



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401**

**Questions/Responses No. 1
RFP Project No. K14-0033-29
Network Cable and Wiring Services
April 23, 2014**

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1. Regarding the RFP and section 3.4 Volume 1 Technical Proposal it is our understanding that the only Attachments from the RFP that need to be included with the proposal are:
Attachment B – Bid Proposal Affidavit
Attachment F – MBE Form A
Attachment G – MBE Form B

Please clarify if any other Attachments from the RFP are required to be submitted with the proposals.

Response: Correct. Attachments B, F and G are required.

Question 2. I have attempted to pull the list of certified MDOT MBE Firms from your website. Unfortunately I receive a page cannot be displayed notice on the link I found. Would you mind sending me the link to the appropriate page so I can ensure I am trying to access the correct page. This will allow me to validate the firms I am working with are in fact MDOT MBE Certified.

Response: <http://www.mdot.maryland.gov>

Question 3. Is there any selection criteria prohibiting a MBE from being awarded a Master Contractor status? If yes, could you direct me in the RFP where that is stated?

Response: No.

Question 4. If the MC is a MBE and uses only MBEs as subcontractors, is it accurate to say for any awarded PORFP, the MC has reached a goal of 100% MBE participation? Is this a fair goals calculation and obtainable goal for both the Office of Fair Practices and Procurement & Contract Administration?

Response: Yes.

Question 5. MedTEC is an equipment supplier; however, as a MC can MedTEC get additional MBE points as a supplier of cables and networking equipment?

Response: The required MBE percentage must be subcontracted out to another certified MBE Firm and MedTEC may not use their company to reach the 10%.

Question 6. If my firm is used by a prime contractor to fill the MBE requirement for this RFP will then my firm be precluded from submitting its own this RFP as a prime contractor?

Response: No.

Question 7. Can a firm be the MBE participant with more than one prime?

Response: Yes.

Question 8. Besides the RFP response what other documents need to be included in the submission?

Response: See Section 3 – Proposal Format.

Question 9. During the meeting you mentioned that only the fee may be counted towards the 10% requirement when using a broker. Please clarify what you meant by a Broker? Was this to mean distributors?

Response: (13-1) "Broker" means a person that conducts business (other than real estate, investment, or insurance sales) on a pass-through basis and with respect to:
(a) Supplies:

- (i) Does not own, operate, or maintain a place of business in which supplies of the general character required under the contract are kept in stock in the regular course of business,
 - (ii) Does not regularly assume physical custody or possession of supplies of comparable character to those offered to the State, or
 - (iii) Exclusively acts as a middleman in the provision of supplies offered to the State; or
 - (b) Services, does not regularly maintain the capability, capacity, training, experience, and applicable regulatory licensing to directly perform the principal tasks of a contract with the State, and acquires the services elsewhere, for the benefit of the State.
- (14) "Business" means any corporation, partnership, individual, sole proprietorship, joint venture, or any other legal entity through which commercial activity is conducted.

Question 10. Can you please provide the industry codes relevant to this contract for the MBE firms or are the firms listed in the Excel Spreadsheet the only firms that can be currently used to meet this requirement? The firms listed on the spreadsheet aren't the only firms that are eligible to be a subcontractors. The NAIC Codes will depend on the type of services that you want the MBE subcontractor to perform. Please keep in mind the services you contract them out to perform must be relevant to the scope of the work of the request for proposal.

Response: The firms listed on the spreadsheet aren't the only firms that are eligible to be a subcontractor. The NAIC Codes will depend on the type of services that you want the MBE subcontractor to perform. Please keep in mind the services you contract them out to perform must be relevant to the scope of the work of the request for proposal.

Date issued: April 23, 2014
Issued by: Kelly Moore, Procurement Officer