

MHBE Consolidated Services Center (Solicitation#: BPM028490)
Questions – Responses 10

Q1) Page 88, RFP Section/Reference Number 4.1 A/ 4.1 B) The RFP states that Offerors are submitting their proposals via an email from the ShareFile site and tells Offerors what to place in the Subject Line. **Please confirm that Offerors are dragging and dropping their proposals on the ShareFile site and there is no actual “email” to submit. Answer – Offerors are dragging and dropping their proposals on the Sharefile site. There is no Actual email to Submit. Please get the document below from the eMMA or the MHBE website and review the instructions for Sharefile if there are any questions:**

[Microsoft Word - Sharefile Configuration Instructions -End user \(marylandhbe.com\)](#)

In addition, the ShareFile Configuration Instructions do not accurately reflect the process and webpages that Offerors experience when submitting their proposals. **Request MHBE provide updated ShareFile instructions to preclude submission issues.**

NEW: We are asking this critical two-part question to ensure that we submit our proposal in the compliant manner that the MD MHBE RFP requires.

Answer - Thank you for your question and to clarify, Offerors must submit their proposal via the provided sharefile link in the RFP. The instructions are posted to the eMMA and the MHBE website. Should anyone have issues with setting up their account, assistance can be gained but must be done so in a timely manner. The assistance should be requested by sending an email to hix.procurement@Maryland.gov before noon on 4/25/2022 so that MHBE can respond and so that the Offeror can submit in a timely manner before 11:00 AM on 4/26/22.