DATE: March 10, 2016

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC’s White Papers on State Health Policy for Hilltop Institute
RFP # BC-21013-Q - ADDENDUM # 1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical & Price Proposals to be submitted to the University remains as **TUESDAY, MARCH 22, 2016 by 2:00 p.m.** to the issuing office.

A. The following questions have been submitted to the University for a response:

1. **QUESTION:** Are there page limits for the RFP response?

   **ANSWER:** Detailed responses to Section 3, Article 2, Technical Proposal Criteria, Items 1 through 5 (Statement of Approach, Profile of Proposing Firm, Key Personnel, Firm Experience, and Financial Stability of the Company) may not exceed 25 single-spaced pages with a 12-point font and one-inch margins. The Transmittal Letter, title page, and table of contents are excluded from the 25-page limit. Specified forms (i.e., Company Profile Form, Key Personnel Form, Experience Form), resumes for key personnel, firm references, annual reports, and financial statements are also excluded from the 25-page limit and should be provided in an appendix. Resumes included in the appendix for key personnel should not exceed 3 pages each.
2. QUESTION: May the Technical Proposal include appendices? May required forms be included as appendices rather than embedded within the proposal narrative?

ANSWER: See response to Question # 1 above.

3. QUESTION: Please confirm that proposers are required to both submit the proposal electronically via email, as well as submit the specified number of hard copies via mail.

ANSWER: Yes, that is correct.

4. QUESTION: Please clarify if the State is able to accept submissions by FedEx. If so, are there any special instructions, time restrictions or different address details for FedEx submissions?

ANSWER: Yes, the University may accept submissions by FedEx, as well as, any other express mail services. The deadline for submissions remains the same regardless of the method of delivery, and the delivery instructions remain the same.

5. QUESTION: With regard to Term of Contract (Section 1, Paragraph D):

   a. Will there be any services required following submission of final white papers on June 30, 2016 and the close of the contract period on October 14, 2016? If so, what services will be required?

   b. In the event that the University opts for additional renewal term(s), is it contemplated there would be a new scope of work and payment available?.

ANSWER: a. The University does not anticipate requiring any services after June 30, 2016.

   b. Yes, a new scope of work and budget would need to be negotiated.
6. QUESTION: With regard to the Scope of Work General Requirements (Section 2, Paragraph B): The RFP does not appear to require that the Contractor (1) provide for the design/formatting of the white papers for publication or (2) participate in dissemination activities following submission of the final drafts. Please confirm these services are not included in the scope of work requirements.

ANSWER: (1) The only format information or requirements for the White Papers is provided in Section 2, Item B-3, “Format of White Papers”.

(2) This assignment is viewed as a “work made for hire” and the resulting materials are owned by the University. Firms agrees that all information and items made during the course of this Contract and arising from the Services hereinafter shall be and are assigned to University as its sole and exclusive property. As such the University may use the White Papers in its original format or re-design them if desired. Upon completion of the white papers by the Contractor and acceptance of the final white papers by the University, the white papers become the property of the University. The University will manage publication and dissemination.

7. QUESTION: With regard to requirements for demonstrating financial stability of the company (Section 3, Article 2, Item 5):
   a. Our firm does not yet have audited financial statements for 2015 available (they will be completed in late April). Is it permissible to submit audited financial statements for the two most recent years for which we have reports available (2013 and 2014)?

   b. Please confirm that these documents will be kept confidential if flagged as such.

   c. To ensure their confidentiality, may audited financial statements be included as separately sealed documents accompanying the hard copies of the Technical Proposal and excluded from the electronic submission?

ANSWER: a. Yes, please submit the two (2) most recent years reports.

   b. Yes, these documents will be kept confidential to the best of our ability and to the extent allowed by Maryland Law.
c. Yes, the Financial Statements may be submitted in “hard” copies only and NOT transmitted electronically.

8. QUESTION: Are proposed amendments to the contract in Appendix B permitted?

ANSWER: If you have questions or concerns about the Contract in Appendix B, now is the time for you to bring them forward. If you have alternate language you would like us to consider please provide it to us now so we can review it and respond to you. If no exceptions are noted now, you will be expected to sign the Contract in its current form in Appendix B.

9. QUESTION: With regard to the Price Proposal Form (Appendix C):
   a. We anticipate that the Lead Author for each white paper will receive research support from junior staff and/or input from internal subject matter experts in the course of drafting the paper. Please confirm that it is acceptable to provide only the name of the Lead Author in the “Breakdown by White Paper” table and a blended hourly rate reflecting participation of other staff as appropriate.
   
   b. Please confirm that the Price Proposal Form can be maintained on a confidential basis if flagged as such.

ANSWER: a. Yes, as long as the name of the Lead Author is provided, it is fine to provide a “blended hourly rate” for other Staff.

   b. The Price Proposal must be marked “Proprietary and Confidential”, as instructed in the RFP Document. We are a public entity and as such are subject to the Maryland Public Information Act, but we do our best to protect confidential documents.

10. QUESTION: The Scope of Work General Requirements (Section 2, Paragraph B) require a kick-off meeting and regular check-in meetings to manage the contract, but these tasks do not appear to be contemplated in the 550 hour estimate or in the Price Proposal Form (Appendix C). How should these costs be reflected?

ANSWER: The 550-hour estimate includes participation in all required meetings and conduct of all tasks.
11. QUESTION: Please confirm that payments for services under this agreement will be deliverables-based. What will be the schedule of payment?

ANSWER: As a State entity we cannot pay for goods or services before they are rendered. So, after we receive the deliverables connected with this contract final payment may be requested. Until then, you may bill for your hourly time on a monthly basis, but know that we will be moderating the dollars to ensure the total is not paid until we receive the end product.

Enclosure: Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM # 1 DATED 03/10/16

This addendum was posted on the University’s eBid Board and eMaryland Market on 03/10/16. (Original with enclosures were not mailed)
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1    dated 03/10/16
Addendum No. _____ dated ________
Addendum No. _____ dated ________
Addendum No. _____ dated ________
Addendum No. _____ dated ________
Addendum No. _____ dated ________

As stated in this Addendum, this form is to be returned within your Technical Proposal.

__________________________
Signature

__________________________
Printed Name

__________________________
Title

__________________________
Date

END OF FORM