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Department of Information Technology

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Questions and Answers
CATS+ TORFP 060B7400074
GIS Support & Services

Ladies and Gentlemen:

This list of questions and responses is being issued to clarify certain information in the above referenced CATS+ TORFP. The State's responses are italicized. The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the Department unless the CATS+ TORFP is expressly amended. Nothing in any response to any questions is to be construed as agreement to or acceptance by the Department of any statement or interpretation on the part of the entity asking the question.

1. Is Sub-Contracting allowed?

   ANSWER: *Yes.*

2. Data Development: Please could you elaborate on the data development activities; is screen digitization of features included in the scope?

   ANSWER: *Data Development activities may include creation of new datasets or maintenance of existing dataset geometries and/or attributes for partner agencies, creation and update of metadata, conversion of data from non-geospatial formats, and building dataset schemas. Digitization of georeferenced documents such as floorplans may be included in the scope.*

3. Database management: Is there any open source database environment currently in use, if yes please could you list them?

   ANSWER: *No, we currently have no Open Source databases in use.*

4. ETL Process: What type of ETL system currently is in place? Is there an enterprise service bus (ESB) implementation?

   ANSWER: *ETL processes are currently performed with Esri Model Builder, Python and FME Desktop/Server. There is no ESB implementation.*

5. Is this fully on-site work or a part of the task/resource can be used off-site?

    **ANSWER:** _Work shall be performed 100% on-site at 100 Community Place._

6. How is the non-business hour support provided? On-site, off-site or both?

    **ANSWER:** _There is no anticipated non-business hour support for this TORFP._

7. What is the VSBE goal for this solicitation?

    **ANSWER:** _There is no VSBE or MBE goal for this solicitation._

8. Are there any incumbents for this position? If Yes, how many?

    **ANSWER:** _There are no incumbents for this position._

9. What is the estimated start date for this project?

    **ANSWER:** _July 2017 is the estimated start date._

10. Are there any maximum NTE (Not to exceed) price for this positions?

    **ANSWER:** _The maximum NTE price for the requested CATS+ labor categories are defined by the offeror's hourly rate multiplied by the requested number of hours on the price sheet. Individual NTE amounts may be applied at the work order level._

11. Please explain the meaning of "X yrs experience providing … support for projects already underway". Does this imply past experience with underway projects specifically with the State?

    **ANSWER:** _Contractor personnel executing a work order under this TORFP must have the required number of years of experience, which may include past projects and work on ongoing projects. Experience on State, Local, federal government, or private projects may be used to satisfy those requirements. In addition, please see Amendment #3 for clarification._

12. The responsibilities listed for Database Manager appear to be more for a Systems/Network Manager was there some specific database requirements that were intended for this role or is this role mistitled?

    **ANSWER:** _The title is a CATS+ Labor Category. If requested, the personnel would need the required skill set for that labor category._

13. Will the TO Agency be providing an initial briefing for the TO Contractor on existing systems and workflows for any in-progress work so that all staff can be initially briefed?

    ANSWER: *Yes, there will be a scheduled kick-off meeting with the TO Contractor.*

14. A2 refers to tasks shown in 3.2.2 – where does this exist?

    ANSWER: *Please see Amendment #3.*

15. Section 4.2.1 requires "Proposals submitted via email be in one or more password protected e-mails" – do you mean a password protected *file*? Should the files be submitted as .pdf or .doc files?

    ANSWER: *Yes, the proposal should be a password protected file. Preferably in PDF format.*

16. Section 3.4 states "any TO Personnel provided under this TORFP shall maintain any required professional certifications for the duration of the TO Agreement," – please clarify what professional certifications are required or please confirm there are no professional certifications required.

    ANSWER: *No professional certifications are required for this TORFP.*

17. Do you anticipate receiving bids from teams of CATS+ approved consultants? If so, will these be considered any differently than responses from single firms?

    ANSWER: *Proposals may be submitted by any eligible CATS+ Master Contractors within the appropriate Functional Area. All proposals will be evaluated as set forth in Section 5 of this TORFP.*

18. Do responses to the TORFP need to provide staffing solutions for EVERY position including in Section 2.1.3. and that individual staff names need to be supplied for each position?

    ANSWER: *Yes. Please supply proposed staff names for each position in Section 2.1.3. Only supply a resume for the requested Key Personnel (GIS Tech I).*

19. Is the State considering a single or multi-vendor award for this TORFP?

    ANSWER: *The State will select one (1) single vendor for award.*

20. Is the State considering both on and off site staffing for future work (beyond the current GIS Technician I)?

    ANSWER: *No, all work performed under this TORFP will be 100% on-site.*

21. What is the work place address for the GIS Technician I position?

   ANSWER: *Please see Page 2 of the CATS+ TORFP (Place of Performance).*

22. Is the State considering both staff augmentation and project based work for future Tasks for this TORFP?

   ANSWER: *Projects defined by future Tasks and/or Work Orders will be performed by the offeror provided staff on-site.*

23. If my company staffs these positions, however, honestly does not have specific GIS project experience that seems to be required here. We have presented and placed GIS personnel to various government entities, however , to date, have not won a specific GIS Project. We assume this may be a showstopper?

   ANSWER: *Each proposal should be in the format specified by section 4.4 of this TORFP. Each technical proposal should include all information required by section 4.4.1 of this TORFP, including Master Contractor and subcontractor experience and capabilities. All technical proposals will be evaluated as set forth in section 5.2 of this TORFP.*

24. Section 4.4.1.B3 asks for the names and titles of Management staff who will supervise contractor personnel. The direction in the proposal was not to include names of additional personnel (including program and project manager). Please clarify how we are to comply with this section

   ANSWER: *Section 4.4.1.B3 refers to the TO Contractor. This section does not refer to the Program Manager and Project Manager CATS+ Labor Categories.*

25. Section: 4.4.1.F1 e asks for current team personnel who participated on the engagement. The direction in the proposal was not to include names of additional personnel. Please clarify how we are to comply with this section.

   ANSWER: *Section 4.4.1 asks that the offeror provide three examples and identify the current team personnel who participated in those projects. This is separate from any requirements regarding proposed additional personnel to respond to work orders under the TORFP.*

26. The Attachment 5A has specialized experience listed on it. Can this be removed from the document since the labor category for GIS Technician I doesn't have specialized experience?

   ANSWER: *No, it will not be removed.*

27. The price sheet doesn't seem to reflect the new TORFP. Will this be updated?

ANSWER: *No. The price sheet is in line with the solicitation.*

28. Given that DoIT rescheduled the pre-bid meeting from 04/17/2017 to 04/25/2017, will DoIT agree to extend the due date for proposals, from 05/08/2017 until 05/22/2017?

    ANSWER: *No, there will NOT be an extension to the due date and time.*

29. Does DoIT anticipate that on-demand work activities must be performed on-site, or is it likely that some assignments can be performed at the Contractor's office?

    ANSWER: *All assignments will be performance on–site at the place of performance. DoIT does not anticipate anything of a critical nature that would be considered on-demand.*

30. For on-demand activities that can be performed remotely, will DoIT provide remote access to the enterprise GIS system environment using Virtual Private Network (VPN)?

    ANSWER: *Yes VPN access will be provided if deemed necessary for any resources to be involved in potential on-demand tasks. Please note, any resources requested through a work order must perform the work 100% on-site, unless noted otherwise by the TO Manager.*

31. For on-demand staff requirements identified as 200 hours per year, does DoIT expect the same individual(s) will be at any time throughout the year, or can different individuals with comparable skills and experience be assigned?

ANSWER: *Any staffing substitutions within a Work Order must comply with the TORFP substitution policy per Section 3.7.2.*

32. How many on-site contracted GIS staff can be simultaneously accommodated in terms of office space and computer equipment?

ANSWER: *All requested resources through Work Orders will be provided office space and computer equipment.*

33. Regarding the confirmation of insurance policies based on the Master Contract, could you please confirm via a form as to exactly what the current insurance policies should include? There was not an attachment for Insurance with the TORFP.

ANSWER: *There is no form required for submission. Please simply confirm in writing that you are in compliance per Section 3.11.*