**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 4

**Please note: Tuesday November 4, 2014 is a State holiday and the Building will be closed. Proposals cannot be accepted on this date.**

Question 1: Does the Contractor have to have a facility 52 weeks a year in the jurisdiction that they are proposing to provide services?

**Response: Yes.  The Contractor must maintain a facility in the jurisdiction in which the Contractor proposes to provide services, and the facility must be open and available to the public during Normal State Business Hours.  See Section 3.3.1 of the RFP.**

Question 2: Should the RFP read that the first independent financial audit report is due the first Monday in May 2017 instead of May 2016?

**Response: The Independent Annual Financial Audit Report is due the 1st Monday in May of each year for the prior contract year. The first report is due in May 2016 and will cover the Contractor's financial activity related to the scope of work under this RFP during the period from April 1, 2015 through March 31, 2016. Refer to Section 3.3.8.D of the RFP.**

Question 3: Under Section 4.4.2.8 – Letter D – “the Offeror’s process for resolving billing errors.” What type of billing errors are you referring to?

**Response: Section 4.4.2.8 is entitled “Offeror Qualifications and Capabilities.” The information requested concerns the Offeror’s “past experience with similar projects and services.” Subsection 4.4.2.3(D) requires the Offeror to provide information for resolving billing errors during its involvement with prior similar projects and services.**

Question 4: Do we need to attach Disclosure of Activities (Attachment H-2) to our proposal if we do not conduct any lobbing activities? If so, how should we fill it out in order to state that we will not conduct any lobbing activities?

**Response: Yes, Attachment H-2 needs to be included in the submitted proposal. No additional information needs to be attached if there are no lobbying activities. If there are no lobbying activities complete boxes 1, 2, 15, and the information in the signature box.**