



**MARYLAND**  
AUTO INSURANCE

4/2/2024

Refer questions regarding RFP ID BPM042571

[Preferred Programming Vendors \(BPM042571\) - Lot : 1 / Round : 1: eMaryland Marketplace Advantage \(eMMA\)](#)

Questions as of 4/2/2024:

- 1) There is no format for pricing information. For how many labor categories do you need the pricing for? – Like Project Manager, Sr. Programmer, Mid-level Programmer, Se. Engineer etc. If there is no specific format and price categories how would you evaluate pricing with other vendors?

**Answer – Please provide a rate sheet that shows each labor category and hourly rate. If you have service offerings that have a package price include that in your rate sheet.**

- 2) For how many years do you need the pricing for – like 3 or 5 years?

**Answer – 3 years would be a fair term for pricing.**

- 3) What is the term of this contract? i.e. Preferred vendor for 3 years or 5 years etc.

**Answer – 3 years would be a fair term for pricing. Successful bidders will be placed on Maryland Auto's Preferred programming vendor list and receive solicitations for projects for a period of 3 years. Additional contract terms are listed in the RFP under Part V.**

- 4) What are the historical volumes of spending annually in the program?

**Answer – We plan to offer 4-5 projects a year, but that could change. We do not disclose budgetary or actual numbers.**

- 5) Are there any incumbent companies that currently provide these services to the agency? If yes, who are they?

**Answer – While we have vendors that provide services for us now, they will also have to apply to be on our preferred programming vendor list as they will not be automatically added. We are not disclosing those vendors currently.**

6) Is there any forecasted/approved budget for this opportunity?

**Answer – We plan to offer 4-5 projects a year, but that could change. We do not disclose budgetary or actual numbers.**

7) The submission package must include pricing. The RFP states " Include all pricing information in your response (hourly rate). The cost must be clearly stated. Total price must contain all direct and indirect costs, including out-of-pocket expenses. Include discounted pricing for Government agencies where applicable." Will Maryland Auto provide a pricing format? What types of services and/or personnel does the agency want us to price?

**Answer – Please provide a rate sheet that shows each labor category and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

8) Can you provide an example of how to express pricing (Part II.5)?

**Answer – Please provide a rate sheet that shows each labor category and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

9) In Part II, under Evaluation Criteria, you mention "Compliance with Security Standards". What are those Security Standards? Can you provide a document or a link to them?

**Answer – Standard web development security is used. You will develop within the environment that we set up with. Thereafter, we will own the software that is developed. We will review the Security Standards in more detail during the interview process.**

10) Once a vendor is added to the preferred vendors list, will they have to go through another evaluation process when submitting bids on projects? If so, what is the process of the second evaluation.

**Answer – We will assign, or solicit interest for certain projects based on the skillsets that you attest to. We will provide project requirements and expect that SOW's will be submitted including pricing and timelines.**

11) Can you provide an example of how to express pricing (Part II.5)?

**Answer – Please provide a rate sheet that shows each labor category and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

12) How many vendors does the state intend to award?

**Answer – This will depend on how many submit but we would assume no more than 6 or 7. Working with more vendors would be burdensome for our IT staff.**

13) How many vendors are currently performing under the current contract?

**Answer – This is our first Preferred Programming Vendor RFP.**

14) Is the award price of the current contract publicly available? Can the state provide it?

**Answer – This is our first Preferred Programming Vendor RFP.**

15) Are we expected to submit resumes along with this RFP?

**Answer – No, we are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), to adapt to our project specific needs as opportunities arise.**

16) Are there any Procurement Program Participating Goals such as Maryland MBE certified?

**Answer – We highly encourage participation by Minority Business Enterprise Vendors.**

17) Once vendor(s) are selected would MAIF then send out staffing requests to those vendors?

**Answer – No, we are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), to adapt to our project specific needs as opportunities arise. We will assign, or solicit interest in certain projects based on the skillsets that you attest to. We will provide requirements and expect that SOW's will be submitted including pricing and timelines.**

18) What is the estimated amount of FTE's or Programmers are expected for this initiative?

**Answer – No estimates for FTE, we are not looking for vendors with a certain amount of programmers with specific skillsets or experience but instead to build a bench of preferred vendors capable, within their organization(s), to adapt to our project specific**

**needs as opportunities arise. We will assign projects based on the skillsets that you attest to. We will provide requirements and expect that SOW's will be submitted including pricing and timelines.**

19) What type of data is required in the Preferred Programming Vendor List?

**Answer – Part III explains the submission expectations. For the pricing section please provide a rate sheet that shows each labor category and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

20) If Maryland Auto is an independent state agency, do you fall under DoIT serving?

- If '2' is yes, will DoIT provide hosting service?
- If '2' is no, will you provide hosting service on site?

**Answer - Please provide a rate sheet that shows each labor category and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

21) Is this project for internal management for Auto Insurance staff?

**Answer – No, we are looking to build a bench of preferred vendors capable, within their organization(s), to adapt to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned that included pricing and timelines.**

22) Can you also include (in Part 2. Preferred Programming Language) using different technologies such as C#, MVC Framework, and IIS?

**Answer – No, we are only interested in vendors that offer programming in the languages/software that we listed in Part II of the RFP.**

23) Are we able to include subcontractors in our proposal submission, if so can we use subcontractors past performance?

**Answer – Only if those subcontractors are managed by you, but we would expect that the successful bidding vendor manages development. If subcontract work is required the final submission will be the responsibility of and treated as the work product of the successful bidding vendor.**

24) Can we submit more than 3 references in our proposal submission?

**Answer – Yes.**

25) Can you please provide the resource titles list and their years of experience expected for this RFP??

**Answer – We are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

26) Do you expect the resources to be full-time or part-time resources for this project?

**Answer – We are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

27) Based on the programming languages list (skillset like PHP, Java, Cobol, etc.) shared in the RFP, can we provide the rates for both specific and combined skillsets?

**Answer – yes.**

28) Could you please provide an overview of your legacy software and project needs.

**Answer – we can review in more detail during the interview process. Some example projects may include:**

- 1. Creating API's from our legacy application to allow other systems to interface.**
- 2. Various projects where our legacy application interfaces with external vendor software**
- 3. Proof of Concept projects where we are interested in new features or technology to improve our applications (we are not looking to replace). For Example our use of Laravel is new and we could use some help with new ideas.**

29) What are the specific challenges or pain points that you're looking to address through these projects?

**Answer – see sample projects in questions 28, we want to get more projects completed and leverage strong relationships with a talented group of preferred vendors to achieve that goal.**

30) What is the accepted financial report for this RFP that is asked in the Part 3 submission number 1.

**Answer – You can submit your P&L and Balance Sheets for the previous year or for the last year that you have available. You can mark the information confidential if you would like.**

31) Are there any incumbents for this RFP?

**Answer – no this is our first offering.**

32) What are the preferred font and page limits for the response?

**Answer – Submissions will be evaluated based on the information provided. There is no preferred font and/or page limits for the response but we cannot assess qualifications or fit for the purposes unless a full and complete submission is presented addressing all requirements in the RFP.**

33) Will there be a pre-proposal conference for this RFP?

**Answer – no.**

34) Is there a specific format for submitting pricing or the cost of service that is mentioned in Part 3, "Submission"?

**Answer - Please provide a rate sheet that shows each labor category (Programmer, Project Manager, etc) and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

35) Do we have to mention labor categories, and if so, what are the expected categories?

**Answer - Please provide a rate sheet that shows each labor category (Programmer, Project Manager, etc) and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

36) How many awards are expected to be granted?

**Answer – This will depend on how many bids are submitted but we would assume no more than 6 or 7.**

37) Can you confirm if the terms mentioned in Part 5, ""Term of Contract,"" are correct, or if any modifications are required?

**Answer – The terms are correct.**

38) Can you confirm in Part 3, "Submission," whether we should provide responses to each requirement in separate documents or if we can consolidate them into a single document?

**Answer – Single document is preferred.**

39) Are there any extra documents or attachments required to be included with the response, apart from what's specified in Part 3, "Submission"?

**Answer – No.**

40) Is the main RFP document a part of the response? If so, should we submit it separately?

**Answer – No.**

41) My company is submitting a proposal for the Preferred Programming Vendors list and wanted to know if you had an idea of how infrequently we would need to travel to Baltimore, Maryland (once per quarter, twice per year, once per year).

**Answer – Once or twice a year should be sufficient.**

42) What is the last page of the RFP for? Do we need to sign that sheet and enclose with the RFP response or is it to be signed if you are awarded a contract?

**Answer – This will be signed if you are awarded a contract.**

43) Can we include the price sheet along with the proposal technical response or as a separate document when we submit it?

**Answer – Single document is preferred.**

44) One Page 5 – Sample of Work – Do you need copy of code / screenshot / documentation of what we developed for a client or a description of our past performances?

**Answer – Yes, copies, screenshots, and/or documentation would be helpful. You can also provide high level examples of work performed.**

45) What are the payment terms for successful vendors on this contract?

**Answer – If selected as a Preferred Vendor, each project offered will have specific payment terms that will be outlined in the contract. The purpose of this RFP is to build a bench of preferred vendors capable, within their organization(s), to adapt to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned that include pricing and timelines.**

46) Regarding request for financials, are you looking for P&L and Balance Sheets for prior year?

**Answer – Yes.**

47) As part of the “Company Background” section, there is a request for “Financial report”. Can you please elaborate on what is expected in this line item? Since we are a private For-profit company, can sections of the response be marked as Confidential and redacted in the event there is FOIA request for the response that was submitted?

**Answer – Yes, you can redact and mark as confidential.**

48) In #1. Company Background you list as one of the bulleted item “Financial report”. As a privately held company can you let us know exactly what information you are looking for and will this information be considered confidential?

**Answer – You can submit your P&L and Balance Sheets for the previous year or for the last year that you have available. You can mark the information confidential, or redact any necessary portions if you would like so long as the information submitted allows us to make a fully informed assessment.**

49) In #2. Samples of Work – are you looking for descriptions of work our firm has performed for our customers that relate to the types of work MAIF outlined in Part II – Preferred Programming Vendors Scope or are you looking our process on how we source, vet and on-board resources?

**Answer – descriptions of work performed for your customers that relates to the purpose of this RFP is an acceptable approach. We are looking to build a bench of preferred vendors capable, within their organization(s), to adapt to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned that include pricing and timelines.**

50) In #5 Pricing, is there a specific format MAIF is looking for the pricing to be in? Will MAIF provide a list identifying the labor categories they want included?

**Answer - Please provide a rate sheet that shows each labor category (Programmer, Project Manager, etc.) and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

**New as of 3/21/2024**

51) In response for company background, Can we submit the current year financial statement? Can you please advice?

**Answer - Yes**

52) Does the Maryland Auto have any specific Job titles and Job Variance required for this effort?



**Answer – We are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

53) Can Maryland Auto provide us the job titles and experience required for each job title?

**Answer – We are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

54) Can Maryland Auto provide us the job description for each required job title?

**Answer – We are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

55) Under each Job Title, is the offeror allowed to provide the hourly rates by job variance (for example Sr. Software Developer, Lead Software Developer, and Jr. Software Engineer)?

**Answer - Please provide a rate sheet that shows each labor category (Programmer, Project Manager, etc.) and hourly rate. If you have service offerings that have a package price include that in your rate sheet. The services we require are based on the programming languages listed in the RFP.**

56) Can Maryland Auto provide us the period of performance for this contract?

**Answer – If you are referring to the length of time a company would be on the preferred programming vendor list, that would be 3 years.**

57) Can Maryland Auto please clarify what type of financial reports are required with the proposal response?

**Answer – You can submit your P&L and Balance Sheets for the previous year or for the last year that you have available. You can mark the information confidential, or redact any necessary portions if you would like so long as the information submitted allows us to make a fully informed assessment.**

58) Part I. A– Purpose of the RFP indicates “The purpose of this list is to establish a pool of pre-approved vendors that Maryland Auto may engage for various programming projects on an as-needed basis”. Will the candidates be required on a full-time basis or part-time basis? Please clarify.

**Answer – We are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to**

**our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

59) How many vendors will be awarded for this contract?

**Answer – This will depend on how many bids are submitted but we would assume no more than 6 or 7.**

60) Can the offeror be allowed to bid on the selected languages/software's?

**Answer – Yes**

61) Can the offeror submit the pricing in MS Excel?

**Answer – Yes**

62) Is the offeror expected to provide pricing for 3 years?

**Answer – yes**

63) Can Maryland Auto extend the deadline by a week?

**Answer – No**

64) Is US citizenship required to work on this project or Green Card and H1 VISA holders will also be allowed to work on this project?

**Answer – We are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

65) Can you please verify if our NMSCD certification as an MBE firm qualifies us for any MBE preference in this opportunity?

**Answer - All submissions will be evaluated equally, however, we do to the extent feasible, try to retain Minority Business Enterprise (MBE) firms in all of our contracting and we highly encourage participation in this RFP by MBE Vendors.**

66) Proposal acceptance process: Will the RFP be awarded in rounds or only after the due date? Additionally, could you confirm if Q&A updates are released post our proposal submission, are we required to amend our proposal as per the new round and send it to you again?

**Answer – Only after due date, Questions will be complete prior to due date of responses.**

67) Could you please clarify if the proposal submission will be made only through the email, and there's no requirement for submission on the portal?

**Answer – Email, no submission is required on the portal.**

68) In relation to pricing, you mention to “provide a rate sheet that shows each labor category (programmer, project manager, etc.)”, Is there somewhere that I can find this list of labor categories? Or can you please provide me with this list of labor categories?

**Answer – The labor categories are basically Project managers and programmers, if you want to provide others that is fine.**

69) If not, do we just create our own labor categories?

**Answer – Yes create your own labor categories.**

70) Part II Company Background – Regarding the requirement for the Financial Report, could you please clarify what specific documentation is needed to address this query? Are you requesting the financial report for the year 2024, or is there a different document or information you require??

**Answer – 2024 or 2023 financial reports are fine.**

71) Submission Instructions – The Submission Instructions mention a Part 1-D and a submission deadline, but I was unable to locate Part 1-D in the RFP document. Could you please provide clarification on this? Thank you.

**Answer – Part 1 D explains the closing date is 4/5/2024.**

72) Content – Do we need to expand on our theory and experience in each desired technical language or will the case studies suffice?

**Answer – Case studies should suffice.**

**New as of 3/28/2024**

73) Please clarify regarding the financial reports requirement outlined in the RFP. The RFP requires financial reports but does not specify the types of financial reports (Income Statement, Balance Sheet, etc.) required or the number of fiscal years these reports should cover.

**Answer - You can submit your P&L and Balance Sheets for the previous year or for the last year that you have available. You can mark the information confidential if you would like.**

74) As P&L and financial statements are requested, will a recently established or start-up consulting firm be given consideration even if they do not have any revenue to date?

**Answer – Yes, we can give consideration as long as you have experience with the project work that we listed in the RFP and previously in this Q&A.**

75) Can references be of work done with predecessor firms? Or the references must be on work performed under the company bidding? For example, if the company's employee worked as the Project Manager on a multi-year systems development project for an Insurance organization while with a previous employer, can that project experience count?

**Answer – Yes, but remember we are not looking for programmers with specific skillsets or experience but to build a bench of preferred vendors capable, within their organization(s), of adapting to our project specific needs as opportunities arise. We will provide requirements and expect SOWs returned, that include pricing and timelines, as specific opportunities arise during the preferred contracting period.**

**New as of 4/2/2024**

76) Could you please provide us with details regarding the budget allocated for this project?

**Answer – We plan to offer 4-5 projects a year, but that could change. We do not disclose budgetary or actual numbers.**