



**Questions and Answers No. 1
Request for Proposal 060B3490002
Mobile Radio Equipment; Communications Consoles and Associated Equipment; and
Installation, Repair and Preventive Maintenance Services
(Two Way Radio 2013)**

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations contained in the following responses to questions by potential Offerors are not binding to the State, unless an addendum expressly amends the RFP. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor.

- 1) Would communications shelters, such as those that house equipment at tower sites, be part of this project?

RESPONSE: No.

- 2) If we are only interested in applying for Functional area 1, do we only need to submit Attachment E1 and E2 with the cover sheet?

RESPONSE: Attachment E-1 corresponds with Functional Area I and Attachment E-2 corresponds with Functional Area II. If you are only interested in applying for FA I, then you only need to submit Attachment E-1.

- 3) Will not having State of Maryland experience have a negative effect on our proposal?

RESPONSE: No, previous State of Maryland experience will not have a negative effect on your evaluation outcome.

- 4) Who from my company should sign the required documents (Attachments, price proposals, etc.)?

RESPONSE: These documents should be signed by the authorized representative from your company. This may be anyone with signing authority for your organization.

- 5) Do signed documents need to be notarized?

RESPONSE: Signed documents do not need to be notarized. However, when applicable, they do need to be signed by a witness from the company.

- 6) Do I need to include the Certificate of Insurance with my proposal?

RESPONSE: Yes, all proposals should include a current Certificate of Insurance , and it should list the State of Maryland, 45 Calvert St., Room 434A, Annapolis, MD 21401 as the Certificate Holder.

- 7) What counts as a “Letter of Authorization?” Will an e-mail from the manufacturer be sufficient or does it need to be signed by a representative from that manufacturer?

RESPONSE: A “Letter of Authorization” may be either an e-mail from the manufacturer or a signed letter by a manufacturer representative. However, the authorization must contain the elements identified in Section 3.4.2.3 of the Two Way Radio 2013 RFP.

- 8) If we plan to propose items that we manufacture and sell as our own product line, what kind of information do we need to include about our product line?

RESPONSE: When proposing your own product line, please include a short letter in the “Letter of Authorization” section of your technical proposal that identifies that you intend to offer your own products.

Thank you,

Michael Meinel
Procurement Officer

End of Question and Answer # 1