



Maryland Department of Transportation
Office of Procurement
CATS+ Task Order J01B3400030
EMIS AND SCM SUPPORT
Amendment # 2

January 7, 2014

**TO ALL CATS + MASTER CONTRACTORS IN FUNCTIONAL AREA # 6 –
SYSTEMS/FACILITIES MANAGEMENT AND MAINTENANCE:**

This Amendment is being issued in order 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.

Amendment #2 is being issued to correct Attachment 5 – Labor Category Personnel Resume Summary. Please delete the Attachment 5 distributed in the original TORFP and insert the attached Revised Attachment 5 – Labor Category Personnel Resume Summary. The change consists of correcting the section number referenced in (b) of both the Education and Experience sections listed in the attachment.



Maryland Department of Transportation
Office of Procurement
CATS+ Task Order J01B3400030
EMIS AND SCM SUPPORT
Amendment # 2

January 7, 2014

DELETE:

ATTACHMENT 5 - LABOR CATEGORY PERSONNEL RESUME SUMMARY

INSTRUCTIONS:

1. Master Contractors must comply with all personnel requirements under the Master Contract RFP 060B2490023.
2. Only labor categories proposed in the Master Contractors Technical proposal may be proposed under the CATS+ TORFP process.
3. For each person proposed in any of the labor categories, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements. The summary is required at the time of the interview.

For example: If you propose John Smith who is your subcontractor and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as 3 months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement.

4. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
5. For each subject matter expert, the State will identify the particular area of expertise and the Master Contractor shall provide proof the individual has qualifications within that area of expertise.
6. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.





Maryland Department of Transportation
 Office of Procurement
 CATS+ Task Order J01B3400030
EMIS AND SCM SUPPORT
Amendment # 2

January 7, 2014

ATTACHMENT 5
LABOR CATEGOR PERSONNEL RESUME SUMMARY
(CONTINUED)

Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?
LABOR CATEGORY TITLE – (INSERT CATS+ LABOR CATEGORY NAME)	
Education: Insert the education description from: a. The CATS+ RFP from Section 2.10 for the applicable labor category b. The minimum qualifications and required certifications in Section 2.9 of this TORFP	
Experience: Insert the experience description from: a. The CATS+ RFP from Section 2.10 for the applicable labor category b. The minimum qualifications and required certifications in Section 2.9 of this TORFP Provide dates in the form of MM/YYYY to MM/YYYY	
Duties: (Insert the duties description from the CATS+ RFP from section 2.10 for the applicable labor category.)	

The information provided on this form for this labor class is true and correct to the best of my knowledge:

TO Contractor's Contract Administrator:

 Signature

 Date

Proposed Individual:

 Date

 Signature

SUBMIT WITH TO TECHNICAL PROPOSAL
 SIGNATURE REQUIRED AT THE TIME OF THE INTERVIEW



Maryland Department of Transportation
Office of Procurement
CATS+ Task Order J01B3400030
EMIS AND SCM SUPPORT
Amendment # 2

January 7, 2014

REPLACE WITH:

ATTACHMENT 5 - LABOR CATEGORY PERSONNEL RESUME SUMMARY

INSTRUCTIONS:

7. Master Contractors must comply with all personnel requirements under the Master Contract RFP 060B2490023.
8. Only labor categories proposed in the Master Contractors Technical proposal may be proposed under the CATS+ TORFP process.
9. For each person proposed in any of the labor categories, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements. The summary is required at the time of the interview.

For example: If you propose John Smith who is your subcontractor and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as 3 months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement.

10. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
11. For each subject matter expert, the State will identify the particular area of expertise and the Master Contractor shall provide proof the individual has qualifications within that area of expertise.
12. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.





Maryland Department of Transportation
Office of Procurement
CATS+ Task Order J01B3400030
EMIS AND SCM SUPPORT
Amendment # 2

January 7, 2014

Issued: January 7, 2014



Quality Transportation Services through Information Technology Excellence