

FAMILY INVESTMENT ADMINISTRATION  
REQUEST FOR PROPOSALS  
FOR  
EMPLOYMENT SERVICES FOR REFUGEES AND ASYLEES  
FIA/ORA-10-465-S

**QUESTIONS AND RESPONSES**

Question 1: What is the award amount ceiling?

**Response: All Budget information is kept confidential in order to maintain the competitiveness of the bidding process.**

Question 2: Is there a page limitation?

**Response: No.**

Question 3: RFP section **2.27**. Is it required that the performance of MBE subcontractors be for direct client services only?

**Response: No.**

Question 4: RFP section **3.1**. Does Attachment T-3 account for clients served under this funding source only?

**Response: Yes.**

Question 5: RFP section **4.3G**. Economic Benefit to the State of Maryland, are we to project the benefit for clients and staff paid through the contract?

**Response: Yes.**

Questions 6: RFP section **2.36**. Many agencies also have an internal policy that says if there is an opening position should be posted internally for the week prior to being posted outside. Would that be a conflict between those two policies?

**Response:** **Yes, however Maryland Law prevails and All Offerors are required to comply with the terms and conditions of the RFP, which includes the Hiring Agreement.**

Question 7: RFP section **4.3B**. In terms of determining qualifications, is that something that would be an exchange between the two agencies or is it something that would be determined solely by DHR and then informing the contractor?

**Response:** **The Company tells DHR what their qualifications are.**

Question 8: RFP section 2.36. Does the tax credit apply to non-profits as well as private businesses?

**Response:** **No. Tax credit is for private businesses.**

Question 9: RFP section **2.30**. If there is a situation where there was no payment to a subcontractor, would the Office of Minority Employment communicate with the prime to discover why?

**Response:** **Yes, there is a process where the prime contractor will have an opportunity to address the issue of non-payment to the subcontractor before payments are withheld.**

Question 10: Can some of the funds go to matching funds for Micro Enterprise Programs?

**Response:** **No. While we realize that loans for small business development can create jobs indirectly, we do not believe such activity is responsive to the solicitation's request for direct employment services. We also believe that loans and matching funds would also complicate and exceed the scope of the contract.**

Correction to the response concerning section **4.3E References:**

It was stated that the references can come in with your proposal and should be in a sealed envelope. If not they should come in separately. Please disregard that response.

The RFP language states, "The Offeror shall supply three professional references to support the Proposal". **No sealed reference letters are required.** You need only to identify the **Name, Point of Contact** and the **Telephone Number**.