



Maryland Department of Transportation
Office of Procurement
CATS + Task Order J00B6400003
Application Business Systems

Addendum #1

November 1, 2016

To all bidders of the CATS + Task Order J02B4400003

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.

Summary of October 25, 2016 Pre-Proposal Conference

SEE ATTACHED DOCUMENTS:

Pre-Proposal Conference Sign In Sheet

Pre-Proposal Conference

SOLICITATION NO. J00B6400003

MVA Enterprise Systems Business Process Reengineering (BPR)

October 25, 2016 10:00 a.m. (EST)

Bentley Conference Room

The conference began promptly at 10:00 a.m.

Introductions were made for all in attendance. Firms with certification as a VSBE, SBE or MBE provided that information in their introduction.

Below is the script that was provided at the conference:

Welcome to the Pre-proposal conference for the Request For Proposals for MVA Enterprise Systems Business Process Reengineering (BPR). My name is Nancy Hevey. I am the Procurement Officer for this project.

If you have not already done so, please sign the attendance sheet. If you see someone come in later, please pass the sign in sheet to them. Thank you.



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In attendance with me is Ms. Kameel Hall -Strategic Project Manager, MVA - Office of Planning and Capital Programs and Dave Devlin, the Procurement Officer.

This TORFP provides BPR services for the Maryland Motor Vehicle Administration. The MVA is only one of the business units of the Maryland Department of Transportation . (MDOT) is an organization comprised of five business units and one Authority. They are: The Secretary's Office, State Highway Administration, Maryland Transit Administration, Motor Vehicle Administration, Maryland Port Administration, Maryland Aviation Administration and the Maryland Transportation Authority. This unique approach provides the state's leadership with the ability to develop a coordinated and balanced approach to transportation. If you are not familiar with our agency, we invite you to visit our website and the home pages of each of our Transportation Business Units (TBUs) to gain insight to the broad encompassing scope of our mission.

- I have a few key points for the procurement related matters of the TORFP I would like to highlight. Keep in mind that these minutes including the questions and answers and the sign in sheets will be posted to all firms who have received the TORFP as soon as possible. Please note that nothing stated at the pre-proposal conference constitutes an amendment to the TORFP document. Only information communicated by the Procurement Officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source.

We ask that all material questions be submitted in writing for formal response and possible amendment to the TORFP.

- **This is a new procurement. There is no incumbent.**



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- All questions are due to the TO Procurement Officer no later than **Tuesday, November 1, 2016 by 2:00 p.m. Local Time.**
- The Technical & Financial Proposals are due no later than **Tuesday, November 22, 2016 by 2:00 p.m. Local Time.** Offers received after the stated date and exact time will not be accepted.

There is a 30% MBE Goal on this project and 1% VBE.

The period of performance is Two (2) years base term, with three additional, one-year renewal options. These renewal options are unilateral for the State.

TORFP Overview:

Section 1 – Administrative Information

- Proposals must be submitted electronically as 2 separate attachments in MS Word Format.
- Submit all required attachments under Section 4.3 with your proposal
- PDF documents will be accepted for those documents requiring signatures.
- Email subject lines must have the TORFP # and name(s) of attachments.
- Technical must say Technical in subject line; Financial must say Financial in subject line.
- There are file size limitations. **Please note that the MDOT email system has an 8 MB limit on email transmission.**
- Also, indicate number of emails, example: 1 of 5, 2 of 5, 3 of 5 etc.

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Attachment 5 - Personnel Resume Form:

- Must include CATS+ labor categories only
- Work experience must include Start and End dates (mm/yyyy to mm/yyyy).
- All information requested in Attachment 5 must be clear, accurate and complete.
- Information in this attachment should support the required accredited education, experience and the ability to perform the duties for the proposed CATS+ labor category as it relates to the Scope of Work for this project, and meet the minimum qualifications (see Section 2.1.1 & 2.1.2).
- You are required to provide the name/number of your point of contact to set up interviews.





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Addendum #2

November 10, 2016

To all bidders of the CATS + Task Order J00B6400003

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.

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Revisions to the original Solicitation

The following changes/additions are listed below; new language has been double underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikeout (i.e., ~~word~~).

KEY INFORMATION SUMMARY SHEET

This CATS+ TORFP is issued to obtain the services necessary to satisfy the requirements defined in Section 3 - Scope of Work. All CATS+ Master Contractors approved to perform work in the Functional Area under which this TORFP is released shall respond to this TORFP with either a Task Order (TO) Proposal to this TORFP or a Master Contractor Feedback form (See Section 4).

Solicitation Title:	MVA ENTERPRISE SYSTEMS BUSINESS PROCESS REENGINEERING (BPR)
Solicitation Number (TORFP #):	J00B6400003
Functional Area:	Functional Area – 11 Business Process Consulting Services
Issue Date:	10/18/2016
Questions Due Date and Time:	11/01/2016 at 12:00 PM Local Time
Closing Date and Time:	11/22/2016 at 2:00 PM Local Time <u>12/6/2016</u> at 2:00 PM Local Time
TO Requesting Agency:	Maryland Department of Transportation (MDOT) Motor Vehicles Administration (MVA)
Send Proposals to:	Dave Devlin ddevlin@mdot.state.md.us <i>E-mail submission is required.</i>
Send Questions to (e-mail only)	ddevlin@mdot.state.md.us



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<i>TO Procurement Officer:</i>	Dave Devlin Office Phone Number: 410-865-1230 Office Fax Number: N/A e-mail address: ddevlin@mdot.state.md.us
<i>TO Manager:</i>	Kameel R. Hall Office Phone Number: 410-768-7188 Office Fax Number: N/A e-mail address: khall3@mva.maryland.gov
<i>TO Type:</i>	Time and materials
<i>Period of Performance:</i>	Two (2) years base term, with three additional, one-year renewal options.
<i>MBE Goal:</i>	30 %
<i>VSBE Goal:</i>	1%
<i>Small Business Reserve (SBR):</i>	No
<i>Primary Place of Performance:</i>	Motor Vehicles Administration (MVA) 6601 Ritchie Highway Glen Burnie, 21062





**Maryland Department of Transportation
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Addendum #3**

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To all bidders of the CATS + Task Order J00B6400003

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.

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Revisions to the original Solicitation

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KEY INFORMATION SUMMARY SHEET

This CATS+ TORFP is issued to obtain the services necessary to satisfy the requirements defined in Section 3 - Scope of Work. All CATS+ Master Contractors approved to perform work in the Functional Area under which this TORFP is released shall respond to this TORFP with either a Task Order (TO) Proposal to this TORFP or a Master Contractor Feedback form (See Section 4).

<i>Solicitation Title:</i>	MVA ENTERPRISE SYSTEMS BUSINESS PROCESS REENGINEERING (BPR)
<i>Solicitation Number (TORFP #):</i>	J00B6400003
<i>Functional Area:</i>	Functional Area – 11 Business Process Consulting Services
<i>Issue Date:</i>	10/18/2016
<i>Questions Due Date and Time:</i>	11/01/2016 at 12:00 PM Local Time
<i>Closing Date and Time:</i>	11/ 22 /2016 at 2:00 PM Local Time 12/ 6 /2016 at 2:00 PM Local Time <u>12/29/16</u> at 2:00 PM local Time
<i>TO Requesting Agency:</i>	Maryland Department of Transportation (MDOT) Motor Vehicles Administration (MVA)
<i>Send Proposals to:</i>	Dave Devlin ddevlin@mdot.state.md.us <i>E-mail submission is required.</i>



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Addendum #3

November 23, 2016

<i>Send Questions to (e-mail only)</i>	ddevlin@mdot.state.md.us
<i>TO Procurement Officer:</i>	Dave Devlin Office Phone Number: 410-865-1230 Office Fax Number: N/A e-mail address: ddevlin@mdot.state.md.us
<i>TO Manager:</i>	Kameel R. Hall Office Phone Number: 410-768-7188 Office Fax Number: N/A e-mail address: khall3@mva.maryland.gov
<i>TO Type:</i>	Time and materials
<i>Period of Performance:</i>	Two (2) years base term, with three additional, one-year renewal options.
<i>MBE Goal:</i>	30 %
<i>VSBE Goal:</i>	1%
<i>Small Business Reserve (SBR):</i>	No
<i>Primary Place of Performance:</i>	Motor Vehicles Administration (MVA) 6601 Ritchie Highway Glen Burnie, 21062



December 1, 2016

To all bidders of the CATS + Task Order J00B6400003

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Questions & Answers:

1. **OFFEROR’S COMPANY MINIMUM QUALIFICATIONS** Unser 2)-iii) – It states ‘The BPR engagement must have been completed within the last three (3) years’. Would MVA consider changing this to ‘within 5 or 7 years’ since these type of engagements are long term and many companies would have has it in the last 5 to 10 years.

RESPONSE: The MVA is willing to consider BPR engagement experience within the last 4 years.

2. Would MVA consider both Prime & Subcontractor qualification in evaluating the company qualification as there is a 31% (30% MBE & 1% VSBE) goal and it is a significant part of the work?

RESPONSE: The MVA would prefer to evaluate the qualifications of the prime only for the company qualifications.

A preference is not an option for minimum quals. It is a pass or fail. We recommend the following:

The experience of any subcontractor that will be used for Key Personnel may be considered for meeting minimum qualifications.

(the prime and the sub are considered a team)

3. Since the agency does not have clear estimated start date, it is hard to hold on to resources (key personnel) forever. Would you consider allowing the awardee to substitute any of the key personnel is if the start date is beyond 2 months after the proposal due date?

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RESPONSE: Policy for the CATS + master contract substitution of personnel prior to award is posted on DOIT’s website. Also, information is contained in Section 3.7.3 of this TORFP.

<http://doit.maryland.gov/contracts/Pages/catsplus-substitution.aspx>

Substitutions of Personnel Under CATS+

Post Award

Sections labeled Substitution of Personnel applies to substitutions after the TO Agreement has been awarded. Once awarded, the Master Contractor/s are required to replace resources named in the TO Proposal, if necessary.

Pre-Award

Prior to Task Order execution or within thirty (30) days after Task Order execution, the Offeror may substitute proposed Key Personnel only under the following circumstances: vacancy occurs due to the sudden termination, resignation, or approved leave of absence due to an Extraordinary Personnel Event, or death of such personnel. To qualify for such substitution, the Offeror must describe to the State's satisfaction the event necessitating substitution and must demonstrate that the originally proposed personnel are actual full-time direct employees with the Offeror (subcontractors, temporary staff or 1099 contractors do not qualify). Proposed substitutions shall be of equal caliber or higher, in the State's sole discretion. Proposed substitutes deemed by the State to be less qualified than the originally proposed individual may be grounds for pre-award disqualification or post-award termination.

An Extraordinary Personnel Event – means Leave under the Family Medical Leave Act; an incapacitating injury or incapacitating illness; or other circumstances that in the sole discretion of the State warrant an extended leave of absence, such as extended jury duty or extended military service.

4. What is the target start date of this engagement? We understand MVA’s goal is ASAP and this depends on the number of proposals received, etc. But for example, if we know the estimated start date is February 1st vs. April 1st this could help us to propose the best resources that can be available to start on that approximate date.

RESPONSE: The target start date is mostly determined by the evaluation and review process of the procurement process. The MVA is targeting a tentative start date of early 2017.

5. Does MVA prefer a specific BPR tool(s) to be used to help manage this project?

RESPONSE: MVA is willing to consider all viable BPR tools to accomplish the goals as defined in the solicitation. Document management for MVA is currently being handled with Sharepoint.





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6. Can a subcontractor's experience be used to help meet the Offeror's Company Minimum Qualifications listed in section 2.2.1? This would seem to make sense since the 30% MBE goal means the subcontractor could need to provide two of the four key personnel required.

RESPONSE: The MVA would prefer to evaluate the qualifications of the prime only for the company qualifications. See above

7. Section 2.1.1.2.iii says BPR engagement must have been completed within the last three (3) years. Would MVA consider changing this to "completed within the last five (5) years"?

RESPONSE: The MVA is willing to consider BPR engagement experience within the last 4 years.

8. Same section 2.1.1.2.iii. Would MVA accept an ongoing (not yet completed) BPR engagement that meets all other stated criteria?

RESPONSE: The MVA is willing to accept current BPR engagements of the prime as meeting the stated criteria.

9. If a company is certified as both a MBE and VSBE, can they fulfill both MBE and VSBE requirements on this rfp?

RESPONSE: No. The MBE or VSBE can only satisfied one Minority or Disadvantaged requirement.

10. What percentage of work/time will key personnel have to work onsite, and what percentage of time can they work remotely?

RESPONSE: The MVA expects that the prime will determine the work location however, it would be expected that the key personnel may be required onsite a minimum of 3 days per week.

11. Will MVA extend the due date of this opportunity?

RESPONSE: Yes, The MVA will extend the due date of this solicitation to December 29, 2016.

12. Can 20 years of relevant experience replace the requirement for a Bachelor's Degree for key personnel?

RESPONSE: The MVA prefers a Bachelor's Degree for key personnel.

13. Does the Attachment 5 require signature at the time of submission?



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RESPONSE: Refer to page 100, Attachment 5 Instructions, Item D.
Complete and sign the **Personnel Resume Form**

14. Instructions on page 100 for completion of Attachment 5 reference “Attachment 5B”. Where is Attachment 5B? Is this necessary?

RESPONSE: Attachment 5B is considered the Personnel Resume Form. Yes, this is necessary.

15. Should Attachment 5’s (1 through 4) be considered Attachment 5A?

RESPONSE: Attachment 5’s (1 through 4) should be considered “Attachment B” as noted on the instructions page 100, item 1d.

16. Also, on Attachment 5, under “Relevant Work Experience”, instructions say to “use Employment History below for full employment history” (middle of pages 101, 103, 105, and 107). There is no section identified as “Employment History”. Where should this be included?

RESPONSE: Please list your employment history in the rows and columns provided.

17. Again, on Attachment 5, “Relevant Work Experience” for “Personnel Resume Form (1 of 4)” is preceded by the letter “A””; for “2 of 4” it’s preceded by the letter “B)””; “3 of 4” by “C)””; and “4 of 4” by “D)””. Is this deliberate or are these typos?

RESPONSE: The letters are not specific in this solicitation. All of the items are required for Attachment 5.

18. The “Deliverable Description” column of Deliverable 3.8.4.2 states, “...with MVA Departments/Units business process owners (User Groups) identified in 3.6.2.1” and the “Due Date / Frequency” column for Deliverable 3.8.4.2 states, “...for initial BPR meetings with all 13 MVA Departments/Units.” Section 3.6.2.1 includes a list of 10 Departments/Units. Please clarify/address the discrepancy between “13 MVA Departments/Units” in Deliverable 3.8.4.2 and the 10 Departments/Units listed in Section 3.6.2.1.

RESPONSE: There are 10 MVA Departments/Units that will be under evaluation as identified in Section 3.6.2.1

19. The second paragraph within the “Purpose” section of Attachment 14 states, “*In order to be counted for purposes of achieving VSBE participation goals, VSBEs must be verified by the Center for Veterans Enterprise of the United States Department of Veterans Affairs. The listing of verified VSBEs may be found at <http://www.vetbiz.gov>.*” Please clarify whether a VSBE

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found using the vetbiz.gov website must be headquartered within the State of Maryland to be eligible to meet VSBE participation goals.

RESPONSE: The correct name is “ U.S. Department of Veterans Affairs” Office of Small & Disadvantaged Business Utilization. The web site is correct. VSBE do not have to be Headquartered within the State of Maryland to participate. Out of State VSBE are eligible and would receive credit for their participation.

20. Please clarify as to whether any work on the awarded Task Order (TO) or future Work Orders (WOs) will/may use Federal funds.

RESPONSE: At this time, it is not clear if federal funds will be used for any of the TO or WO. The current funding for this solicitation does not include federal funds.

21. Item B defines the TO Manager as having, “...the primary responsibility for the management of the work performed under the TO Agreement...” and Item G defines the MDOT Contract Management Office (CMO) as being, “...responsible for management of the TO Agreement after award.” Please confirm that the TO Manager will be located at MVA and not at the MDOT CMO.

RESPONSE: Section 1.2.G should read:

CMO is responsible for contract management issues outside of the day to day management of the TO contract after award.

22. The “Attachment Name” row for “Attachment 2” within the List of Attachments table states, “Minority Business Enterprise Participation (Attachments 1A – 5)”; however, the MDOT MBE Forms included in attachment 2 use an “A, B, C, D, E” method of naming forms. Please clarify the reference to “Attachments 1A – 5”.

RESPONSE – Replace reference of (Attachments 1A – 5) with Attachments A, B, C, D, E

23. Section 4.3 designates all MDOT MBE Forms (A – E) be “...included with the TO Technical Proposal...” Please clarify the following regarding this requirement:

A. MDOT MBE Form D includes two items that are vague and/or undefined:

“If the bidder/offeror fails to return this affidavit within the required time...” and
“Bidders/offerors are highly encouraged to submit Form D prior to the ten (10) day deadline.”

- Please define “Required Time” and “Ten Day Deadline”
Response – Within 10 Days
- Is MDOT MBE Form D required for submission with the TO Technical Proposal?

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Response –No.

- Please confirm that Attachments D-5 and D-6 are not required for submission with the TO Technical Proposal.

Response – Correct.

B. MDOT MBE Form E – Good Faith Efforts Guidance and Documentation:

- If a bidder/offeror has met MBE participation goals as documented in MDOT MBE Form B, are they required to complete and submit MDOT MBE Form E?

Response - No

- If the answer to the above question is Yes, is it acceptable to not include Part 1 with the submitted forms?

RESPONSE: There will be no use of Federal Funds.

24. For the purposes of work plan development and organization, we recommend the following changes to Requirement/Deliverable alignment for Requirements 3.6.2.1 and 3.6.2.2:

- 3.6.2.1 Project Initiation and Planning – Deliverables 3.8.4.1; 3.8.4.2; 3.8.4.3; and 3.8.4.4
- 3.6.2.2 BPR Solution Recommendation – Deliverables 3.8.4.5 and 3.8.4.6

Please confirm whether MVA accepts this recommendation.

RESPONSE: MVA accepts this recommendation to include the Baseline “AS-IS” as part of the BPR Solution Recommendation

25. The associated deliverables for Requirements 3.6.2.5 and 3.6.3.1 reference Deliverable 3.8.4.9; however, Deliverable 3.8.4.9 does not exist within the Deliverables table in Section 3.8.4. Please clarify and confirm the list of deliverables required for this task order.

RESPONSE: Deliverable 3.8.4.9 has been removed and will not be required.

26. In Section 4.4.1 letter G, Master Contractor and Subcontractor Experience and Capabilities, does requirement 1e, Current Master Contractor team personnel on the engagement, require the Master Contractor to list only personnel who participated on the engagement who are being submitted as proposed personnel for TORFP J00B6400003, or does it require the Master Contractor to list all personnel who participated on the engagement whether or not they are being submitted as proposed personnel for TORFP J00B6400003?

RESPONSE: Please only list those Master Contractors that worked on the engagement and are being submitted as proposed personnel



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27. Is this a new requirement or a follow-on to an existing contract? If an existing contract, a few additional questions:

- a. Is it a small-business set-aside contract now?
- b. Can the incumbent contractor bid as a prime contractor?
- c. What is the name of the incumbent firm?

RESPONSE: This is a new contract.

28. The MBE and VCBE goals would seem difficult to achieve given the anticipate four FTE level of effort. Would MVA consider setting the goal as 25% for either MBE or VSBE?

RESPONSE – The MBE Office completed an extensive search for Subcontracting Category and revealed an abundance of MBE and VSBE that are TO capable.

29. Can the veteran-owned business be certified by the US government and not Maryland to qualify toward to goal?

RESPONSE – Yes. To satisfied the VSBE Goal Only.

30. Do you expect or anticipate the four resources will be on-site full time or work some at the vendor's facility?

RESPONSE: The MVA expects that the prime will determine the work location however, it would be expected that the key personnel may be required onsite a minimum of 3 days per week.

31. Minimum qualifications ask for, "*At least three (3) years of demonstrated experience providing BPR consulting to at least one U.S. based commercial or government entity. The entity to which the services were provided by the Master Contractor must have had at least 500 employees serving customers in a revenue generating activity with a minimum of \$500M in annual sales at the time of engagement.*" If the work was with a government entity, what is the size standard other than revenue?

RESPONSE: For the offeror minim qualifications, the MVA expects that the government entity has at least 500 employees.

32. Will the government consider a mix of on-site and off-site resources for the project? Where a resource will be on-site and the off-site resources will be on-site for evaluations, data collection, in-person meetings/presentations but will conduct analysis off-site?



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RESPONSE: Yes, the MVA will consider a mix of onsite and offsite resources. The MVA expects that the prime will determine the work location however, it would be expected that the key personnel may be required onsite a minimum of 3 days per week.

33. Does the government consider the implementation of BPR as a separate effort then the design effort?

2a. If yes, does the government have a mandated timeline for issuing the implementation RFP?

2b. Would this be the case if the result of the BPR is major changes to the manual workflows / information flow and only minor technology changes?

RESPONSE: Yes, the MVA considers design and recommendation a separate task as implementation. No, the MVA does not have a mandated timeline for issuing the implementation. There is no difference in implementation time based on recommended changes, i.e., major changes or minor changes.

34. Does the government plan to change MVA existing software applications as a result of the BPR work? If yes, can you state which systems are candidate(s) for change?

RESPONSE: The MVA will consider all recommendations for the BPR solution, including existing software applications as appropriate. The TO Contractor will recommend which systems are candidates for change.

35. Does the government require visits to all MVA offices and development of separate BPR recommendation for each office?

RESPONSE: The MVA may require visits to MVA branch offices as appropriate, however, the BPR recommendation may not affect each branch office individually rather it is assumed that there would be a collective solution to include branches, Headquarters, VEIP, Statewide Compliance and Call Centers.

36. Is the government looking for physical facility layout change recommendations as well?

RESPONSE: Yes, physical layout changes may be part of the BPR solution recommendation for the MVA.

37. What technology systems will the contractor be analyzing as part of BPR to identify optimal business processes?

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RESPONSE: The MVA does not have BPR solutions currently in place. Some of the technology systems may include payments, finance, human resource, etc.

38. Does the government have tentative dates for when implementation must be completed by?

RESPONSE: No, the MVA does not have an implementation date.

39. Will the government dedicate any internal resources to this project? If so what skillsets and how many?

RESPONSE: The MVA will not have any dedicated internal resources. The MVA - Office of Planning and Capital Programs will support this effort.

40. On point 2.1.1. It states that “Only those BPR engagements where the Master Contractors served as the prime are eligible to meet minimum qualifications”

RESPONSE: The MVA would prefer to evaluate the qualifications of the prime only for the company qualifications.

41. A CATS+ master contractor with BPR experience as a subcontractor usually means they have been the subject matter expert. A prime will use a subcontractor to leverage capabilities they may be lacking. So, it would be in the best interest of the agency to have the Subject Matter Expertise which in most cases is the subcontractor not the prime. Would it be possible to reconsider this, and allow BPR experience as a prime or subcontractor?

RESPONSE: The MVA would prefer to evaluate the qualifications of the prime only for the company qualifications.

42. On point 2.1.1. It states that the entity to which the BPR services were provided by the Master Contractor must have had at least 500 employees serving customers in a revenue generating activity with a minimum of \$500M in annual sales at the time of engagement.

Can you please clarify if you are looking for experience only related with commercial companies?

RESPONSE; The MVA will accept experience with government entities as well as commercial companies. The offeror minimum qualifications for government entities can be found in Section 2.

43. Many U.S. Federal and State Government agencies are revenue generating; would you consider a federal working capital fund entities to be revenue generating?



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RESPONSE; The MVA will accept experience with government entities as well.

44. TORFP states: “An Offeror awarded the TO for this TORFP and/or any of the resources shall not be eligible to compete for any procurements issued as a result of, or other projects managed under this TO.” During the pre-proposal conference, a question was asked about what specific work would be precluded.

QUESTION: Is it correct that the only future CATS+ work with Maryland that the successful contractor would be precluded from bidding on is an RFP for which the contractor developed or provided the statement of work under this TORFP?

RESPONSE: Yes, the awarded TO Contractor will be precluded from bidding on any RFP for which they develop or provide statement of work under this TORFP.

45. TORFP states: “Additionally, the MVA will reserve the option for the TO Contractor to provide consulting services in supporting and/or writing procurement documents, including but not limited to, scopes of work, request for resume (RFRs) and request for proposals (RFPs) for development and implementation of the reengineered “To-Be” BPR processes that have been formally approved by the MVA.”

QUESTION: If the selected contractor desires to bid on a project, would it be allowed to decline to perform the work to develop the statement of work for that project?

RESPONSE: The awarded TO Contractor will be required to complete all items as identified in the scope of work.

46. MBE Goals

QUESTION: Please confirm that MBE Goal of 30% does or does not have sub goals for MBEs African American, Woman Owned, Asian American, Hispanic.

Response – The Goal is 30% and No Sub goals.





**Maryland Department of Transportation
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Addendum #5

December 7, 2016

To all bidders of the CATS + Task Order J00B6400003

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.

1) NOTE: AMENDMENT #4 was issued in error.

The Amendment #4, as posted, was a draft document only and not a formal response. All Offerors are advised to DELETE Amendment #4.

2) A formal response to questions will be forthcoming as Amendment #6.

3) The Proposal Due Date is now extended to January 9, 2016 at 2:00 P.M. Local Time.

End of Amendment #5.

