**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202409164 Help Me Grow Data Collection System |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office of Child and Family Services |
| **SUBMITTED QUESTIONS DUE DATE:** | October 1, 2024 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | October 9, 2024 |
| **PROPOSALS DUE DATE:** | October 30, 2024 no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Part II, C.7. | This item reads: “Limit the number of planned outages (system availability) during the business week to one (1) time per month. Downtime for routine maintenance must be pre-approved by the Department in writing.”  Does this requirement apply to planned outages scheduled during the business week AND non-business hours (e.g., Tuesday at 2:00 AM), or does it only reference planned outages during the business week and during traditional business hours (i.e., 8:00 AM-5:00 PM)? Please clarify. |
| **Answer** | |
| This requirement references planned outages during the business week and during traditional business hours (i.e., 8:00 AM – 5:00 PM). | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part III, C.3. | The instructions make it clear the State wants four separate files provided.    Within the sub-instructions for File 2 and 3, there are references to attachments; does the State object to having the attachment content integrated into the single MS Word document (e.g., inserting highly legible screenshots of financial reports into File 2; integrating  job descriptions as part of the response to File 3), or is the State firm on wanting each component added as a separate document? |
| **Answer** | |
| It is at the Bidder’s discretion. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Appendix C | Is it sufficient for eligibility purposes if a vendor supplies a DCS to a HMG affiliate, but the DCS is not expressly or exclusively used for HMG purposes? |
| **Answer** | |
| Yes. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Appendix G | Does the State want vendors to respond to the content in the dark blue box, labeled Part IV Section III Proposed Services? Or is this intended as general directions for responding to the content that follows in the lighter blue boxes? |
| **Answer** | |
| This is intended as general directions for responding to the content that follows in the lighter blue boxes. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II, C.11. | 1. Who is the current vendor for the State’s HMG data collection system? 2. What is the size of the current database, in which data from 2022-2024 is stored? |
| **Answer** | |
| 1. KJMB Solutions, Inc. 2. The Department does not have this information. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| General | Will the final proposals be released to the public, upon request? If yes, at what point and in what manner will the State allow vendors to protect confidential information/trade secrets? |
| **Answer** | |
| Bidders may mark some portion of their proposal as confidential.  If a Bidder marks some portion of their proposal as confidential then the Department will provide the Bidder with a reasonable opportunity to object to public disclosure of the proposal.  The Department, however, provides no assurance regarding whether any portion of the proposal will ultimately be determined to be confidential and not publicly disclosed. | |