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Questions and Answers #1
Oversight Program Support Services TORFP #060B8400062
July 25, 2018

Ladies and Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced 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 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. What will be the interview type of the selected candidate? Skype, telephonic or in-person?

    ANSWER: *The State will conduct in-person interviews. See Section 4.5 for additional details.*

2. Are there any incumbents (selected resource/vendor) for this position? If yes, how many?

    ANSWER: *The State has one (1) incumbent: Advanced Software Systems (ASSYST).*

3. We are MDOT MBE certified (ASIAN AMERICAN SUB-CONTINENT) company. Do we still need to do subcontracting with other MBE company in order to fulfill this MBE goal?

    ANSWER: *Yes. An MBE serving as a prime contractor can only account for 50% of the MBE goal. The MBE goal for this TORFP is 20% which means an MBE serving as a prime contractor can only account for 10% of the overall goal.*

4. Section 1.1 of the solicitation document states, "Only Master Contractor qualifications may be used to demonstrate meeting company minimum qualifications. The Master Contractor's proposal shall demonstrate meeting the following minimum requirements: A. Five (5) years of experience since 2010 supplying a team of at least three (3) IT project managers with the certification minimums, described in 1.2.1 below, to at least two (2) client organizations, one of which is a state or Federal governmental entity; and B. Two (2) years of experience since 2015 supplying at least one (1) client organization with Agile certified project managers engaged in IT project management and quality assurance. This experience may be concurrent

with the requirement above in 1.1.A." Will the Government accept subcontract experience to the federal government to meet Section 1.1 requirements?

ANSWER: *A Master Contractor's experience as a subcontractor to the federal government is acceptable to satisfy Section 1.1 requirements.*

5. Where can I see the notes and other related artifacts related to this effort?

   ANSWER: *All documents associated with this TORFP can be found on the CATS+ TORFP Status web page at: http://doit.maryland.gov/contracts/Pages/CATSPlusTORFPStatus.aspx*

6. For the minimum company qualifications, please confirm the state will also accept ITIL certifications, for 1.1B, for the Project Manager certification, in addition or in lieu of Agile, as the ITIL certification contains specific Quality Assurance attributes useful to IT development programs.   Part Two: Please confirm the state will also allow and accept Certified Quality Auditors (CQA) and procurement specialists (CPP, CPPM), as the requirements indicate support is required for procurement tasks.

   ANSWER: *No. See Section 1.2.1.E for acceptable certifications for the Oversight Project Manager.*

7. 'All other planned positions shall be described generally in a Staffing Plan'. Please indicate how the non-key personnel positions are used currently across the entire contract, and how many current resources are identified as non-key.

   ANSWER: *Non-key personnel positions have been used in various capacities including project management and procurement support. Anywhere from 3-20 non-key roles have been used through the life of the contract, but there is no pre-determined number of resources since it is need-based.*

8. What assignments will the resources requested for the critical labor category, and other labor categories, perform for the oversight program support services TO, since they are required to be priced? What is the role intended for each of the critical and other labor category positions, per individual oversight program? How many non-key positions on average, support an identified Key position?

   ANSWER: *Roles are described in TORFP Section 2.4. Specific assignments will be identified at the work order level. Non-key positions can either be supporting or exclusive of the identified key position but no number is established. All non-key positions will vary upon the needs of the agency.*

9. How many FTE are currently providing Critical Labor Category and Other Labor category positions in the current Oversight Program Support Services contract?

   ANSWER: *Please refer to the Response to Question 7 above.*

10. Is there current incumbents for this program? If so, who are the incumbent/s and others (ie RFR), and how many years have they had the contract, including renewals and extensions?

    ANSWER: *The State has one (1) incumbent: Advanced Software Systems (ASSYST). They have had the contract since 2013.*

11. If this is an incumbent contract, or an enhancement of an existing contract, how many FTE are currently engaged doing this work for DOIT?

    ANSWER: *Please refer to the Response to Question 7.*

12. Since the response is due July 25, and questions are due July 13, that leaves less than 7 working days for DOIT to answer all the questions, release the answers, and also include time for the vendors to build those responses back into their TORFP submittals. Will the state provide an extra two weeks, until August 8, 2018, for all vendors to sufficiently build their responses based on the states answers to questions?

    ANSWER: *See Amendment #1.*

13. Can the state please indicate if this is a manual xl template, or part of a software program management tool suite? If it is a tool, what is the name of the tool?

    ANSWER: *The State does not understand your question.*

14. Please provide further clarification on Number of Personnel to Propose. Does the state intend to hire 3 key resources from two vendors for a total of six FTE? If it is something different, please explain.

    ANSWER: *A **total** of three (3) key personnel will be selected from the awarded CATS + Master Contractor(s). This total could be reached as a combination of the awarded CATS+ Master Contractor(s).*

15. What is the anticipated NTP date?

    ANSWER: *October, 2018*

16. What are the current IV&V projects referred to in this section? Please provide a list of the active projects by agency or department, so we may accurately respond to the requirement.

    ANSWER: *Projects, and IV&V's for projects will vary by fiscal year and throughout the fiscal year. Please reference http://doit.maryland.gov/epmo/Documents/MITDP-Portfolio-List.pdf for the Fiscal Year 18 list of projects. Any updates to the project list will be at this link.*

17. Please provide a list of all projects currently managed under the Oversight Program Support Services, and planned projects for the next two Fiscal years, including all # of Agency Staff, and TO Contractor staff, by position, assigned to each project. Please provide an overview description of current status of each project, so that we may adequately answer the Staffing Plan request, regarding additional resources.

    ANSWER: *Please refer to the Response to Question 15 for the FY18 list of projects.*

18. In page 2, under Task Order Type: the Task Order Type is described as Time and Materials with a Fixed Price Component. Can you please elaborate on what parts of this TORFP are envisioned to be Fixed Price? Please confirm the Key Personnel are Time and Materials based.

    ANSWER: *The Key Personnel will be on a Time and Materials basis. The State reserves the right to identify fixed price deliverables at the work order level.*

19. In section 2.2.8, the State indicates it will provide facility space and equipment. Does this include any software such as (MS Project, Visio, etc.) required to complete work assignments? If so, please provide a list of available software the state would provide.

    ANSWER: *The State will provide software needed to perform respective TO duties including, if needed, MS Project and Visio.*

20. Regarding personnel qualifications, section 1.2, the State is requiring both agile certifications and agile experience for all positions. Can agile project experience be substituted for certifications for some positions? If so, will 3 years practical agile implementation experience be sufficient, with project documentation?

    ANSWER: *No.*

21. Regarding transition, does the State intend to overlap new vendor start with legacy vendor end dates? If so, how much time is allocated for this?

    ANSWER: *Yes, the State intends at least a 30-day period.*

22. Please confirm, as indicated in this section, and reviewed during the pre-bid session, no companies currently working or awarded parts of MITDP projects can bid on this solicitation.

    ANSWER: *See Amendment #2.*

23. Does section 2.1.5 apply to subs as well as primes? Can the TO Oversight Contractor be a sub-contractor on a MITDP contract?

    ANSWER: *See Amendment #2.*

24. In regards to section 2.1.5, what happens with existing contract if already a prime or sub on another MITDP project?

    ANSWER: *See Amendment #2.*

25. In 2014, DOIT awarded an exactly similar Oversight Program support Services contract thru TORFP# F50B3400073. The contract Award Date: 1/7/2014 and Expiration Date: 12/19/2017. Could the state please publish the how much dollar was paid each contract year to the vendor under this contract?

    ANSWER: *The referenced contract's Not-to-Exceed amount is $32,163,200. A further breakdown will not be provided at this time.*

26. Is it required for all key personnel to be full-time employees of the Prime at the time of proposal submission? If this is the case, would DoIT consider changing this substitution requirement? Many MBEs actively recruit and make full-time employment arrangements with candidates contingent upon contract award. Having full-time employees not billing or benched while a company awaits contract award and contract start is costly and can be a financial challenge or burden for many highly qualified, small businesses. Keeping this as a requirement could prevent many capable MBEs from pursuing this opportunity as a Prime.

    ANSWER: *Key Personnel are not required to be full-time employees of the Master Contractor at the time of proposal submission. If an Offeror seeks to substitute such Key Personnel prior to or 30 days after Task Order execution, however, the ability to substitute is governed by TORFP Section 3.11.2 and requires the original Key Personnel be a full-time direct employee. TORFP Section 3.11 describes Substitution of Personnel generally.*

27. Section 5.4.2 A-2 Proposed Solution in the RFP states that "the proposed solution shall be organized to exactly match the requirements outlined in Sections 2 and 3." Are vendors allowed to re-order/re-structure the requirements as outlined in Sections 2 and 3 to present their solution in a clear and concise manner for evaluators as long as they include and identify where each requirement is met?

    ANSWER: *No. Please tailor your response to the requirements outlined in Sections 2 and 3.*

28. Will the Transition-In Period encompass the first few months of the contract or will the Transition-In Period occur before the contract begins?

    ANSWER: *The transition period will begin upon award.*

29. What contract start date should vendors use to develop their proposed solution?

    ANSWER: *October, 2018*

30. What are the MITDP projects the awardees on this TORFP will be precluded from bidding? Do federally funded projects like MDTHIK be part of that list?

    ANSWER: *All new Major IT Projects will be precluded regardless of fund source.*

31. Is there a page limit to the technical volume?

    ANSWER: *No.*

32. Please provide the list of the systems that DOIT is overseeing at the moment.

    ANSWER: *Please reference the Response to Question 15 for the FY18 list of projects. Any updates to the project list will be at this link.*

33. Are the proposed resources expected to be staffed full-time?

    ANSWER: *Key Personnel are expected to be staffed on a full-time basis. Other personnel will be staffed as needed.*

34. In regards to section 2.1.5, does this requirement preclude the selected To Contractor and any subcontractor(s) from pursuing and submitting on CATS+ and/or RFPs advertised by other State of Maryland agencies such as (Maryland Port Administration, State Highway Administration, Maryland Transit Administration, etc.)?

    ANSWER: *Yes, to the extent that: 1) such solicitation is in support of an MITDP; or 2) the TO Contractor reviewed or commented on the solicitation prior to its release. Note, DoIT's ability to categorize a project as a MITDP is not limited to DoIT projects. Please review TORFP Section 2.2 for more information.*

35. In regards to section 2.1.5, will the TO contractors and any subcontractor(s) be required to review and/or comment on RFPs that are advertised by other state agencies?

    ANSWER: *Yes.*

36. In regards to section 2.1.5, will the TO contractors and any subcontractor(s) be involved in developing and reviewing RFPs advertised by other state agencies?

    ANSWER: *Yes.*

37. Are resources identified under this agreement required to work on-site and full-time at DoIT?

    ANSWER: *Work location and hours to support this contract are determined on a work order basis.*

38. Who is the current incumbent, and when will the contract expires?

ANSWER: *Advanced Software Systems (ASSYST). The contract expires on December 19, 2018.*

39. What type of scope of the TO will be T&M, and which will be fixed price?

   ANSWER: *Please see the Response to Question 17.*

40. Will each WO contain one FTE for the initial TO award? Should we anticipate future WOs will be one position at a time? If so, how will the MBE requirement be calculated?

   ANSWER: *Upon award, DoIT will issue Work Order(s) to one or both TO Contractors. Additional WO may be issued in the future but when and how many is undetermined at this time. MBE requirements will be calculated at the Work Order level.*

41. How large is the current MD IT portfolio under this oversight effort, in terms of number projects/programs and total value?

   ANSWER: *Please see the Response to Question 15.*

42. What are the expected relationship between the Oversight Program Support and each MITPD project IV&V teams?

   ANSWER: *Please refer to Section 2.4.4 in the TORFP*

43. Please confirm that the roles and responsibilities listed in Section 2.3.1 cover the overall Oversight Project Support team functions and not a one-on-one matching to the FTEs will be under contract.

   ANSWER: *Confirmed.*

44. What are the expectations of the staffing plan? Should the Staffing Plan describe the desirable staffing structure to fulfill the roles and responsibilities in Section 2.3.1, or the methodology the bidder uses to recruited qualified candidates when a WO is issued?

   ANSWER: *Please see TORFP Section 5.4.2 (D)(5) for contents of proposed Staffing Plan.*

45. Shall there be a total of four (4) documents submitted for each volume of the proposal, including one (1) Microsoft Office (Word/Excel) document, one (1) Adobe searchable file of the Office document, and one Adobe searchable file redacted in accordance with Section 5.4.2.I.

   ANSWER: *Please reference Section 5 TO Proposal Format requirements.*

46. Would you please provide me a link to the CATS+ site where I can see the notes and other related artifacts related to this effort?

ANSWER: *http://doit.maryland.gov/contracts/Pages/CATSPlusTORFPStatus.aspx*

47. Will an extension on the due date be given?

ANSWER: *See Amendment #1.*

48. I would like to find out if Master Contractors may submit candidates who have their PMP certifications and are working to attain the Agile Scrum certification before award. Please advise.

ANSWER: *No. The certification must be provided with the Offeror's Proposal and is a minimum qualification for the Key Personnel. Please see TORFP Section 1.2.1.*

Ladies and Gentlemen:

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1.   As part of minimum qualifications, DoIT expects the vendor to have 5 years of experience since 2010 supplying a team of at least three (3) IT project managers. Does DoIT expect the project managers to have worked at the same period of time? Also, should they have been FTEs?

 ANSWER: DoIT does not require the three IT project managers to have worked at the same period of time. Yes, the project managers should have been FTEs. Please see Amendment #5.

2.   Going by the Oversight section of the DoIT website (http://doit.maryland.gov/epmo/Pages/MITDP/oversight.aspx), DoIT assigns one OPM for each MITDP project. Can DoIT let us know how many MITDP projects will be assigned to one OPM?

ANSWER: There is no determined number of MITDPs per OPM. A number of factors play into the MITDP oversight assignments.

3.   Can DoIT let us know how many of the current MITDP projects have been migrated into the Agile model and how many follow the traditional waterfall model? 6 Does DoIT expect the vendor to take up the responsibility of migrating the current MITDP projects that are in waterfall (if they are lagging behind), if any, to Agile?

ANSWER: Over 50% of project have or are in process of the transition to Agile. The vendor resource is expected to work with/guide those project teams that can or are able to move to Agile.

4.   When does DoIT anticipate it would need the services of the Critical Labor Category resources and Other Labor Category resources?

ANSWER: The labor category requirements cannot be defined at this time.

5.   TORFP states that travel will not be reimbursed. Is travel envisaged? If yes, can DoIT let us know the anticipated radius of travel?

ANSWER: No, travel is not anticipated to be in excess of the 50 mile radius limit.

6.   Does DoIT expect the candidate to have obtained one of the certification provided in the list? Will DoIT accepts candidates certified by other Agile Scrum institutions?

ANSWER: To the extent the question references TORFP Section 1.2.1(E)(1), yes DoIT expects the candidates to have at least one of the certifications identified in the list, in addition to a PMI PMP. Certifications identified in 1.2.1(E)(1) are acceptable regardless of the issuing institution.

7.   The present version of Agile SAFe is 4.5 (https://www.scaledagileframework.com/). Can DoIT let us know which version of SAFe is being followed by the State? Also, does DoIT plan to shift to 4.5 in the near future?

ANSWER: There is currently no required defined Agile methodology in the State.

8.   Is there current incumbents for this program? If so, who are the incumbent/s and others (ie RFR), and how many years have they had the contract, including renewals and extensions?

ANSWER: The State has one (1) incumbent: Advanced Software Systems who has been under contract with the State since December, 2013.

9.   The present version of Agile SAFe is 4.5 (https://www.scaledagileframework.com/). Can DoIT let us know which version of SAFe is being followed by the State? Also, does DoIT plan to shift to 4.5 in the near future?

ANSWER: Please reference the Response to Question 7 above.

10.   Does DoIT have their own Agile Oversight Framework? If yes, what is the current level of maturity of the Framework? If the answer to the question is no, does DoIT expect the vendor to prescribe a Framework?

ANSWER: DoIT provides the policy, guidance and templates with regards to Agile planning and implementation. There is currently no formal Agile Oversight Framework. Vendors are open to propose.

11.   We understand Oral Presentation is to select the vendor and the Interview is to select the OPM. Does DoIT intend to conduct Oral Presentation and Interview at the same time or will Interview follow the Oral Presentation?

ANSWER: DoIT intends to conduct them at the same time. Please see TORFP Section 4.5.1: "Offerors and proposed TO Contractor Personnel will be required to make an oral presentation to State representatives." Further, Section 4.5.2 states interviews are a type of oral presentation.

12. Does DoIT intend to conduct the interview for OPM at the same time, one after the other?

ANSWER: Please reference the Response to Question 11.

13. Since DoIT intends to pick 3 OPMs out of the 6 OPMs submitted by the two selected vendors, is it possible that all 3 are selected from one vendor?

ANSWER: Yes, it is possible.

14.   Attachment B – for the purpose of arriving at the final price, 100% of OPM cost, 25% of critical labor category and 5% of other labor category is used. Does DoIT expect that this will be the level of utilization of these resources?

ANSWER: No

15.   Attachment B – the total column H in the Key Personnel and Critical Labor Category sheets are narrow that we see ########. Can DoIT expand the column H and reissue Attachment B?

ANSWER: Please see revised Attachment B in Amendment #5.

16. In the unlikely event that the key personnel submitted is no longer with the company, DoIT expects the vendor to prove that the person was a full time direct employee and not a subcontractor or a 1099. Without knowing the start date of the project, it is extremely difficult for small companies like us to hold project managers under our role on bench. Will DoIT consider a waiver to this section and allow us to replace key personnel in the event the person is not available before the start of the project?

ANSWER: While DoIT recognizes the challenge this may pose, DoIT will not consider the requested waiver. DoIT expends significant time and effort evaluating proposed personnel and such evaluation plays a factor in award determination. It is extremely risky for DoIT to

compromise its award determination as a result of personnel substitution, which is more common when the personnel is a 1099 or subcontractor.

To the extent helpful, DoIT anticipates this project to start in October, 2018. Also, please see the Response to Question 26 of Questions and Answers #1.

17. It appears in the RFP that the Proposer Information Sheet and Transmittal Letter succeed the Proposed Services. Can DoIT confirm that the sequence is correct?

ANSWER: Please see Amendment #5.

18. RFP states "The Offeror shall submit any Minimum Qualifications documentation…" What does DoIT expect in terms of documentation to meet the Minimum Qualifications?

ANSWER: Please see TORFP Section 1.

19. Can DoIT let us know approximately, how many resources in total, it is looking to employ over the 5 year period?

ANSWER: The number of resources are currently unknown at this time.

20. For us to meet the 20% MBE goal, we intend to get some of the resources from our sub-contractor. Section 3.11.2 specifies that for substitution resources cannot be from sub-contractors. Can DoIT please clarify this section?

ANSWER: The question is unclear. Please see the Response to Question 26 of Questions and Answers #1.

Also please note TORFP Section 3.14, "MBE Goals, as set forth in the Key Information Summary Sheet of this TORFP, will be achieved through an aggregate of Work Order MBE goals which could range from 0% to 100% depending on the nature and scope of the specific Work Order."

21. Will OPMs be overseeing only MITDP projects or those that have not been categorized as MITDP too?

ANSWER: OPMs may be directed to support projects in addition to MITDPs.

22. Is there an incumbent in this project? If yes, are they allowed to rebid?

ANSWER: Yes to both questions.

23. What will be the duration for which the critical and other resources be used in this project?

ANSWER: The duration has not yet been determined. This will be determined on a needs basis.

24. If a resource is selected based on a Work Order and the resource completes the work, will the resource be required again in the future to perform a similar work?

ANSWER: The question is unclear but DoIT offers that future work is undetermined at this time.

25. Can DoIT let us know what model it intends to follow under Agile – Scrum, Kanban or Lean?

ANSWER: Please reference Response to Question 7 above.

26. Can DoIT let us know how many IV&V Contractors are currently working with DoIT? Will the vendor be overseeing the IV&V vendors too?

ANSWER: Although variable, there are currently two IV&V vendors. OPMs will be supporting the IV&V efforts per TORFP Section 2.4.4.

27. Can DoIT let us know the difference between points 2 and 3? Both seek an Adobe PDF version of the Technical Proposal. Similarly for 5.3.5 B for Financial Proposal.

ANSWER: Please see Amendment #5.

28. There are some duplications in the solicitation. For example, on Page 43 Section 5.4.2 Items C and D, Qualification for key personnel is required twice. May we use cross references to avoid duplicating responses? Or is the minimum qualifications different for each section (i.e., For Section C, we put in only the Offeror/Company minimum qualification from Section 1.1 and for Section D, we put only the Key Personnel from 1.2). From the instructions, this is not clear. Please clarify.

ANSWER: Please see Amendment #5.

29. In the case of two (2) TO Contractors being awarded, for deliverables which may require integration such as 2.4.8 and 2.4.13 Integrated schedule, will there be two separate deliverables?

For example: TO Contractor one produces 1 Integrated Project Schedule for the MITDPs that they oversee and TO Contractor two produces 1 Integrated Project Schedule for the MITDPs they oversee. Who is responsible for the final quality of the final IPS and do the two contractors need to integrate or will TO Contractor assign one person to integrate the schedule or will the TO Contractor do this)? Who has final integration as well as "quality assurance" of the program as per requirements of the 2.5 Deliverables? If they "work together, does that mean that both have worked on the MITDP and thus COI out from the work?

ANSWER:There will be one Integrated Project Schedule. Regardless of the MITDPs overseen, and by whom, a number of required activities and deliverables occur for the entire portfolio. The State will identify through the Work Order the party responsible for the final integration but all parties will contribute to the IPS.

30. Would the government consider allowing offerors to submit a "complete" PDF version of the proposal, and a Microsoft Word version with clearly labeled lists of separate PDF attachments? If desired, the government can also specify filenames/naming format offerors should use for the required attachments.

ANSWER: Please comply with TORFP Section 5 requirements.

31. Could the State provide all the Appendix and Attachment items in Word Format? In particular, Appendix 5, which cannot be completed in the PDF format provided by the State.

ANSWER: The State provided Appendix 5 as an Excel file and also can be found as Attachment 1 to this document.

32.   Can we assume everything is fixed price for the three initial resources and the WO will spell out which ones are T&M and which are fixed price?

ANSWER: No. The three key resources are T&M. Please reference the financial proposal price sheet ("HOURLY LABOR RATES").*

33. The Government provided two different Appendix 5's: the first is on page 123 of the TORFP, and the second is provided as a separate Excel file. Which one should we use?

ANSWER: Appendix 5 on TORFP page 123 is a Sample Work Order Resume Form. The State also provided Appendix 5 as a fillable Excel file. Use the Excel file. For your convenience, the State also included the Excel file as Attachment 1 to this document.

34. Section 1.2.1, cites "Oversight Project Manager (OPM)" but elsewhere in the solicitation, it uses "TO OPM." Would the State please clarify the terms?

ANSWER: DoIT cannot locate where the solicitation references "TO OPM."

35. Section 2.3.6 states that "...shall be substantiated in a format consistent with the Sample Work Order Resume Form, Appendix 5. Resumes shall clearly outline starting dates and ending dates...." In addition to Appendix 5 a summary, Should we also attach a complete resume?

ANSWER: Yes

36. Regarding Section 2.3.1.I as well as 2.4.2 Oversight Program Management Support, what is the plan for this role if two TO Contractors are awarded? Will there be two (2) OPRMs, one from each TO Contractor?

ANSWER: For clarification, please see Amendment #5. OPRMs, if needed, will be brought on through the same work order process as all other non key resources. On-boarding OPRM(s) will be at the TO Manager's discretion.   DoIT can not currently specify how many OPRMs will be necessary.

37. If only one (1) OPRM, who is controlling the performance of all the OPMs, will that be the one OPRM or the TO Manager? Additionally, if only one (1) OPRM is selected, would that OPRM have an advantage in responding to the WO?

ANSWER: The TO Manager has the primary responsibility for the management of the performance of all resources. The OPRMs roles/responsibilities will be determined through the work order process which may include supervision of resources.

If only one OPRM is selected, that resource would not have an advantage in responding to the WO since the TO Manager has the sole ability to issue and approve WOs.

38.   Section 2.3.1 states that the OPRM can draft the Work Order but in Section 3.14, the process is for a formal Work Order Request to be sent to one or both TO Contractors. This appears to be a conflict in terms of the process. Would the government please clarify?

ANSWER: DoIT cannot locate where in Section 2.3.1 it states that the OPRM can draft the work order. The TO Manager may request that the OPRM support the drafting of roles/responsibilities for Work Orders. In any case, the TO Manager will send Work Order Requests to one or both TO Contractors and the TO Manager has the sole ability to issue and approve WOs.

39. Section 2.3.1 states that the OPRM can draft the Work Order but in Section 3.14, the process is for a formal Work Order Request to be sent to one or both TO Contractors.
This appears to be a conflict in terms of the process. Would the government please clarify?

ANSWER: Please reference Response to Question 38

40. There appear to be discrepancies with this table. For example: Agency Document Review indicates an ID (we assume this is TORFP Section ID) 2.4.17 & 2.4.12. There is no TORFP Section 2.4.17. ID 2.4.14 is listed for PEF, but Section 2.4.14 is "Other TO Contractor Tasks". This should be 2.4.8 and 2.4.15 (and suggest Appendix 8)
Other sections also do not appear to align as well including Agency Document review for which TORFP 2.4.12 for Work Order and missing TORFP 2.4.17 or Technical Business Analysis Summary and Report which references TORFP 2.4.4 for Independent Assessment Services (IAS) Management. Would the government please clarify?

ANSWER: Please see Amendment #5.

41. In regards to Section 3.7.2., item A states, "Within thirty (45) days after NTP...." Would the government please clarify if it is thirty (30) or forty-five (45) days after NPT?

ANSWER: It is thirty (30) days. Please see Amendment #5.

42. Item A, last sentence reference a Contract Monitor. Contract Monitor is not a role defined in Section 2.3.1. Would the government please clarify?

ANSWER: Please see Amendment #5.

43. Section 5.3.3C.2 states "Offerors will provide these passwords to DoIT upon request or their TO Proposal will be deemed not susceptible for award. Subsequent submissions of TO Proposal content will not be allowed. Can the government please clarify how and perhaps when it will ask for passwords?

ANSWER: The method and timing of the request is at the Procurement Officer's discretion.

44. Section 5.4.2.D Item 5.a states, "Planned team composition by role (Important: Identify specific names and provide history only for the proposed Key Personnel resources required for evaluation of this TORFP)." Section 5.4.2.D Item 5.c states, "Supporting descriptions for all labor categories proposed in response to this TORFP." Is this the same (or similar) information requested under 5.4.2.D.1, which states, "Identify the qualifications and types of staff proposed

to be utilized under the Task Order. The Offeror shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Staffing Plan?" Please clarify. We would like to suggest moving / combining requirements 5.4.2.D.5.a and c to requirement 5.4.2.D.1 to reduce redundancy.

ANSWER: *Please use cross-references when appropriate in your technical proposal in response to these requirements.*

45. Table 1 on page 50 indicates that Attachment D-1A should be submitted with a Work Order, however the instruction at the end of Attachment D-1A state that the form should be submitted with the Proposal. Would the government please confirm whether or not we should submit Attachment D-1A with our Proposal?

ANSWER: *Please submit Attachment D-1A with the Work Order as directed in Table 1 in TORFP Section 7.*

46. The Instructions Tab in Appendix 5 Excel file states, "For each Key Personnel proposed, complete one Labor Category Personnel Resume Summary form. Additional information may be attached to each Labor Category Personnel Resume Summary form that may assist a full and complete understanding of the individual being proposed." Do we need to add additional information for each labor category other than key personnel?

ANSWER: The question is not clear given that only Key Personnel are to be proposed in response to the TORFP, as opposed to resources for all labor categories. The language in the Instructions Tab in Appendix 5 Excel file states "[a]dditional information may be attached . . ." (underline added) and, consequently, additional information is optional, but preferred.

47. Appendix 10 is missing from Section 7, Table 1. Section 2.4.11 indicates that offerors are required to state compliance for the IV&V Sensitive Data Policy. Would the government please confirm whether or not Appendix 10 should be signed and submitted with our proposal?

ANSWER: No. Please see Amendment #5.

48. In Attachment B, Column H-Total Costs in both the Personnel Tab and Critical Labor Category Rates Tab is not wide enough to view the total amounts. Because the document is locked to prevent formatting changes, we are unable to widen the column. Would the State please provide a document with wider Column H or allow offerors to manipulate column widths?

ANSWER: Please see Response to Question 15.

49. Throughout this sample agreement, it refers to "Work Order Agreement" that appears to be incorrect. For example, shouldn't the "Work Order Technical Proposal" be "TO Technical Proposal" as this is the reference use in TORFP Sections 2.2, Section 2.3, and elsewhere in the TORFP?

ANSWER: No, the TO Technical Proposal is seperate from the Work Order Technical Proposal. The TO Technical Proposal is the Master Contractor's initial proposal for award. The Work Order Technical Proposal is a post award proposal in response to the State's need to issue a Work Order.

Attachment 1

Appendix 5 Sample
Work Order Resume