



Maryland Department of Transportation
Motor Vehicle Administration
CATSII Task Order J00B9200056
Technical Writer/Editor
Addendum #1

Questions and Responses to RFR J00B9200056

1. Is this a new position or re-compete?

A: This is a new procurement

2. What does the state consider “non-standard hours”? Are we talking about evenings, weekends, etc? Also, do you envision this to be a weekly occurrence or occasionally?

A: Any time outside the normal 8 hour workday, Monday – Friday. This will be an occasional occurrence, e.g. to provide an agreed upon deliverable that is late.

3. It is stated that the winning vendor shall be precluded from development, implementation, or hosting projects..... under this RFR. Can you state at this time whether those contracts will be solution oriented or RFR’s where the state is looking for individuals by resume submission?

A: An individual or a person that employs an individual who assists an executive unit in the drafting of specifications, an invitation for bids, a request for proposal for a procurement, or the selection or award made in response to an invitation for bids or request for proposals may not:

- Submit a bid or proposal for that procurement; or
- Assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement.

4. Minimum of ten (10) consecutive years IT technical writing experience in IT environments in the past three (3) years; - Can this be clarified?

A: Resource must have held the title or role of a technical writer, no later than March 2009, and held that title/role for ten consecutive years.

5. Till last year we were under SBR Program. We have functional area 10, but not under this program. Can we bid on this requirement?

A: This is a Small Business Reserve Procurement for which award will be limited to Certified Small Business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, § 14-501 – 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Programs are eligible for award and a contract.





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This project is for those Master Contractor's in Functional Area 10 who are certified as SBR vendors.

6. Two (2) IT technical writing samples demonstrating the candidate's writing skills. At least one sample must represent candidate's completion of a suggested work project, as defined in the MVA EA Artifacts Framework- See Attachment 3, section 3.1. Each sample should be no longer than five (5) double-spaced pages in length along with a reference for the samples. **Please do not provide user manuals or training documentation as writing samples.** Can the samples of writing related to IT Enterprise Architecture can be presented at the time of interview as consultants are not willing for submitting at this time due to proprietary agreements with their clients?

A: Candidates are required to present writing samples at time of interview. We will not review the writing samples at that time but review and evaluate later.

7. The RFR states that in 2011 MVA completed an Enterprise Architecture assessment and gap analysis. Did a contractor assist with this assessment, and if so, what is the name of the company?

A: The contractor was Mindseeker

8. Based on the types of documents listed in Attachment 3, adequately assessing existing EA documents for what needs to be added, and creating new EA documents is much more than a document writing task. Successfully analyzing an organization's EA and documenting it typically requires multiple resources with the following skill sets: deep EA and IT experience, strategic planning experience, IT investment experience, information assurance and security experience, business process experience, facilitation, consulting skills, etc. These are skill sets well beyond those of just a single Technical Writer. (Also, a Technical Writer typically documents the output of the work performed by others.) Therefore, can MVA change the labor category from Technical Writer to a more appropriate labor category (e.g., EA Subject Matter Expert)? Or, can MVA add another labor category (e.g., EA Subject Matter Expert) that the Technical Writer will work with?

A: The MVA has identified the labor category as IT Technical Writer

9. In Attachment 3 (section 3.2), this paragraph is unclear. For example:
 - a) Will the "Technical Writer" be responsible for developing and updating all of the documents listed in Attachment 3?

A: No, attachment 3 is an exhaustive list of all the artifacts defined for





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Creation/modification, prior to completing an RFP for an Implementation Contractor (IC). It is presented as an example of some of the artifacts that resource will be expected to complete.

- b) If so, do these all need to be completed within 6 months? If not, please describe which documents are expected to be completed within 6 months.

A: Once on-board, the resource will be advised of the documents to complete and the Resource, Project Manager, and the MVA SME will work together to define a schedule for getting as much of the artifacts completed as possible, within the 6-month time period.

- c) Please describe what staff resources MVA will provide to assist in developing these documents – in terms of number of people, skill sets, and hours per week.

A: The IT Project Manager (as needed), SME for driver and Vehicle Systems (dedicated Resource), and other MVA IT resources and business stakeholders (as needed).

- d) What does the term “IC resources” mean?

A: IC = Implementation Contractor. The IC will provide the resources to design and develop the solution to be implemented.

10. Are the two (2) IT technical writing samples and the list of types of technical documents required with the proposal submission or required at the time of interview if selected?

A: See response to question 6

REMINDER: BID DUE DATE HAS BEEN EXTENDED. BIDS ARE DUE NO LATER THAN 2:00 PM ON FRIDAY, APRIL 6, 2012

End of Amendment #1.

