

August 9, 2019

Questions and Answers No. 4
Request For Resume
Solicitation No.: P00B0600001
Issue Date: July 23, 2019
Functional Area 17 – Documentation/Technical Writing

Offeror's Questions to RFP:

11. Our company was recently awarded a contract on CATS+ and we are looking to bid on the Technical Writer with one of our small business partners. Can you provide any further insight on the interviewing process? I notice that resumes are due 8/26 but a start date is not scheduled until November 4, 2019.

Answer: Resumes received are reviewed by an Interview Team, they determine the top candidates to be interviewed, those companies are notified via email the date and time for their candidate to be interviewed, we interview all the selected candidates and make an award determination, seek the necessary approvals to award a contract and then confirm the actual start date for the candidate with the successful Offeror and schedule a Kick-Off Meeting with the Offeror and the successful candidate.

12. Is there a possibility for the 6 month contract work to be extended?

Answer: No.

13. Is there an expectation of work commencing prior to November 4th date?

Answer: There is a possibility of work commencing prior to November 4th if LABOR is able to complete RFR award process earlier.

14. Can we have more clarification regarding the amount of time available the contract for telework?

Answer: See answer to question no. 10.

15. Once a candidate is submitted, and if at time of award that candidate is no longer available will DLLR follow the substitute process outlined in the CATS + Master Contract or will they not allow substitutions?

Answer: LABOR will follow the CATS+ Master Contract requirements.

16. In the RFR it states Email 1 of 2 for the proposal submittal must contain a password protected file with RFR Attachments 1, 3-8. Will these need to be in one password protected document, or 8 individual password protected documents attached in the email?

Answer: Please follow the requirements outlined in Section 5 – Required Submissions.

17. Will bids be accepted from newly awarded Master Contract holders who meet all the qualifications (with supporting documentation), but are still waiting for eMMA Service Desk to correct company profile to reflect their contract status and SBR certification?

Answer: Offeror only needs to be a current CAT+ Master Contractor.

July 26, 2019

Questions and Answers No. 1
Request For Resume
Solicitation No.: P00B0600001
Issue Date: July 23, 2019
Functional Area 17 – Documentation/Technical Writing

Offeror's Questions to RFP:

1. Is there a limit on the number of candidates we can propose?

Answer: Yes, only one candidate can be proposed by an Offeror.

2. Could you please resend this file as a Word Doc, makes it much easier to fill in the required templates.

Answer: Yes, see attached RFR in MS Word.

3. Is this RFR new? Or a re-compete?

Answer: This is a new RFR.

4. Is this a new position? If not, then who is the incumbent?

Answer: This is a new position.

5. Can you please let us know if there is an incumbent for this position?

Answer: There is no incumbent for this position.

6. This RFR that on the portal SBR mentioned NO But in the document you mentioned Yes and this is 6 months position only right? Please clarify.

Answer: This RFR is designated for Small Business Reserve Offeror's only and has a six (6) month period of performance for the Tech Writer.

July 30, 2019

Questions and Answers No. 2
Request For Resume
Solicitation No.: P00B0600001
Issue Date: July 23, 2019
Functional Area 17 – Documentation/Technical Writing

Offeror's Questions to RFP:

7. Can the work for this position be done remotely?

Answer: Yes, there would be limited time available for working remotely.

8. Are there set hours that the candidate must work?

Answer: Yes, set hours would typically start between 7:00 AM and 8:00 AM.

August 14, 2019

Questions and Answers No. 3 REVISED
Request For Resume
Solicitation No.: P00B0600001
Issue Date: July 23, 2019
Functional Area 17 – Documentation/Technical Writing

Offeror's Questions to RFP:

9. If we propose for this opportunity, will it preclude us from responding to the resulting TORFP? Will it be deemed a Conflict of Interest?

Revised Answer: Based upon Section 13-212.1 of the State Finance and Procurement Article, yes the Technical Writer's company would be precluded from responding to the RFP on the basis of a conflict of interest.

10. I see that remotely will be entertained. How often would the candidate need to be onsite for this requirement?

Answer: The candidate would be on site 80 to 90% of the time. Working remotely will only be a small percentage and periodic.