

ADDENDUM NO. 1

CATS II TORFP JO1B9200044

DATA MANAGEMENT ORACLE DATABASE SUPPORT

DATED: FEBRUARY 17, 2012

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended or clarified.

A. General Information

1. Pre-proposal meeting took place on February 17 at 10:00 a.m. The following consists of the pre-bid meeting minutes:

The Procurement Officer, Yamillette C. Waite, introduced herself to the meeting attendees. Attendees were asked to sign the attendance sheet.

MDOT employees in attendance were Yamillette "Yai" C. Waite and Barbara Ryer, Office of Procurement; and Guy Reihl, Laura Harris and Carl Stein, Office of Transportation Technology Services.

REMINDERS:

- The main purpose of the pre-proposal meeting is to explain the procurement requirements of the solicitation, answer questions, address concerns, provide clarification to the scope of work and provide potential offerors with instructions pertaining to this RFP.
- The deadline for submission of proposals is: March 5, 2012 @ 2:00 pm. Proposals received after the stated date and time will not be accepted.
- This solicitation does not have an MBE goal.
- MDOT encourages MBE firms and small businesses to participate in this solicitation. Please take a few minutes after the meeting to network. We encourage corporations to include MBE and small businesses in their efforts, to the extent possible.

- MDOT certified MBE firms were asked to identify themselves. Eleven (11) individuals identified themselves as representatives of MBE firms in attendance.
- Changes to the scope of work, pre-proposal notes, sign in sheet, all questions and answers will be published as an amendment and supersede the originally published documents.
- After today's pre-bid meeting, bidders will have the opportunity to submit additional questions in writing; written questions must be submitted by email to the Procurement Officer only. The deadline for submission of written questions is February 28, 2012 at noon.
- The meeting minutes and addendum containing the questions and answers and sign in sheet is expected to be distributed by February 17, 2012.
- Only information communicated by the Procurement Officer in writing shall be the official position of MDOT.
- All potential offerors were advised to read the RFP in its entirety and become familiar with its requirements. Failure to do so may result in the submission of a proposal that may not be susceptible for award.
- Potential offerors were advised to ensure that their proposals are sent timely in order to ensure that they are received no later than 2:00 p.m. on March 5, 2012.
- It is the responsibility of each offeror to call the Procurement Officer if the offeror submits a proposal but does not receive an e-mail confirming receipt of their proposal.
- Proposals must be submitted electronically to the Procurement Officer, hard copies shall not be accepted.
- Scanned documents containing signatures must be clear and legible, otherwise they will be rejected.
- Proposals must be submitted electronically as separate attachments in MS Word Format.
- Technical Proposal must say "Technical" on subject line. Financial must say "Financial" on subject line. They must be submitted on separate e-mails.
- An offeror may want to indicate the number of e-mails that a firm is sending, for example: 1 of 5, 2 of 5, etc.
- Offerors are required to provide the name and phone number of their point of contact to set up interviews.

- Offerors are highly advised to follow the format of the RFP and include their documentation/attachments accordingly in order to easily determine if the offeror has complied with all the requirements of the RFP.
- Required attachments shall not be altered. Any attachment(s) altered will render the proposal not susceptible for award.
- Offerors were reminded to update their contact/company information as necessary, by e-mailing the Department of Information Technology (DoIT) at itpo@doit.state.md.us
- Offerors were advised that there is no incumbent for this solicitation, and reminded that two (2) resources are being sought.

QUESTIONS AND ANSWERS:

- Does the State provide the labor category for the resources? Contractor must determine the labor category in Attachment 5 – this is the decision and responsibility of each contractor.
- Does the contractor have to submit the Non-Disclosure form with the technical proposal? Yes as stated in section 1.3 – Please be sure to attach all required documents.
- For clarification purposes, Technical and Financial Proposals must be submitted as separate files and must be clearly labeled as such. Failure to submit the technical and financial documents clearly labeled and separately, as directed in the TORFP, may deem your proposal not susceptible for award.
- What is the worst case scenario for the time period in which MDOT anticipates to make an award? Roughly six months – it depends on the number of responses to this TORFP.
- What is the best case scenario for award of this contract? Roughly two months, again depending on the number of responses.
- Will MDOT consider more than one award for this TORFP? No, there will be a single award as indicated in the solicitation. The solicitation has been structured so an award for two (2) resources can go to one (1) offeror.

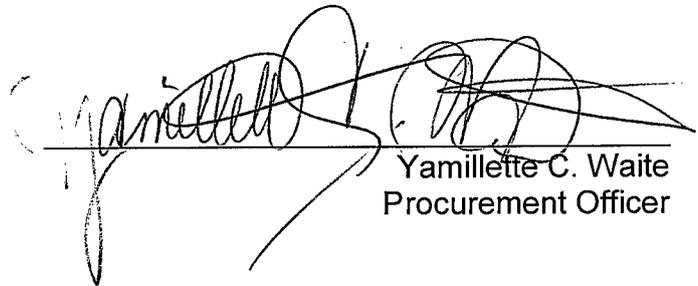
- Is the funding for this TORFP coming from fiscal year 2012 funds? There is funding approved for this TORFP, however we do not disclose the funding source.
- How many sites will be supported by the two resources? The primary office will be the Glen Burnie office, as indicated in the RFP, however, occasionally a resource may have to attend meetings at the MDOT Headquarters location.
- Will the resources be working together as a team under the same manager? Yes. Currently there are five people on our support team that report to the TO Manager.
- Will the resources be supporting this team? Yes, they will become a part of Guy Reihl's team.
- Section 2.5.3 of the RFP – calls for 24/7 support. Is the expectation of fourteen (14) days consecutive – what is expected? On a rotation basis, staff will be on-call for fourteen (14) days.
- Are resources allowed to work offsite? We prefer that the resources work on-site especially in the beginning to ensure understanding of our environment and for the State to evaluate the expertise of the resources and tap into this expertise. We generally have remote access for “on-call” situations, in case issues arise.
- Are interviews preferred face to face or do you use “skype”? We certainly prefer face to face interviews, however, if absolutely necessary, we will provide telephone interviews. We do not have Skype capabilities.
We want to get through the interview process as quickly as possible as we understand the issues many contractors have keeping resources for prolonged periods of time. With this in mind, we ask that you have your resources ready to accommodate our interview schedule to keep the evaluation process moving along.
- Does the summary have to be signed at the time of interview? Yes.
- Page 21 Section E – This section was reviewed in detail. Specifically, references for proposed staff was clarified. This information is required to be submitted with Technical proposals.
- Are the estimated hours in year three (3) of the price sheet accurate? These are only estimated hours, however, they reflect five months. The Price Proposal form has been revised to reflect this change. The original form shall be replaced in its entirety with the revised 2/17/12 Price Proposal form.
- Please note that the prices are fully loaded hourly rates and used for evaluation and billing purposes.

Vendors were asked if they had any other questions. When no further questions were asked the pre-proposal meeting was ended.

B. Attached as Exhibit 1 are the sign in sheets for the pre-proposal meeting.

C. Attached as Exhibit 2 is the revised Attachment 1 – Price Proposal. This revised Price Proposal form shall be used in place of the original form.

Date Issued: February 17, 2012



Yamillette C. Waite
Procurement Officer

EXHIBIT 1

Name	Firm/Company Name	Telephone	E-mail	is your firm a Certified MBE Firm: Yes/No
Yai Waite	MDOT-TSO	410-865-1123	ycollett@mdot.state.md.us	N/A
Craig Heizer	Focus Technology Consulting	703-269-9547	cheizer@focus-tech.com	No
GEORGE HARDY	ACS, A XEROX COMPANY	410.540.8571	GEORGE.HARDY@ACS-INC.COM	N
DOUG LEE	ANGARAI INF. INC	410 470-5016	DLee@ANGARAI-INT.COM	Y
Stacy Ortel	DK Consulting	443-552-5851 x102	SOrtel@dkconsult.net	Y
KHALIL Zebdi	Assyn	703-230-3103	KZebdi@Assyn.net	Y
FRED SANDERS	A+T SYSTEMS	301-675-5554	fred.sanders@ats.com	N
Alex Nalyvayko	A+T Systems	301-384-1425 ^{ext 3}	Alex.Naly@ATS.com	N
CONRAD CONNOR	Matrix Systems	240-605-2225	CONRAD.CONNOR@MSANDTINC.COM	YES
Ron Schaefer	SAIC	618-257-8435	schaefer1@saic.com	Yes No
Tom Buxton	Modis	301-369-0040	tom.buxton@modis.com	No
Kyra Thompson	Maranatha Associates	240.339.1482	KThompson@maranathassociates.com	Yes ⁿ
William Sherman	AIM STAR	410-428-8087	WSherman@aimstar.com	Yes
Mather Preston	WOOD CONSULTING	301-377-5302	mpreston@woodcons.com	YES
Laurence King	Dynamix Corp.	240-297-0073	Kingl@dynamixcorp.com	Yes
Sameer Rawal	CNST 201-234-	443-570-4959	SRAWAL@CNS-INC.COM	NO
Herb Raud	CAI	302-530-9301	herb.raud@compid.com	NO
Sam Merigala	CAI	302-530-9301	herb.raud@compid.com	NO
Verna Willes	SYS COM, Inc.	410-539-3737	Vwilles@syscom.com	No
Yelena Madorsky	Business Solutions Group	410-849-8916	BSGDM@AOL.COM	Yes
Laura Harris	MDOT-OTIS	410-787-7753	lharris@mdot.state.md.us	
Pavan Kumar	BLOSSOM SOLUTIONS INC	785 691 8673	Pavan@blossom-solutions.net	NO

EXHIBIT 2

REVISED 2/17/12

ATTACHMENT 1 - PRICE PROPOSAL

PRICE PROPOSAL (TIME AND MATERIALS) FOR CATS TORFP # J01B9200044

The proposed Contractor Resources must meet the TO qualifications as stated in Section 2.5 of the TORFP and the labor categories as stated in the CATS II Master Contract

Labor Categories	A	B	C
	Full Loaded Hourly Labor Rate	Total Class Hours Est. Annually	Total Proposed CATS II TORFP Price
(Agency to insert description of work and number of hours actual or for financial evaluation. Master Contractor must insert Proposed Labor Categories for this TORFP)			
Year 1 (NTP – May 31, 2012)	\$		\$
<i>Name of Resource #1 – Labor Category</i>	\$	1010	\$
<i>Name of Resource #2 – Labor Category</i>	\$	1010	\$
TOTAL period 1			\$
Year 2 (Jun. 1, 2012 – May 31, 2013)	\$		\$
<i>Name of Resource #1 – Labor Category</i>	\$	1010	\$
<i>Name of Resource #2 – Labor Category</i>	\$	1010	\$
TOTAL period 2			\$
Year 3 (Jun. 1, 2013 – May 31, 2014)	\$		\$
<i>Name of Resource #1 – Labor Category</i>	\$	1010	\$
<i>Name of Resource #2 – Labor Category</i>	\$	1010	\$
TOTAL period 3			\$
Total Evaluated Price			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The hourly rate proposed must be fully loaded hourly rates. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower.

SUBMIT AS A .PDF FILE WITH THE FINANCIAL RESPONSE