

**MARYLAND STATE TREASURER'S OFFICE  
Louis L. Goldstein Treasury Building  
80 Calvert Street, Room 109  
Annapolis, Maryland 21401**

**QUESTIONS AND ANSWERS  
FOR  
REQUEST FOR RESUME (RFR) FOR  
CATS + MASTER CONTRACT**

December 2, 2014

Q-1. In the Section 4 Required Submission, following 2 points are listed:

- MS Project document showing the overall proposed project plan including dates, roles and responsibilities required by STO staff and any other resources needed for this project as defined above.
- Sample documentation from a similar project, showing:
  - “As-Is” and “To-Be” workflows and business processes utilizing swimlane diagrams and data flows; and
  - Functional/business requirements, technical requirements, and non-functional/non-technical requirements.

Are these required from the candidates or the Master Contractor has to prepare and submit this?

A-1. The documents can be prepared by the candidates but the overall submission is required by the Master Contractor.

Q-2. Please elaborate on the information that you want in these documents (described above).

A-2. Section 4 – Required Submission outlines what is to be included as part of the technical submission of the RFR in order to be considered for this assignment.

Q-3. In the specialized experience section for the subject matter expert, it requires experience in a state/local gov't or finance/banking industry. Is this a hard requirement, or can it be relaxed to include any commercial experience or federal experience?

- A-3. This is a minimum qualification. Minimum Qualifications states, "Candidates that do not meet minimum qualifications will be deemed not reasonably susceptible for award and will not progress to full evaluation."
- Q-4. For the documentation specialist, the specialized experience requires past experience drafting a RFR for a State of Maryland project. Is this a hard requirement, or can it be relaxed to include any proposal development experience whether with the state or commercial industry?
- A-4. This is a minimum qualification. See answer to question 3 above. Please note the acronym is corrected as "(RFP)."
- Q-5. Is any vendor currently providing these services?
- A-5. No. This is a new RFR.
- Q-6. Section 3: Minimum Qualifications – Specialized Experience requirement for Documentation Specialist states, "Prior experience within the past four (4) years in drafting a Task Order Request For Proposal (RFR) for a State of Maryland project."
- Is this a required qualification?
  - If answer to the question above is "yes", would Procurement consider relaxing it to "Desired Qualification"?
  - Would Procurement accept experience from an Agency of another State or from a Federal Agency as a substitute for Maryland experience?
- A-6. This requirement will remain as a minimum qualification (see answer to question 3 above). As specified in the RFR, we are seeking candidates who have experience drafting State of Maryland Request for Proposal (RFP).
- Q-7. Section 4: Required Submissions states that :.....must submit the documents below.....: "MS Project document showing the overall proposed project plan including dates, roles and responsibilities required by STO staff and any other resources needed for this project as defined above. "
- Are you requiring submission of Project Plan related to work which is to be performed by proposed candidates"?
- A-7. Yes. This should be the actual project plan proposed to carry out the tasks outlined in the RFR. The STO will use this document to gain an understanding of the time and resources required to carry out the project.