**CATS + TORFP J00B6400012**

**WebFocus Support Task Order**

**QUESTIONS AND RESPONSES**

*This document is being issued to clarify certain information contained in the above-referenced TORFP. All information contained herein is binding on all who respond to this TORFP.*

1.     Is there an incumbent for these positions? This is not a re-compete of an existing TORFP.
        If yes, what is the name of the vendor? N/A
        If yes, is this vendor eligible to bid? All Master Contractors who are certified Small Businesses in Functional Area 5 on the CATS + Master Contract may propose to this TORFP. Certifications must be current at the time of award.

2.     Please elaborate the definition of the key personnel "part-time" hours? The initial startup may be full time for 6 months to 1 year, however once the system is up and running and all the dashboards are in place, the work time will decrease to part-time.

3.     Approximately when do you anticipate the additional 3 resources to start? The start for the additional resources is dependent on work orders so there is no defined timeline.

4.     Will these 3 resources be working full-time after the 2 key personnel become part-time resources?  The initial startup may be full time for 6 months to 1 year for the 2 key resources, however once the system is up and running and all the dashboards are in place, the work time will decrease to part-time. The 3 additional resources may be part- time or full- time based on the needs of the work order. The additional resources are only pulled in for specific tasks or projects.

5.     Will resources be allowed to work remotely within the US boundaries? There will be a preference for the resources to work onsite during the initial start of work at NTP. Once the system is up and running and all the dashboards are in place, it may be possible to work from a remote location with specific days assigned to come into the office.

6.      Please provide the total working hours for the below mentioned part-time positions -
   o      Computer Systems Programmer – estimated 1040 hours per year
   o      Computer System Analyst (Senior) – estimated 1040 hours per year

7.      What is the weekly hours for the two-part time positions as it mentioned in the Document "Full-time Personnel shall work 40 hours per week"? The weekly hours for Part-Time positions will be estimated at 20 hours per week for each position.

8.      Are there any incumbents for this position? If Yes, how many?  See response to question #1

9.       Since these are part-time positions, would MVA allow key personnel to telework? See response to question #5

10.      Who (which vendor company) is currently providing these services? See response to question #1. What is the TORFP# under which the current contract was awarded and what is the end date for that contract? The previous contract was not a TORFP, it was DoIT Statewide contract, # 060B4400007.  In the interim, Custom Software Systems has been providing a resource on an as-needed basis.

11.      To perform MDOT/MVA assigned work, will candidate require to travel multiple office locations for work? It is not likely that the candidate will have to travel to multiple office locations for work. The only travel will be within the MDOT/MVA headquarters complex (Glen Burnie and Hanover, MD).

12.      MDOT/MVA will provide Workstations, workspace, Network Connectivity and Software to perform required work, can you please clarify?   MDOT MVA will provide secure MDOT MVA computers and workstations for the 2 key resources

13.      Do you accept candidate who has valid visa and legally allow to work in US for these requirements?  We do permit contractors to propose H-1b resources.  However, the State will not sponsor these resources and all costs and management responsibility will be borne by the Master Contractor's or their subcontractors.  DoIT said we can require stricter requirements for Key Personnel.

14.      Will MDOT/MVA initiate background check for a candidate?  Please refer to Section 5.4 and Attachment 17.

15.      Do you need candidate with security clearance? No, security clearance is not needed.

16.      The State states "Offerors please note key personnel are part-time positions, with work tapering off after initial activity backlog is completed.".  Are the 2 Key positions part time or the three (3) additional resources?  See response to #4

17.      Under Due Date Frequency the State indicates that Monthly Status Reports and Worklogs are due the 5th day of the new month… is this the 5th Calendar Day or 5th Business Day? Monthly status reports and work logs are due the 5th calendar day of the new month.

18.      Can the State provide some guidance on pricing – i.e. hours per LCat, so they get a more consistent pricing model across vendors?  Provide the hourly labor rate per category for each year which must align with your CATS+ Master Contract's financial proposal for the corresponding year of the contract. Hourly rates cannot exceed the Master Contractors ceiling rates but can be lower.

19.     Can you provide additional details on the data migration backlog, such as:

a.      What type of data files will be migrated over? MVA Business Data as it pertains to all vehicle data (i.e., driver's license and identification cards, vehicle registration, insurance compliance, etc.).

b.      Where will the data be migrated from/to, i.e., what is/are the current system(s)? From existing legacy systems to future systems as defined by Project Core (TORFP- P.18 / 3.33).

c.      Is all existing data in electronic format? We believe everything is in electronic format, such as EXCEL SQL 2012; ORACLE 12C; DB2 v11R1; and other legacy systems.

d.      How much data do you anticipated being migrated? MVA has not assessed the size of the data.

e.      Has the data being migrated already been verified, validated and "cleaned"? No. The data quality effort is just beginning as part of MVA's Project Core.

20.     The TORFP mentions legacy reports that need to be migrated as part of this effort. How may reports exist across the legacy reporting tools today? What percentage of these reports does MVA/OCPC expect to have in the new BI environment? We do not have a complete assessment of the reports at this time.

21.     Can you provide details on how MVA envisions WebFOCUS to manage, maintain and report the data for the Office of Planning and Capital Program (OPCP) at MDOT? MVA envisions WebFOCUS to be our enterprise standard for business reporting.

22.     Are there any lessons learned from the existing WebFOCUS system that you can share? We do not have any lessons learned to share at this time.

23.     How many WebFocus environments will the TO Contractor be expected to maintain? (number in version 7 and number in version 8)? We currently have two environments in version 8, Development and Production, and no environments in version 7.

24.     How many WebFocus applications will the TO Contractor be expected to maintain? (number of version 7 and number of version 8)? The selected vendor is expected to maintain between 10 and 20 applications in version 8, and none in version 7.

25.     Is there an incumbent vendor currently performing the work described in this TORFP? See response to #10

26.     Do you expect the 2 key personnel to be full time for the duration of the project? See response to #4

27.     If the key personnel are not full time for the duration of the project, will they be full time for any duration? If/when they go part-time, how many hours per week are expected? See the responses to #2 and #7.

28.     Once the work backlog is caught-up and/or if the key personnel become part-time, will they be able to work remotely? See response to #5

29.     Has funding been approved for the two base years of this contact? Yes.

30.     What is the estimated start date of the contact? Estimated start date is dependent upon many factors, to include, but is not limited to, the number of proposals received.

31.     Who developed the current dashboards (e.g. MVA, another contractor, etc.)? The current dashboard was developed by another contractor.

32.     The TORFP mentions "creating and managing a data warehouse" as a deliverable for this initiative.  Since the data warehouse activities are listed under "3.6.2 Project Management" and "3.6.3 Architecture", will these tasks be assigned to the optional FTEs and not the 2 key positions requested in TORFP? Creating and managing a data warehouse may be the role of either of the 2 key personnel or a subject matter expert as defined by the Contractor.

33.     On Page 17 in the TORFP it states that the two key personnel are part time positions.

a)      Can the MVA provide any guidance on the percentage utilization of these resources? This information will help us in pricing.

    o  Computer Systems Programmer – See response to #6

    o  Computer System Analyst (Senior) – See response to #6

34)     On Page 17 in the TORFP it states that MVA may require up to three (3) additional resources to this TO for a maximum total of five (5) concurrent resources.

a)      Can the MVA provide any guidance on the percentage utilization of these resources? This information will help us in pricing.  See response to #4

35)     On Page 17 in the TORFP it states that the offeror is excluded from performing data services outside of an MVA data center.

a)      Given that the resources are part time, is it likely that the resources will get permission from the TO Manager to work remotely?  See response to #5.

36)     Does MVA anticipate the identified Master Contractor to provide any management oversight fee for the key management personnel we identify? Should we provide the resume of the identified management personnel as part of the Technical proposal and include the pricing for the identified personnel in the Financial proposal?  MDOT/MVA does not anticipate a management oversight fee for the key management personnel. Resumes are only required for the 2 key resources. Pricing should be provided for all labor categories identified in Attachment 1.

37)     In section 2.2 under offers experience it is stated that the offer must demonstrate a level of competency using WebFOCUS v7 & v8 applications. Can the subcontractors experience be utilized to support this requirement? Yes.

38)     Will additional proposed personnel be on the part-time basis as well?  See response to #4

39)     3.7.5 states that the MVA will not provide physical computer workstations, except for secure MVA workstations as required. To clarify this means that the selected contractor will need to provide staff with laptops?  See response to #12.


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By: Joy Abrams, Procurement Officer