



Maryland Department of Transportation (MDOT)
Maryland Port Administration (MPA)
CATS + TORFP J03P3400012
Programming and Database Management Support Services
Addendum #1

To all bidders of the CATS + Task Order J03P3400012

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.

Changes to the scope of work or any response requirement will be published as an amendment and supersede the original published document per COMAR 21.05.02.07.

SEE ATTACHED:

Revisions to the original Solicitation Section 2.6.6- Substitution of Personnel

Questions and Responses

End of Addendum #1



Quality Transportation Services through Information Technology Excellence



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~~2.6.6.1 Substitution of Personnel After Award.~~

~~The TO Contractor shall only propose staff available at the time of the TO Proposal and during the evaluation process that satisfy the personnel qualifications specified in the TO Proposal. After award, the substitution of personnel shall comply with Section 2.9.6 of the CATS + Master Contract, and be submitted to the TO Manager and MDOT CMO. MDOT CMO and the TO Manager will perform a concurrent review of the request.~~

- ~~• The TO Contractor may not substitute or temporarily reassign any TO Contractor personnel without the prior approval of the TO Manager.~~
- ~~• To replace any personnel, the TO Contractor shall submit resumes of the proposed personnel specifying their intended approved labor category.~~
- ~~• All proposed substitute personnel shall have qualifications equal to or better than those of the replaced personnel and shall be approved by the TO Manager.~~
- ~~• The TO Manager shall have the option to interview the proposed substitute personnel.~~
- ~~• After the interview, the TO Manager shall notify the TO Contractor of acceptance or denial of the requested substitution.~~

2.6.6 Substitution of Personnel (Revised)

The substitution of personnel shall comply with Section 2.9.6 of the CATS + Master Contract.





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Questions and Responses

Q1: What is the total number of candidates each vendor may propose with their response?

A1: The state is seeking two (2) resources for this project. Only one (1) proposed resource per labor category only.

Q2: I see a lot of forms that focus on various types of MBE participation BUT I didn't see any specific percentages that are required. Did I miss it in the documented?

A2: MBE goal information is included on the Key Information Summary Sheet

Q3: If we are the MBE and we are priming this and providing the 2 resources, does that count to the percentages of MBE participation on the project?

A3: If there is an MBE goal, the State cannot count the prime toward the goal.

Q4: If you are asking for 2 full time resources and our MBE status as the prime doesn't count towards your goal (that is an assumption), how would the prime include MBE participation? Bottom line is, if you are asking for 2 people and I need to subcontract 1 person to another company (MBE) I would be in danger of not doing enough of the work and meeting my obligation to be the prime (I think the rule is-to be the prime you need to do more work than the total of all the subs or 51%).

A4: If there is an MBE goal, then the prime cannot count themselves, they would have to sub-out the work.

Q5: Is there an incumbent contractor:

A5: Yes

Q6: If yes, who?

A6: CNSI

Q7: If yes, was the contract awarded under a previous CATS contract?

A7: Yes



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Q8: Anticipated contract start date:

A8: As indicated on Attachment 1, January 1, 2014.

Q9: How is a Transportation Workers Identification Credential (TWIC) obtained?

A9: TWIC can be found on the Coast Guard's web site at <http://homeport.uscg.mil/twic> or the Transportation Security Administration's (TSA) web site at <http://www.tsa.gov/twic>. TWIC Enrollment Center locations and hours of operation can be found on TSA's website.

Q10: Reference Section 3-Item F- please clarify what response the State is requiring for Item #F- "Provide an estimate of expectation concerning participation by State Personnel".

A10: Please refer to Sections 2.1, 2.3, 2.6.2 and 2.7 of the Task Order Request for Proposal (TORFP)

Q11: How will the contractors' response to Item #F be used in the evaluation of the Contractor's proposal?

A11: Please refer to Section 4 of the TORFP.

Q12: Do we need to fill out the MBE Attachments if we are the MBE?

A12: If you are subcontracting out some or all of the work, then you need to submit the forms.

Q13: Will the new awardee be expected to work with the incumbent for the duration of this RFP, or take over all responsibilities from the incumbent?

A13: Awardee will take over the project as of the Notice To Proceed (NTP) date.

Q14: Can you please explain the transition plan (i.e. will the incumbent be working alongside us, managing us, passing over all responsibility to us, or will they not be involved?)

A14: The selected Contractor shall perform all requirements of the Task Order effective the Notice To Proceed Date.

Q15: What security clearance (if any) will be required for the 2 resources?

A15: No special security clearance are required. All Contractor personnel will comply with the section 2.13 (PREMISES AND OPERATIONAL SECURITY)





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Q16: If security clearance is required, does it need to be in place by a specific time?

A16: N/A

Q17: This RFP has no MBE requirements; do we still need to include the MBE forms in our response?

A17: MBE forms should be included whenever a prime is subcontracting out any of the work regardless if there is a goal or not. The State encourages MBE participation whenever feasible.

Q18: Can a Master Contractor submit a proposal for only one skill set (i.e. either Programming Support or Database Management Support)?

A18: Each vendor must submit both required resources. However, the State reserves the right to award to a single or multiple vendors.

Q19: There is no page limit mentioned for the technical or financial proposal. Do you have a size limit on the word or pdf files to be submitted?

A19: See Section 1.3

Q20: Since the MBE goal is 0%, can we assume that we do not have to submit forms D1, D2, D3 and D4 of Attachment 2?

A20: See response to Q10

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