

**MEMORANDUM**

**TO:** Prospective Offerors  
CATS II for State of Maryland

**FROM:** Sandy Crisafulli  
Procurement Officer

**RE:** Questions and Answers  
Request for Résumés (RFR) P00B4400038  
IT Management Consulting Services

**DATE:** November 5, 2013

Below are vendor questions in **black**, followed by the State's answers in **red** for the above-named RFR.

1. Is any vendor performing this task under CATS II contract? **No, they are not.**
2. If so, could you please publish the vendor name and the RFR under which the contract is being performed?  
**N/A**
3. If not, is this a totally new requirement? **This Project Manager solicitation is for Phase Two of a large project. Phase Two is just beginning. There is no incumbent.**
4. Is this a new position? **No. The term for the project manager for Phase 1 has expired. This solicitation is for Phase Two. See number 3.**
5. Submitting sample RFPs is a problematic request. **Submit an executive summary of the RFP that explains the size and scope of the procurement, and the candidate's role in the RFP writing process. (The proposed candidate should have had a major/lead role in the RFP development.) We will verify the work through a reference from the organization that released the RFP.**
6. RFPs, especially those around IT systems acquisition or development, tend to be large documents and typically involve a team and not a single author. Are you looking for examples of RFPs the candidate has written on their own or as part of team or as a lead on a RFP team? **See the response to number 4.**
7. As a vendor, RFPs we write for our clients are proprietary for that client. What happens if we are unable to gain approval for the release of the RFPs we have written? **See number 4 – an executive summary is acceptable.**
8. If they approve and since RFPs tend to include proprietary or sensitive information from the requesting organization, can we supply redacted documents or present the documents after the candidate is selected as a finalist? **See number 4. A summary is preferred to a document filled with redactions. The summaries should be submitted with the candidate's application.**
9. We're assuming the verification you're asking for on the RFPs is from the organization who released the RFP and not verification from the vendor who prepared it. Can you confirm this? **Yes. See number 4.**

10. Has an approach been identified for replacing the legacy system - e.g., build versus buy? **The consortium has a set of requirements that will be used for the development of a new system.**
11. Have the requirements for the new systems been developed? **Yes, that was Phase One of this project.**
12. Will a Word document version of the original request be made available to prospective vendors? This would greatly assist with the preparation of any/all required document submission for any proposal we may submit. **Yes, this has been provided to all prospective Offerors.**
13. Will the Department provide information on the travel expenses reimbursement policy which is referred to in the subject request? Or, may you point a prospective vendor to the information which may be available online directly? **The Project Manager's travel will be handled in the same manner as state staff, and reimbursed at the same rate.**
14. I have found a candidate who is a very strong Project Manager with PMP/PMI certification. If they have done SOW development for vendors for various RFPs would that suffice for work experience? **This question is unclear. If the candidate has only done SOW RFP writing and has not participated in project management that does not suffice. However, if the question is about the RFP writing requirement and the candidate has written the SOW but no other parts of an RFP, that experience can be considered. As stated previously, please submit an executive summary for each RFP to be verified with the company that released the solicitation.**