Response: Costs for accommodations should be included in the Financial Proposal Form. See Section 3.3.13 of the RFP. Instructions for completing the Financial Proposal Form can be found under the tab entitled instructions of Attachment F.**

Question 6: For Tab H it is unclear about the Business references because attachment D refers you to the same section for explanation. Is a housing site where we go to assist clients considered and client reference for tab H? And is the county office or our local chamber of commerce considered a Business reference for Tab D?

**Response: The requirements for references are specified in the RFP at Section 4.4.2.5, Minimum Qualifications Documentation, and at Section 4.4.2.9, References. Amendment No. 5 has been posted to eMaryland Marketplace and the DHR website regarding the requirements for references in Section 4.4.2.9. Section 4.4.2.9 requires that the references include specific information in addition to names and contact information. Section 4.4.2.5 requires that the references include information sufficient to demonstrate that the Offeror has met the minimum qualifications set forth in Section 2 of the RFP. If applicable, the same reference information may be used to meet the requirements of both Sections 4.4.2.5 and 4.4.2.9.**

Question 7: Section 3.3.2 Required IT Policies, Guidelines and Methodologies-

Is there a template for IT policy you would like to see in place?  Most of these policies listed in the RFP are directly related to state agencies, which we are not.  Also, the policies referenced are hundreds of pages long, combined.

**Response: The IT Policy included in the RFP Section 3.3.2 applies to all entities doing business with the State. There is no separate policy for entities that are not State agencies. A Contractor must comply with all IT policies, guidelines and methodologies which are applicable.**

Question 8: Are we to include financial numbers for the 1st and 2nd year options after the 3 year contract?

**Response: The Financial Proposal Attachment F must be completed in its entirety and shall contain all price information in the format specified. Refer to Section 4.5 Volume II – Financial Proposal of the RFP.**