

**STATE OF MARYLAND**

EXECUTIVE DEPARTMENT

**LARRY HOGAN**  
GOVERNOR

**BOYD K. RUTHERFORD**  
LT. GOVERNOR



OFFICE OF THE SECRETARY OF STATE

STATE HOUSE

ANNAPOLIS, MARYLAND 21401

(410) 974-5521

TOLL FREE 888-874-0013

FAX (410) 974-5190

TDD: 800-735-2258

**JOHN C. WOBENSMITH**  
SECRETARY OF STATE

**QUESTIONS AND RESPONSES #1**

**PROJECT TITLE:**

**MARYLAND CHARITY CAMPAIGN –OPERATING AGENCY**

**SOLICITATION NUMBER – DEXR7400001**

Ladies/Gentlemen:

This List of Questions and Responses #1 through #7, is being issued to clarify certain information contained in the above named RFP.

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

1. How many payroll services are there?

**RESPONSE:** There are 5 payroll agencies.

2. What was last year's campaign budget?

**RESPONSE:** Last year's budget was \$436,855.00

3. What percentages of pledges are online and what percentage are paper?

**RESPONSE:** Approximately 40 percent are online pledging, leaving approximately 60 percent paper pledges.

4. Is the 8% MBE goal a firm goal?

**RESPONSE:** The 8 percent MBE goal is a firm goal. If a firm believes a waiver request is necessary, it can request a waiver in whole or in part of the goal by submitting a fully documented waiver request that complies with COMAR 21.11.03.11.

5. If a firm already completes an annual SOC 2 Type 2 audit, does it need to do a separate SOC 2 Type 2 audit for this contract?

**RESPONSE:** As long as the firm's SOC 2 Type 2 audit covers the trust principles referenced in RFP Section 3.9.2, namely, security, availability, and confidentiality, then the firm does not need to conduct a separate SOC 2 Type 2 audit for this contract.

6. Does the full-time employee that the Contractor must provide pursuant to RFP Section 3.2.7.6 need to be full time all the time or full time only during certain parts of the contract year?

**RESPONSE:** Yes, there must be one full time employee, dedicated to the campaign for the duration of the contract.

7. Is the application process for charities managed by the State?

**RESPONSE:** Yes, by Executive Order all applications are submitted to the Office of the Secretary of State to be processed for eligibility into the campaign.

**REMEMBER proposals are due on December 15, 2016 at 4:30 p.m. EST.** If there are questions concerning this solicitation, please contact Fred Smalls at [fred.smalls@maryland.gov](mailto:fred.smalls@maryland.gov).

RFP # DEXR7400001

Questions and Responses #1

Date issued 11/22/16

By:



Loraine Parks

MCC Administrator