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**QUESTIONS AND RESPONSES # 2  
SOLICITATION NO. Q0015020  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
SEXUAL OFFENDER TREATMENT SERVICES  
MARCH 18, 2016**

Ladies and Gentlemen:

This List of Questions and Responses, questions #34 through #49, is issued to clarify certain information contained in the above named IFB.

In most instances the submitted questions and the Department's responses merely serve to clarify the existing requirements of the IFB. Sometimes, however, in submitting questions potential Offerors may make statements or express interpretations of contract requirements that may be inconsistent with the Department's intent. To the extent that the Department recognizes such an incorrect interpretation, the provided answer will note that the interpretation is erroneous and either state that the question is moot once the correct interpretation is explained or provide the answer based upon the correct interpretation.

No provided answer to a question may in and of itself change any requirement of the IFB. If, based upon a submitted question, it is determined that any portion of the IFB should be changed, the actual change may only be implemented via a formal amendment to the IFB. In this situation, the answer provided will reference the amendment which contains the IFB change.

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 IFB. 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.

*34. Are we to assume that there will be, for example, 150 "group therapy sessions (hourly) for Cecil County, and base our bid on that figure? Also, if I understand correctly, the 150 hours of group sessions would have up to 12 people in each? Should we base our bid on 12 people per session TIMES 150 or on one just one price for the group session, regardless of how many offenders are involved?*

~Effective Resource Management~

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**RESPONSE:** As noted in the revision of Attachment F (Bid Form for the DPSCS Sexual Offender Treatment Services IFB) group therapy pricing should be a rate for one group therapy session for one individual (not a rate for a group of two or more clients). Thus, 150 group therapy sessions per year for a small jurisdiction assumes three clients, each attending 50 group therapy sessions per year. For the initial three-year period this would then be 450 sessions; for the subsequent two-year period, this would be 300 sessions (See Q&A #1, Question 21).

*35. Are Bidders required to submit letters of recommendation?*

**RESPONSE:** No, Bidders are not required to submit letters of recommendation. However, Bidders are required to submit references. See IFB Section 4.4.6.

*36. There are no required hours listed for availability listed in the contract. Do providers have a minimum availability required in the county they serve to work with client schedules?*

**RESPONSE:** No, there is no minimum availability required

*37. Is Errors and Omissions Insurance the same as Malpractice Insurance?*

**RESPONSE:** No, Errors and Omissions Insurance is not the same as Malpractice Insurance. See Amendment #2 revising IFB Section 3.13.2.

*38. Where can I find the current DPSCS Sexual Offender Treatment Services contract?*

**RESPONSE:** Contact the Maryland Department of Public Safety and Correctional Services (DPSCS) Procurement Service Unit via postal mail: 300 E. Joppa Road, Suite 1000, Towson, MD 21286 or phone: 410-339-5018 to request information on current DPSCS contracts.

*39. Under Section 4.4.8 Financial Capabilities, Bidders are required to “include Financial Statements ...for the last two (2) years” with their Bid. If I do not have business tax returns or profit and loss statements, then what am I required to submit?*

**RESPONSE:** If you do not have business tax returns or profit and loss statements, submit sufficient financial information to show that your business can meet the requirements of the IFB. Suggested financial information includes a listing (include the names of persons who own the accounts and assets, and have access to the lines of credit):

- a.) ACCOUNTS / LINES OF CREDIT: Include checking, online, mobile (e.g., PayPal) and savings accounts, Certificates of Deposit, Trusts, Individual Retirement Accounts (IRAs), Keogh Plans, Simplified Employee Pensions, 401(k) Plans, Profit Sharing Plans, Mutual Funds, Stocks, Bonds and other investments. If applicable, include business accounts.

b.) REAL ESTATE: Include home, vacation property, timeshares, vacant land and other real estate.

c.) OTHER ASSETS: Include cars, boats, recreational vehicles, whole life policies, etc. Include make, model and year of vehicles and name of Life Insurance company in Description. If applicable, include business assets such as tools, equipment, inventory, etc.

d.) CREDIT CARDS: (Visa, MasterCard, American Express, Department Stores, etc.)

e.) BUSINESS INFORMATION: Accounts Receivable owed to you or your business.

f.) EMPLOYMENT INFORMATION: Current employer, salary, and work history.

g.) NON-WAGE HOUSEHOLD INCOME: List monthly amounts. For Self-Employment and Rental Income, list the monthly amount received after expenses or taxes and attach a copy of your current year profit and loss statement.

h.) MONTHLY NECESSARY LIVING EXPENSES: List monthly amounts. Include Food and Personal Care, Transportation, Housing and Utilities, Medical, Other (e.g., Taxes, Insurance, Loans, Retirement, Court Ordered Payments, etc.)

In the alternative, you may submit proof of one or more of the following: lines of credit, evidence of a successful financial track record, and evidence of adequate working capital.

*40. Now that I have a Vendor Registration at eMaryland Marketplace, how do I access the Invitation For Bids and accompanying documents you've provided?*

**RESPONSE:** There are several ways to access the IFB through eMaryland Marketplace (eMM). Contact the Department of General Services eMM Assistance via phone: 410-767-1492 or via email: [dgs.emaryland@maryland.gov](mailto:dgs.emaryland@maryland.gov) for specific instructions. The Bid Number for this procurement is MDF1031024925.

*41. Has the Bid Due Date been extended?*

**RESPONSE:** Yes, the new Bid Due Date is April 12, 2016, by 11 AM Local Time.

*42. It is difficult to predict the number of clients that could get assigned to the group over a year. For example, if the average is 12 months then 12 evaluations per year. If the average stay is six months there could be 24 clients in a year. Is there some maximum number of clients per year to get through the group?*

**RESPONSE:** No, there is no maximum number of clients per year to get through the group.

42. *Association for the Treatment of Sexual Abusers (ATSA) requires using objective measures either Viewing reaction Time (ABEL) or plethysmagraph. I do not see this required in the IFB. Is this correct?*

**RESPONSE:** Under revised Section 3.2.14 of the IFB (see Amendment #1), “The Contractor(s), Contractor’s employees, subcontractors and subcontractors of employees shall adhere to all laws, regulations, and follow the accepted professional standards and best practices of their respective licensing boards in the delivery of services under the Contract.”

43. *Some Therapists in my area do not quite meet the Minimum Qualifications listed in Section 2 of the IFB, but they could within 12 months. I would like to help them do that and, in the meantime, do a Bid for several Jurisdictions. Would that be possible? Can there be a delayed Go-Live Date? Is there another way I should be thinking about this?*

**RESPONSE:** See Q&A #1 at question 11 and Amendment #1 which removed Section 2.1.1 and added Section 3.2.16.

44. *I did not see a listing of current treatment provider(s) for PG County. Can you send that list?*

**RESPONSE:** The Department does not currently have a contractual arrangement with any treatment providers in Prince George's county.

45. *Would it be permissible under the Contract terms to treat offenders at our Delaware offices as long as they are within 30 miles of the respective probation office?*

**RESPONSE:** No. Sexual Offender Treatment Services provided under the terms of this Contract must be performed within the State of Maryland. See IFB Amendment #2 revising IFB Section 3.3.

46. *How many clients are currently assigned to the Frederick, Carrol, and Howard County treatment groups. This information is necessary to plan transfer issues.*

**RESPONSE:** Currently, there are approximately 45 clients assigned to the incumbent vendor for this general region. However, all of these participants may not have been referred from only the three counties named. Also, this number would not include sexual offenders currently in treatment with non-contracted providers but who would, in the future, be referred to the contracted provider for each jurisdiction.

47. *Do I need to be licensed in Maryland to provide treatment in Delaware to the Cecil county offender population?*

**RESPONSE:** You must be licensed in Maryland to provide services under this Contract. See IFB Section 2.1.1. In addition, Sexual Offender Treatment Services provided under the terms of this Contract must be performed within the State of Maryland. See Amendment #2 revising IFB Section 3.3.

*48. If I have questions relating to the DPSCS Sexual Offender Treatment Services procurement, who should I contact?*

**RESPONSE:** The sole point of contact in the State for purposes of this solicitation prior to the award of any Contract is the Procurement Officer who can be contacted via postal mail: Rachel Cruse, 45 Calvert Street, Room 138, Annapolis, MD 21401, Phone: 410-260-7430, or email: [Rachel.Cruse@maryland.gov](mailto:Rachel.Cruse@maryland.gov).

*49. Where can I locate the full RFP description and requirements, and is the date of the opening going to be April 12, 2016?*

**RESPONSE:** All of the published documents for this procurement are available here: <http://dbm.maryland.gov/proc-contracts/Pages/SexualOffenderTreatmentServices.aspx>. In addition, those same published documents may be found through eMaryland Marketplace (eMM). If you are not sure how to find this procurement on eMM, please contact the Department of General Services eMM Assistance via phone: 410-767-1492 or via email: [dgs.emaryland@maryland.gov](mailto:dgs.emaryland@maryland.gov) . The Bid Due Date for this procurement is Tuesday, April 12, 2016, at 11 AM Local Time. Bids will be opened at 11:30 AM that same day.

**Remember bids are due on April 12, 2016, no later than 11 AM.** If there are any questions concerning this solicitation, please contact me at 410- 260-7430 as soon as possible.

Date issued: 3/18/16

By:

<signed>  
Rachel J. Cruse  
Procurement Officer  
[Rachel.Cruse@maryland.gov](mailto:Rachel.Cruse@maryland.gov)  
410-260-7430