



Questions and Answers
RFP 060B7400088
Radio Communication Equipment Master Contract

Ladies and Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The State's responses are italicized. The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the Department unless the RFP is expressly amended. Nothing in any response to any questions is to be construed as agreement to or acceptance by the Department of any statement or interpretation on the part of the entity asking the question.

1. As a manufacturer not using a distributor, we would like to offer our entire product line on the contract. Without any technical detail or specific design requirements, we cannot narrow down a part list. In the pricing appendix, do you want us to list our entire part list, which would be thousands of part numbers?

ANSWER: *See Attachment B – Financial Proposal Instructions and Form.*

2. Will the State please clarify the intent of this Section 4.33 – Nonvisual Access – of the RFP and Section 18.19 – Nonvisual Accessibility Warranty – of the State Contract, relative to two way radios and consoles? Or, consider removal?

ANSWER: *Neither Section 4.33 – Nonvisual Access – of the RFP, nor Section 18.19 – Nonvisual Accessibility Warranty – of Attachment M, is required for this procurement. 4.33 was removed prior to release, and 18.19 was recently removed in Amendment #1 to this RFP.*

3. Will the State please outline the process for including Authorized Dealers for resale to this contract?

ANSWER: *Only those companies who respond to this solicitation and who are awarded a Master Contract will be able to respond to PORFPs. If you have resellers with whom you work, please forward this RFP to them and suggest that they submit a Proposal.*

4. RESERVED

ANSWER:

5. Please confirm that at this time, **only** Attachment D-A, Radio Communications Master Contractor 2018 Acknowledgement of PORFP MBE Requirements are required for submittal with this proposal. Attachments D1A-D-5 will be reviewed and provided by the Master Contractor at the time of the PO Proposal (or PORFP) submission once awarded a Master Contract as necessary.



ANSWER: Please see Sections 4.26.1, 5.4.3.2, 6.5.2.1 and Page 45 of the RFP. Only Attachment D-A is required to be submitted with your Proposal.

Please note that **all** Offerors, not simply those applying the Functional Area IV, are required to submit Attachment D-A with their Proposal. If the Offeror fails to complete and submit this form with its response to the RFP, the procurement officer shall determine that the Offeror's response to the RFP is **not reasonably susceptible of being selected for award.**

6. There are a few different pricing pages: Attachment B-1 through B-4 and the one listed online on eMaryland marketplace (please see attached). Should we only use the price pages provided with this RFP, Attachment B1-B4?

ANSWER: Please see Section 5.5 and Attachment B – Financial Proposal Instruction & Form – of the RFP. **ONLY** the price proposal forms B1 – B4 should be used for an Offeror's Financial Proposal to this RFP. Please submit these documents in line with the submission instructions for this RFP as outlined in Section 5.3 – Delivery.

7. Regarding acknowledgement of Amendment #1. I downloaded the amendment, but it did not ask me to acknowledge that I received it. Does that mean someone else on my team may have already acknowledged it? I did ask a teammate to download it while I was travelling.

ANSWER: See Section 5.4.2.3 – please acknowledge that you have received and reviewed any and all amendments in the Transmittal Letter submitted with your Technical Proposal.

8. In the current contract Two Way Radio 2013, Project No. 060B3490002 OEMs responded and included their dealers under Section 3.4.2.3 Manufacturer's or Distributor's Letter of Authorization. These letters as per the contract allowed existing, vetted OEM dealers to sell from the OEM pricing supplied in the RFP response. It appears that this RFP 060B7400088 is requesting that each OEM's dealer supply their own response to the RFP and thereby will create multiple pricing possibilities for the same products as long as they do not exceed the OEM's list price. The question is, do you want each dealer to submit their own separate responses or can they be included in the OEM's response like they were for 060B3490002?

ANSWER: Please see Sections 2.2, 2.3, 2.10 and 5.4.2.5 of the RFP. The Letter of Authorization is meant to confirm that an Offeror is authorized to sell a Manufacturer or Distributor's product line if awarded a Master Contract, or to add Manufacturer product lines to a Master Contractor's offerings under an awarded Functional Area once a Master Contract has been awarded.

Please also see the response to Question #3 of this document.

9. Are there any MBE goals for Functional Areas 1 through 3?

ANSWER: No; there is only an MBE goal on Functional Area IV for this solicitation.

10. May we subcontract with other vendors to ensure we follow the MBE goal of 5% in Functional Area 4?



ANSWER: *Yes; it is expected that Offerors will subcontract with other vendors to meet the 5% MBE goal on Functional Area IV. For more information about the MBE goal, please see Section 4.26 of the RFP.*

11. You have requested that submissions be made electronically in two separate volumes; one technical and the other financial. You further requested that these submissions be no larger than 25 megabytes and if they are they are to be submitted in segments such as Volume One Technical Proposal First half then second half if segmented into two submissions. You further stated that these submissions must be individually password protected upon submission and that you would request the passwords via a phone call to the offeror at a later date. The question is can each of the segmented volumes be password protected with the same password or do you want a separate password for each submission?

ANSWER: *Please see Section 5 – Proposal Format – of the RFP, and specifically Section 5.3 - Delivery. All of the attachments outlined in Section 5.3 and within a single volume (volumes defined in Section 5.1) shall be password protected with the same password, which is unique from the one used for the other volume. That is, the single password you use for the Technical Volume attachments should be distinct from the single password you use for the Financial Volume attachments.*

12. As you stated that no questions answered at the pre-proposal meeting would be official I am asking again if it is ok to modify any form that has the wrong RFP number with the correct number, thereby altering the original form?

ANSWER: *The solicitation number for this RFP is 060B7400088. Any forms submitted in your Proposal to this solicitation will be interpreted to be in response to 060B7400088, despite the fact that the official State forms released with the RFP identify the solicitation number as 060B700088. As such, please do not edit the State form, as there is no need to do so.*

13. You stated that we may electronically sign all submitted documents. Can we submit the signature line in a script font like Joespeh [sic] Doe and have it be considered a signature?

ANSWER: *If you lack the ability to sign a document using a program which will certify the date, time, and user who added the electronic signature (for example, DocuSign), please print the document, complete the relevant fields in ink, and provide a scanned copy of the properly completed document. The original inked copy does not need to be submitted to the State.*

14. Upon reading Section 2.1.2 of the RFP, is it an accurate interpretation that Maryland State Police, as well as municipal and county police and fire are invited to purchase equipment and services under this contract? Are there competing State/County/Municipal contracts for radio communications equipment and services? How heavily does the State/DoIT market this contract to potential users?

ANSWER: *The Maryland State Police will be able to issue PORFPs directly in the same way that, for example, the Department of Human Resources or the Department of Health would be able to participate in the resultant Contract. The other entities you mention – municipal and county police and fire services – may, “[P]urchase from the Master Contractor goods or services covered by this Contract **at the same maximum prices to which the State would be subject under the resulting Contract.**” The purchases would be subject to the conditions of RFP Sections 2.1.2 (1) – (4) (see RFP p.8).*



It is unknown to the State if there are competing State, County and Municipal contracts for radio communications equipment and services. It is believed by the Department that this will be the only State contract for these commodities and services; however, there is no guarantee that this will be the only contract vehicle utilized by the State for this purpose. The Department does not actively “market” this contract to potential users. Information will be available on the DoIT website, and questions may be submitted to the Contract Manager at the email address identified in the Key Information Summary Sheet and to DoIT Procurement at itpo.doit@maryland.gov.

15. Is this Contract a recompetes? If so, who are the previous Contract owners?

ANSWER: *This is a new solicitation intended to replace the current Two-Way Radio Master Contract (060B3490002) and the Microwave Equipment and Services contract (060B0400006).*

16. When does the State anticipate Contract award?

ANSWER: *The State does not anticipate a specific Contract award date, and there are too many variables to accurately predict one. However, the current Two-Way Radio Master Contract ends January 24th, 2018.*

17. What is the duration of the Contract?

ANSWER: *This contract will, if awarded, have a five (5) year duration.*

18. When is release of the first PORFP anticipated?

ANSWER: *The first PORFP will be released, as required by the State, following award of the Master Contract and full execution of the Contract documents by all recommended awardees.*

19. How many entities are expected to use this Contract vehicle?

All State Executive branch agencies may elect to use this Contract vehicle for in-scope commodity and service purchases. It is uncertain how many other entities anticipated by Section 2.1.2 of the RFP may engage Master Contractors to form their own contracts.

20. Are Offerors to submit MSRP pricing only for this RFP? May additional discounts be given on specific future procurements?

Please see Attachments B, B-1, B-2, B-3, and B-4 for the official pricing instructions and price sheets for this solicitation. Additional discounts off of MSRP may be proposed at the PORFP level for the specific items requested by the State.

21. As an example of how this contract is structured and to further understanding of the sales process, would the State please explain the procurement process for FA I? How would a State agency or local department purchase 10 portable radios from this contract?

ANSWER: *Please see, generally, Section 2.11 of the RFP.*



22. Upon reading Section 2.2 of the RFP, and in regard to the addition of Manufacturer product and service lines, what does “from time to time” mean? Each time a PORFP is released?

ANSWER: *During the life of the Contract, whenever a Master Contractor has a new Manufacturer product line it wishes to add to its catalogue, the Master Contractor may do so as outlined in Section 2.10 of the RFP. The State may periodically poll the vendor community and ask whether a specific product line is available from any of the Master Contractors.*

23. Is it permissible for the Offeror, as the Manufacturer, to use a local dealer to provide equipment or services as long as the dealer is on the Offeror’s list of identified subcontractors?

ANSWER: *See Question #3 above. While subcontractors may be used to assist the Master Contractor in the performance of its duties under a PORFP, only responses to PORFPs from Master Contractors will be considered, and payments will only be made to the Master Contractor awarded the PO. See also Section 2.11 of the RFP.*

24. Is it permissible to propose for a functional area if the Offeror does not provide all items listed (e.g., portable and mobile radios and accessories, but not aircraft radios or vehicle emergency signaling equipment)?

ANSWER: *This is permissible. The examples given are meant to help define the functional areas.*

25. Does an Offeror have to propose for all services in FA IV, or is it permissible to propose for limited services (e.g., propose mobile equipment repair but not microwave installation)?

ANSWER: *See Question #24 above.*

26. We are a manufacturer with an extensive dealer network. May we have our local dealers perform work required for FA IV? Would it be permissible for our dealer network to perform service work and bill directly to the customer?

ANSWER: *No. For the members of your dealer network to perform the service required in Functional Area IV and bill the State directly, they will need to hold their own Master Contract and have been awarded to a PORFP for the Functional Area IV services requested by the State.*

27. What insurance requirements pertain to FA I and FA II

ANSWER: *Please see Section 3.1 of the State RFP.*

28. Must the Transmittal Letter have a page number, or can the page number itself be left off, as long as the pages before and after it are accounted for (e.g., the transmittal letter would be page x, so page ix is numbered prior to it, and page xi immediately following, but the Transmittal letter itself does not actually show a page number)?

ANSWER: *Please see Section 5.2.4 of the State RFP.*



29. Must the Title Page be numbered, as long as its page number is accounted for before and after the Title Page (e.g., Title page would be page iii, and pages ii and iv are marked preceding and following it), so it is clear what the page number of the Title page is?

ANSWER: *See Question #28 above.*

30. Since there are not actually Tabs in an electronic copy, should pages called TAB A and TAB A-1, be inserted and numbered?

ANSWER: *Yes, where relevant.*

31. Please provide the version of Acrobat or Reader the State will be using to open encrypted documents so Offerors can ensure compatibility.

ANSWER: *The PO has access to Adobe Acrobat XI Pro.*

32. Due to the requirement that MS Word documents be submitted, we are concerned that a limit of 25MB would prevent us from emailing the attachments. Would the DoIT accept an emailed link to a secured ShareFile account from which our submission can be downloaded?

ANSWER: *No, DoIT will not accept an emailed link to a secured ShareFile account for proposal submission. Please see Section 5.3 of the State RFP for delivery instructions.*

33. Does the State want all elements of the response (e.g., Title Page, Table of Contents, etc.) to be marked with a Section number?

ANSWER: *Please see Section 5.4.1 of the State RFP.*

34. Does the State want the Offeror's proposal to begin its numbering with 5.4.2.1 to match the RFP, or is it permissible to number proposal sections beginning with "1" and to provide a cross-reference to the RFP number within the response? If cross-references are permissible, can the Offeror provide a blank page marked as, for example, TAB A, and on that page state that "TAB A contains the response to Section 5.4.2.1, Title Page and Table of Contents"?

ANSWER: *See Question #33 above.*

35. As the State prefers an electronic submission, is the request for an electronic page containing the words "TAB A," "TAB A-1," "TAB B," etc., as a separation between sections?

ANSWER: *See Question #30 above.*

36. The State requires that the Claim of Confidentiality be placed under its own Tab, but between the Title page and the Table of Contents—both of which belong under the same Tab. For electronic submission, which doesn't allow actual tabs, how does the State want this handled—a blank page designated as TAB A, followed by the Title Page, followed by a page with the designation TAB A-1, followed by the Claim of Confidentiality, followed by another page designated as TAB A, followed by the Table of Contents?



ANSWER: *The order should be “Tab A” → Title Page → (if there is a Claim of Confidentiality) “Tab A-1” → Claim of Confidentiality (again, if relevant) → Table of Contents. There is no need to include another Tab A.*

37. As a manufacturer, we have multiple dealers and a Manufacturer’s Representative in the region who will want to take part in this contract. May we list all these entities so they may have access to sell and service directly from this contract to the customers? Is the Offeror allowed to add subcontractors to the list over the life of the Master Contract for its awarded functional areas as PORFPs are released?

ANSWER: *See Questions #3 and 23 above, and Question #46 below.*

38. It appears that of Attachments D, Minority Business Enterprise Forms, only Attachment D-A is required as part of the proposal submission for the Contract. All others appear to be required for PORFP submissions. Is this correct?

ANSWER: *See Question #5 above.*

39. Please confirm that electronic signature refers to an image of the authorized signature.

ANSWER: *See Question #13 above.*

40. Will the State please confirm that it is open to responding to additional email questions concerning the procedures for putting the proposal together should such questions come up after August 14, 2017, 2 p.m. EDT, the due date for questions.

ANSWER: *Questions about the delivery and organization of an Offeror’s response can be asked up to the due date and time for this solicitation. The State required that questions concerning the RFP contents, besides those components mentioned immediately above, are due at the date and time identified on the Key Information Summary Sheet in the RFP*

41. Page 11, Paragraph 2.5 – In order to ensure that the communications console applications are integrated, it is typical to have other Communications console applications like Records Management Systems and Video Surveillance Systems be part of the Communications Consoles. Please confirm that the scope of this contract also includes Records Management Systems and Video Surveillance Systems applications.

ANSWER: *The scope in section 2.5 includes communications console accessories.*

42. Page 11, Paragraph 2.6 – In order to deliver a complete communications network, switching and network equipment (including MPLS routers) may be required. Please confirm that the scope of this contract also includes the network equipment required to complete the microwave network.

ANSWER: *The scope of this contract does not include network equipment. The Hardware 2012 FAIII includes network communications equipment.*

43. Page 11, Paragraph 2.7 – While Tower Technician and Tower Assistant are listed in the labor categories, the description of Functional Area IV does not include the scope of maintenance/upgrade



of tower sites. Please confirm that the scope of Function Area IV includes Installation, Repair and Preventative Maintenance of the tower sites.

ANSWER: *Tower installation, repair, and preventative maintenance of tower sites are outside the scope of this solicitation. The CATS+ Contract under Functional Area's 12, 13, & 14 cover the referenced scope.*

44. Page 31, Paragraph 4.26.3 – RFP requires that good faith efforts need to be made for compliance with MBE program at the time of PORFPs. It is our understanding that since the scope of requirements in each Functional Area is broad at this time, the Offerors do not need to identify MBE partners in the Master contract. Please confirm.

ANSWER: *Correct; MBE partners will be identified in the Contractor response to a PORFP.*

45. Page 39, Paragraph 5.4.2.9 – In providing a list of all Current or Prior State Contracts, if a Offeror has experience as a subcontractor performing work with the State of Maryland, are those contracts to be included under TAB G as well?

ANSWER: *I believe that you are referring to Section 5.4.2.8 – List of Current or Prior State Contracts – and not 5.4.2.9. Please only include relevant prime contractor experiences.*

46. Page 40, Paragraph 5.4.2.11 – Given the broad and long-term nature of the contract, it would be difficult to list all the potential subcontractors that may be needed to fulfill any particular order under the contract. Are subcontractors allowed to be added after the initial contract award?

ANSWER: *Please see Section 18.13 of Attachment M of the State RFP.*

47. Due to the size of the Price Catalog, it is likely that our submission will be greater than 25 Mb. Will the State allow the use of a FTP link for transmittal, eliminating the need for multiple emails and passwords?

ANSWER: *No. Please see Question #32 above as to submission via FTP site. Section 5.3 of the State RFP outlines the explicit delivery instructions for this solicitation. Also, please refer to Section 5.5 and Attachments B and B-1 thru B-4 of the State RFP.*

48. Will the State consider one submission per Vendor with the addition (listing) of Authorized Dealers (as per the existing contract) rather than multiple submissions from the Vendor and Authorized Dealers?

ANSWER: *See Question #3 above.*

49. With regards to the 5% MBE clause for Function IV, will the State clarify the calculation to be used for “an overall average” as stated at the pre-bid meeting? Is it over the life of the contract, 5 years, or a yearly average calculation?

ANSWER: *The calculation to be used to determine whether the State has met the 5% MBE goal on this Contract is the overall average over the five (5) year life of the Contract.*

50. Concerning Section 2.10 of the RFP, for what manufacturers or products are you asking for letters?



ANSWER: *Section 2.10 applies only to Master Contractors. Since no Master Contracts have been awarded, it is not relevant at this time.*

51. Are component repairs anticipated by Functional Area IV?

ANSWER: The scope of Section 2.7 includes these services, which will be defined with specificity at the PORFP level.

52. Can we be listed on the contract and be a supplier to services for others on the contract?

ANSWER: In theory, you can be a Master Contractor and a subcontractor to another Master Contractor under this contract. However, see Questions #3, 23, 37, and 46 above.

53. What if I do not employ all the labor categories requested under Functional Area IV – must I provide rates for these labor categories?

ANSWER: *Yes, you must provide labor rates for all years of the contract for all labor categories. If you fail to do so, your Proposal will be deemed not susceptible for award. Please keep in mind that these rates constitute ceiling rates for the life of the contract. A lower hourly rate can always be offered in response to a PORFP, but a higher rate may not.*