



Maryland
Energy
Administration

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Mary Beth Tung, Director

QUESTIONS & ANSWERS #2
Requests for Proposals (RFP)
Energy Programs Technical Support Provider
PROJECT NO. DEXR7400002
August 31, 2017

Ladies and Gentlemen:

This List of Questions and Answers #2, questions #3 through #4, is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of Contract requirements which are stated in the following questions of potential Offerors, are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses 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 asking the question as to what the contract does or does not require. However, if from a particular vendor question(s), it seems as if the vendor has misinterpreted RFP wording referenced in a question, the State's response typically will point out the misinterpretation as part of the answer to the question.

QUESTION 3: Could MEA please clarify the request for "Any paragraph in the Technical Proposal that responds to a Scope of Work requirement shall include an explanation of how the work will be done" in Section 5.4.2.6.1 and "The Offeror shall give a definitive section-by-section description of the proposed plan to meet the requirements of the RFP, i.e., a Work Plan" in Section 5.4.2.6.2?

RESPONSE:

The first quote is a reminder to bidders to include action based statements regarding work performance and how the work is proposed to be completed. For example, the statement "We will provide residential energy audits to..." is considered inferior to "Using the following five step process, we will provide energy audits to..." followed by the steps or "The residential energy audits provided will be completed by individuals with the following certifications....".

The second quote instructs bidders to develop work plans that address each of the sections in turn so as to ensure thoroughness. Proposed work plans should address, including specific methodologies, techniques and number of staff, details of how the bidder will provide engineering type support... (from 2.4.2.1); how the bidder will provide organizational support associated with the processing of grant... (from section 2.4.2.2); how the bidder will provide program design support... (from section 2.4.2.3); and how the bidder will provide energy policy analysis... (from section 2.4.2.4). Likewise for sections under 2.4.3 and 2.5.2 and 2.5.3.

QUESTION 2: Could MEA please clarify the difference between "methodologies" and "techniques" to be included in the work plan in Section 5.4.2.6.2?

RESPONSE: There is no intended distinction between the two terms. The use of both terms was simply to be all inclusive of both processes and individual skills.

Proposals are due on Thursday, September 14, 2017 no later than 3:00 p.m. and may not be submitted by e-mail or facsimile. Should you require clarification of the information provided in this amendment, please contact me at (410) 537-4082.

Should you require clarification of the information provided, please contact me via e-mail at *ralph.scherini@maryland.gov* or (410) 537-4082 as soon as possible.

Date Issued: **August 31, 2017**

Issued by:

/ signed /

R. O. Scherini
Procurement Officer