



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400026
SHA Highway Development IT Programs Business Services

Addendum #1

November 27, 2012

To all bidders of the CATS II Task Order J02B2400026

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

SEE ATTACHED:

New bid due date

Pre-Proposal Minutes

Questions and Responses

Pre-proposal Sign- In Sheets

End of Addendum #1



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Bid Due Date has been extended:

- **Bids Due on Tuesday, December 18, 2012 at 2:00 p.m.**

Pre-Proposal Minutes

The Procurement Officer, Bryan Walker, welcomed everyone to the Pre-proposal meeting for the CATS II Task Order- J02B2400026 for **State Highway Administration (SHA) Highway Development IT Programs Business Services TORFP.**

Everyone was reminded to sign the attendance sheet, check the right hand column indicating whether or not they are a Minority Business Enterprise (MBE) certified firm and also whether or not they are a Veteran-Owned Small Business Enterprise (VSBE) certified firm.

In attendance today was Bryan Walker (MDOT / Task Order Procurement Officer), Joy Abrams (MDOT Procurement), Carl Stein (MDOT / OTTS), and Carl Henderson (SHA / TO Manager).

The following reminders and areas of interest were reviewed by Bryan Walker:

- The main purpose of this pre-proposal meeting is to explain the procurement requirements, answer questions, address concerns, provide clarification to the scope of work and provide offerors with instructions pertaining to the solicitation.
- The Technical & Financial Proposals are due no later than Thursday, December 13, 2012 by 2:00PM **(THIS BID DUE DATE HAS BEEN CHANGED TO: TUESDAY, DECEMBER 18, 2012 AT 2:00 P.M.)**. As per section 1.3 Offers received after the stated date and time will not be accepted.
- There is a 35% MBE goal for this project, MDOT encourages MBE firms to participate in this solicitation.
- Any MDOT Certified MBE firms in attendance today? This is a good opportunity to network. .
14 MBE firms. Are there any Veteran owned business in attendance today? 0 firms
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.



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- It is the Contractor's responsibility to ensure that the PO has received your offer. If you do not receive a "received" email from the PO, you should call and confirm.
- Please follow the directions with regard to submission of your Task Order Proposal. Offers must be submitted electronically to the Procurement Officer, **Bryan Walker**; hard copies shall not be accepted.
- Changes to the scope of work or any response requirements will be published as an amendment and supersede the original published documents per COMAR 21.05.02.07.
- Offerors 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 **Wednesday, November 21, 2012 at 12:00 PM.**
- Pre-proposal minutes, sign in sheet and all questions and responses will be published as an amendment and become part of this solicitation. Amendments should be published as soon as possible depending upon the number of questions received.
- Only information communicated by the Procurement officer in writing shall be the official position of the MDOT. The MDOT assumes no responsibility for information communicated by any other source
- This is a New Requirement
- Please be sure to update company information as necessary. (ie. MBE, SBR, address, point of contact and especially point of contact) to DoIT.
- MDOT Procurement does not have the capability of updating DoIT's master contractor's information
- Any questions or concerns regarding updating your company information should be directed to ITPO.DoIT@maryland.gov

Other friendly reminders:

Section 1.3 TO Proposal Submissions

- Submit all required attachments.
- Late bids will not be accepted.
- Proposals must be submitted electronically as 2 separate attachments in MS Word Formal
- PDF documents will be accepted for those documents requiring signatures
- Email subject lines must have the TORFP # and name(s) of attachments
- Technical must say technical in subject line; Financial as well
- Also, you may want to indicate number of emails, example: 1 of 5, 2 of 5, etc
- You are required to provide the name/number of your point of contact to set up interviews

Section 3 Task Order Proposal Format and Submission Requirements

- The TO Proposal should provide all the information requested in this section.
- Submit your offer in the sequence listed in this section as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.





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Section 4.2 Technical Proposal Evaluation Criteria

- Review this section as it provides the evaluation criteria for the TO Proposal.
- The State will award the TOA to the contractor offering the most advantageous offer consider both the technical and financial submissions.
- SHARPEN YOUR PENCILS

Attachment 5 Labor Classification

- Must include labor category
- Work experience must include month and year (1/2008-1/2010)

Are there any more questions? This pre proposal is officially ended. Thank you all for coming and good luck.

Questions and Responses

1. Q. What is the anticipated start date for this project?
A. As soon as possible.
2. Q. Will the award be made before the holidays?
A. No, the time of award will be based on how long the evaluation process takes which is determined by the number of responses received.
3. Q. Should every resource meet the minimum qualifications?
A. Collectively as a team, but not individually.
4. Q. Are there any of the minimum qualifications that are more important than the others?
A. No, collectively your team must meet the minimum qualifications required to perform any task described in this solicitation.
5. Q. How many resumes are to be proposed for each labor category?
A. Only one resume per each of the 5 labor categories proposed.
6. Q. If SHA awards to three (3) Master Contractors, will all Master Contractors have to work together and share tasks, and who will manage the resources?
A. The resources will work on independent tasks.
7. Q. How will distribution of work be handled during this round robin to ensure everyone gets work?
A. The work will go to the highest ranked master contractor first, then the next task to the 2nd ranked master contractor, etc. If the master contractor is unable to perform the current task, the task will be assigned to the next master contractor.
8. Q. How will contract management/job over-site be handled?



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- A. SHA does not need a project manager to manage the tasks, it will be handled in house by SHA. Work will be managed by SHA. The contractor will oversee the resources.
9. Q. How often will the meetings be scheduled as indicated on page 9?
A. Meeting will be monthly. (approximately every four to six weeks)
10. Q. If awarding up to 3 master contractors, will all three be required to meet the 35% MBE goal?
A. Yes, all 3 will have a 35% MBE Goal.
11. Q. Attachment #1 has 2000 hours listed for year one. Should we use that number or less hours?
A. Use the 2000 hours because it's for evaluation purposes only.
12. Q. Will contractors be able to visit SHA's database?
A. Yes.
13. Q. Will offsite work be available?
A. Majority of the work will be performed at the contractor's location.
14. Q. Who is currently performing the work?
A. No one. This is a new project. There is no incumbent.
15. Q. On page 19, Section 2.17, it discusses the scheduling of assignments. What is the schedule?
A. We don't know at this point. It's currently being developed.
16. Q. Does SHA have an idea of the average team size?
A. Probably a subset of five (5).
17. Q. Why is the term only 1 ½ years?
A. The CATS II Master Contract expires in May 2014 and this project will be rebid under the CATS+ Master Contract.
18. Q. Will SHA consider a different approach other than the round robin process?
A. No, the work will be distributed in order to up to 3 master contractors.
19. Q. What is the approved dollar value of this project?
A. The State has approved the budget for this project; no other information will be provided regarding funding.
20. Q. What happens if a designated task requires someone with a certain skill set that is no longer available?
A. Please see Section 2.14; Substitution of Personnel.
21. Q. How much of the work is Bentley?
A. The work will be split down the middle between Bentley and ESRI.



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22. Q. Can you give us a general idea of the type of work?
A. All new developments; no maintenance or support.
23. Q. Will development have live access?
A. VPN access over our network will be provided. It will be performed on SHA's system.
24. Q. Will Developers be managed by SHA?
A. Work will be managed by SHA. The contractor will oversee the resources.
25. Q. How will resource work hours be captured if working offsite?
A. The hours worked should be included in the timesheets which are reviewed by the TO Manager.
26. Q. Will SHA provide the needed hardware and software when working off site at SHA?
A. SHA will provide all the hardware and/or software needed onsite.
27. Q. How will training on new software be handled?
A. Please see Section 2.4.
28. Q. Can SHA suggest which labor categories are the best fit for this project?
A. No, please provide your best qualified candidates based on the Scope of Work.
29. Q. On page 8, Section 2.5, Work Hours, last bullet discusses emergencies beyond 40 hours. How will this be handled if the resource works more than the standard 40 hours?
A. You will be paid the flat rates for those hours beyond the standard 40 hours.
30. Q. Can final submission be completely in PDF format instead of MS Word?
A. Yes, submissions in either PDF or MS Word format will be accepted.
31. Q. On Page 21 under section 3.2.1.E.1 where it asks "Provide up to three examples of projects or contracts the Master Contractor has completed that were similar to Section 2 – Scope of Work" Can we submit more than three projects examples? Of the three project examples can one or more of the three examples be from our subcontractor / MBE since the solicitation requires over 1/3 MBE participation?
A. No, only provide up to three project/contract examples. Yes, examples can be from the MBE Subcontractor.
32. Q. Is it SHA's goal to select as many as three (3) vendor teams of five (5) individuals (total of as many as 15 resources) or is it SHA's goal to select only five (5) resources but pick and chose these individuals from as many as three (3) different vendors?
A. SHA's goal is to select up to three (3) vendors that each have a team of 5 individuals. SHA will have a minimum of five (5) resources and a maximum of fifteen (15) resources.





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33. Q. The TORFP indicates an MBE goal of 35%. If the award is made to as many as three (3) vendors, will the MBE goal for each vendor be changed at the time of the award?
A. No, each vendor will have to have 35% MBE participation.
34. Q. Page 17 of the TORFP lists the required experience that the proposed team of individuals must collectively have. Assuming SHA is selecting five (5) individuals that may come from different vendors, how will the individuals be evaluated if the requirements are for the proposed teams?
A. Each vendor has to provide a team of five (5) resources, and that team must collectively meet all minimum qualifications.
35. Q. If SHA selects up to three (3) vendor teams of 5 individuals, what is the expected number of hours that each vendor resource will work in a 12 month period, given the 'round robin' process of selecting vendors for work to be performed?
A. This varies from task to task.
36. Q. Page 15 of the TORFP states that **"Most development work may occur at the TO Contractor facilities with the use of their own hardware and software in accordance to SHA's IT Architecture."** Please state the required hardware and software that will be needed to support this task.
A. ESRI and microstation products, Oracle
37. Q. Are there application architecture artifacts that can be provided to the contractor prior to development?
A. Yes.
38. Q. Is there an overall description of the system architecture to include servers, applications, security, and integration?
A. Yes.
39. Q. Will the work consist of strictly application development or does MDOT expect the contractor to provide system architecture recommendations, application workflow improvement recommendations, and related integration or design enhancements?
A. Application development only.
40. Q. Will MDOT provide an overview of its System Development Life Cycle (SDLC), including contractor development responsibilities, testing protocols, and related procedures?
A. MDOT will not provide an overview. Please refer to this TORFP for any clarification.
41. Q. Please confirm the purpose of the Service Level Agreement (SLA) given that this TO will focus on new development and not maintenance of existing systems?
A. The SLA is on page 14-15 of this TORFP and will be used for any situation that effects production.
42. Q. In the bidder's conference, it was stated the MBE target was 35%. Is this to be done on a Task Order basis or for the entire contract?



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- A. The 35% MBE goal is to be achieved for the entire contract.
43. Q. In the bidder's conference, it was stated that SHA would be responsible for all maintenance on the applications. Could you explain the 2.7.4 Service Level Agreement requirement in this context, what services would the vendor be providing?
A. The vendor will be providing Application Development.
44. Q. Could SHA explain how the 2.7.4 Service Level Agreement responsibilities would be distributed cross vendors given the "round robin" effort distribution approach?
A. Vendors will only be responsible for the projects they are assigned.
45. Q. In the bidder's conference, it was stated that Project Manager resources were not required / desired as a resource category, would SHA confirm? Would SHA personnel be directing the day-to-day activities of the supplied resources under a given TO?
A. SHA will manage the project, but it is the vendor's responsibility to manage there staff.
46. Q. The scope described in Section 2.7.1.9 Provide Outreach and Communication Services require a fundamentally different skill set (e.g. developing flyers, brochures, outreach coordination) than the technical requirements delineated in section 2.11 Contractor Minimum Requirements. Are there any specific desktop publishing software (e.g. SHA Standards) or writing skills requirement for this resource?
A. No.
47. Q. In the bidder's conference, it was stated the average project (TO), was anticipated to only require one (1) developer and one (1) database resource, please confirm.
A. Yes for the majority of the projects.
48. Q. Using the "round-robin" process described in section 2.7.5 Work Order Assignment, would SHA have multiple vendors working simultaneously on the same application? If so, how would the SHA coordinate concurrent source code management between the two (2) vendors?
A. No, vendors will not be working on the same application at the same time.
49. Q. An unintended consequence of the "round-robin" process described in section 2.7.5 Work Order Assignment is that it is highly probable that vendor resources may frequently turn over as approved resources would potentially have been reassigned /or would have moved on while "on-the-bench" between relevant TO's being issued to the vendor by SHA – thus negating project experience gained, and necessitating the replacement resource process. Will this be an acceptable consequence to the SHA?
A. Yes.
50. Q. An unintended consequence of the "round-robin" process described in section 2.7.5 Work Order Assignment is that it is highly probable that skill-specific resources supplied by MBE partners may not be required for the limited SOW for TO's assigned. In this case, would the SHA waive or modify the



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required MBE percentage for the affected Master Vendor's Contract? If not, how would the SHA prefer the resource pool be managed (e.g. replacement of Master Vendor approved resources with new MBE resources?)

A. MBE will be 35%. You must have MBE on every Task.

51. Q. Section 3.2.1.E.2 references State of Maryland experience, requiring that the Master Contractor "submit a list of all contracts it currently holds or has held within the past five years with any entity of the State of Maryland." Additionally, as part of this list, the Master Contractor is to detail "services provided as they relate to Section 2 – Scope of Work," which is the same information to be provided in the references. The requirement for submitting "all contracts," however, does not qualify these as necessarily being relevant to the work required of the SOW. Are these to be limited in that way in order to "detail services provided as they relate to Section 2- Scope of Work"? Moreover, this may duplicate what was provided in the preceding section asking for the project examples. In the past, the State has asked for a brief description of the services, which allows for the Master Contractor to just identify the services as they align with the functional area. Will the State consider revising this requirement?

A. No, MDOT will not revise the requirement. It is okay if the State experience is not relevant to the scope of work. Master Contractor to submit best proposal possible.





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CATSII - TORFP - J02B2400026- SHA Highway Development Business Services				November 15, 2012 at 1:00 pm.	
Name	Firm/Company Name	Telephone	E-mail	5 Year firm Certified MBE	8 Year firm Veteran Owned Firm?
Carol Henderson	SHA - 010/DSD	410-595-8949	CHenderson@SHA.state.md.us	Yes	Yes
Corey Colbreath	BPH Group Technologies (MBE)	410-762-4188	ccolbreath@bphgroup.com	Yes	NO
Heidi Goswami	DK Consulting	410-552-5851	hgoswami@dkconsulting.com	Yes	No
David Bennett	Applied Technology Services	410-290-4181	dbennett@appliedtechservices.com	Y	N
Brian Humphrey	EA Enterprises CAT (Contract Aid, Inc)	410-584-7008	bhumphrey@eaest.com	N	N
Leo Husock	IDEA	410-564-4444	lhusock@ideainc.com	N	N
Rob Husson	ANCA	787-595006	rob@husson-ideas.com	N	N
Phil Burkage	ADWV-AGE	916-943-8231	philburke@adwvage.com	N	N
Kathie Wejers	Advantage	866-443-8836	kwejers@advantage.com	N	N
R.S Venkateshwaran	Manaki	301-441-1011	venk@manaki.com	Y	N
Abhinav Trier	Manaki	301-441-1011	atrier@manaki.com	Y	N
Shubel Harman	A TAD E D I A T, INC	443-257-0066	shubel@atadedit.com	N	N
Kavin Wachhi	Aravind	410-472-5082	kwachhi@aravind.com	Y	Y
Pat Jackson	RAV Consulting Corp	703-504-2655	PatJackson@ravcorp.com	Y	No
Sanya Sharma	CNSI	443-722-3764	sanjsh@cnssi.com	N	N
Krishna Prasad	Aravind International, Inc	410-472-5029	kprasad@aravind-intl.com	Y	N
Shivani Desai	Aravind International, Inc	410-472-5000	sdesai@aravind-intl.com	Y	N
HEIDI SMITH	WOOD CONSULTING	921-377-5317	hsmith@woodc.com	Y	N
Val Adams	WDTTSE	410-545-1133	valadams@wdttse.com	Y	Y



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CATS II - TORFP - J02B2400026 - SHA Highway Development Business Services			November 15, 2012 at 1:10 pm.		Is your firm a Certified Veteran MBE Firm? Yes/No	Is your firm a Veteran Owned Firm? Yes/No
Name	Firm/Company Name	Telephone	E-mail			
Geel Master	Momentum Inc	717-712-4457	bruce.havel@momentum.com		Yes	No
Jan Durgum	SMIT, INC.	703-230-6512	hjan@smi.com		Yes	No
Fred Mayer	Compuware	703-245-1033	fred.mayer@compuware.com		No	No
Marko Stival	CCO SOLUTIONS, LLC	482-812-2744	marko@ccosolutions.com		Yes	No
Marshall Stevenson	KET TECHNOLOGIES	717-350-1441	marshall.stevenson@ket.com		No	No
Mark A. Miller	PSI Inc	301-391-5000	mark@psi.com		No	No
Julie Atton	TCC Software Solutions	312-638-0173	Julie@tcc.com		Yes	No
GEORGE HARDY	KEYOX	410-546-8571	George.Hardy@keyox.com		No	No
Deanne Ruffloff	JMT	410-316-2298	jruffloff@jmt.com		No	No
Darwin Kumar	BLOSSOM SOLUTIONS INC	781-696-8623	darwin@blossomsolutions.com		No	No
Ed MADDOX	Kaiser Technologies	703-671-4886	emaddox@katech.com		No	No
Ken Mathola	Software Consortium	414-583-9393	ken@softwareconsortium.com		Yes	No
Aparna Tiner	Mansai Corporation	301-941-1444	aparna@mansai.com		Yes	No
Christi Kuhl	PSI Inc	301-332-3000	ckuhl@psi.com		No	No
Gene Young	GAITECH	443-995-2151	gene@gaitech.com		No	No
Chris Valdivia	GAITECH	443-276-4759	valdivia@gaitech.com		Yes	No
Lon Feltz	MADOT	410-765-1315				
Bryan Walker	MADOT	410-865-1130	bwalker@madot.state.md.us			

END OF ADDENDUM #1