

## QUESTIONS & ANSWERS

### BUSINESS ANALYST, QUALITY ASSURANCE ENGINEER, AND TECHNICAL WRITER RESOURCES

#### TORFP #J01B3400038

1. Attachment 3 – Small Business Contract Affidavit is not listed in section 1.3; however, since this is an SBR bid, shouldn't it be included with our submission? **YES YOU MUST SUBMIT ATTACHMENT 3 WITH YOUR OFFER.**
2. Because TORFP J01B3400038 has a 0% MBE goal, are we still required to submit MBE Forms D1 and D2? **NO, THE FORMS ARE ONLY REQUIRED IF YOU WILL BE USING AN MBE AS A SUBCONTRACTOR**
3. Are both signatures (TO Contract Administrator and Proposed Individual) required at the time of submission? **YES**
4. The Non-Disclosure Agreement (TO Contractor) is listed as a required submission; however, Section 1.7 refers to "the TO Contractor awarded the TOA". Are we required to sign and submit this form for proposal submission or after award? **YES**
5. Section 1.3 lists Attachment 11 – Criminal Background Check Affidavit but I do not see it with the solicitation. Is this a required submission? If so, could you please provide to the vendors? **SEE ATTACHMENT 11 OF THE SOLICITATION, THIS IS TO BE COMPLETED ONCE THE CONTRACT HAS BEEN AWARDED BUT PRIOR TO START OF WORK. DOES NOT NEED TO BE INCLUDED WITH PROPOSAL.**
6. If possible, could the MDTA provide these forms in an MS Word format to ease completion avoid hard to read handwriting? If not, could the MDTA produce a new Attachment 1 – F Proposal that does not have the \$ in the middle of the block so we can clearly write in our  
**YES**
7. Does TORFP J01B3400038 serve as a re-compete of CATS II TORFP J01B9200022 – Business Analyst Resources? **YES**
8. Is there a certain amount of hours of Professional Development required by the MDTA that the awarded contractor must provide to its resources on the contract? How is this monitored by MDTA? **THE MASTER CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT THE RESOURCES UNDER THIS TASK ORDER OBTAIN AND MAINTAIN JOB RELATED CERTIFICATIONS SUCH AS CBAP, PMP, ACP, ETC, FOR THE ENTIRE TERM OF THE TASK ORDER.**

9. Like CATS II, the CATS + labor categories do not include a Business Analyst (BA) labor category. The few labor categories that do describe some typical BA duties, either are not a good fit, or specify General and Specialized Experience not necessarily typical of BAs, or experience that is not specified in section 2.6.1.1 of the MDTA TORFP (the description of the BA duties). For example:
  - a. The **Analyst, Computer Systems (Junior)** position's duties include the development of system requirements (a BA task); however, the position is only a junior position, and the General and Specialized qualifications require the position to have at least 1 year of programming experience. (Programming experience is not a typical BA requirement, and is not specified in section 2.6.1.1 of the MDTA TORFP.)
  - b. The **Business Process Consultant (Senior)** position's duties are close to a BA's duties; however, the General and Specialized experience requires 5 and 8 years of **business process reengineering** experience. (Business process reengineering experience is not a necessary BA duty, and is not specified in section 2.6.1.1 of the MDTA TORFP.)

Therefore, because there is not a good correlation to the CATS + labor categories and the BA position described in section 2.6.1.1 of the MDTA TORFP: (a) what labor category does MDTA suggest Offerors to use, and (b) can Offeror's assume that MDTA will be flexible with the General and Specialized experience requirements for a specified labor category?

**MDOT DOES NOT RECOMMEND ANY SPECIFIC LABOR CATEGORY – VENDOR SHOULD SELECT A CATEGORY THAT THEY FEEL IS THE BEST FIT FOR THE POSITION AND SUBMIT A CANDIDATE THAT MEETS BOTH THE REQUIREMENTS OUTLINED BY THIS TORFP AND THAT LABOR CATEGORY IN ADDITION TO INSURING THAT APPROPRIATE PRICING FOR THAT CATEGORY IS USED**

10. Attachment 1, 2, 4, 5, 6, 11 : Will they be accompanied with the Financial proposal ?  
**PLEASE SUBMIT WITH THE TECHNICAL PROPOSAL. ATTACHMENT 11 IS NOT REQUIRED WITH PROPOSAL, SEE ADDENDA NO. 1.**
11. Primary Place of Performance : Can State give us the exact address or addresses where the candidates will be working in Baltimore, MD? Also, as we understand the resources will be working around 3 days a week from contractor location and two days a week on MDTA location. Can you please confirm that?  
**ALL CONTRACTOR RESOURCES SHALL BE REQUIRED TO WORK AT VARIOUS MDTA SITES UNLESS OTHERWISE DIRECTED BY THE STATE.**

12. Who is the incumbent on this contract?  
**PLEASE CONCENTRATE ON THE REQUIREMENTS OF THE TORFP.**
13. Is this solicitation part of a bigger project that State is implementing? If so, what is the project name? **NO**
14. What is the expected time to award this contract? What is the expected time to start work on this contract?  
**ANTICIPATED START DATE IS JUNE 1, 2014.**
15. Is this a new project and new positions or are these positions currently filled?  
**THIS IS A RE-COMPETE UNDER CATS +**
16. Is there a pre-bid conference? **NO**
17. How does MDTA envision that the optional resources may be used, and when?  
**IF MDOT DETERMINES THAT ADDITIONAL RESOURCE ARE NEEDED DURING THE TERM OF THIS TASK ORDER, THEN A CHANGE ORDER PROCESS WILL INITIATED BY THE STATE.**
18. Is it envisioned that an optional resource may be used other than full-time, e.g., on either a surge, part-time, or on a by project basis? **PLEASE SEE #18 ABOVE.**
19. On page 12, in section 2.6.2 (B), "*The TO Contractor Personnel shall be expected to perform **most duties remotely** from the TO Contractor's worksite.*" On page 13, section 2.7 (C) on Work Hours, "***on-site - minimum two days per week.***"
- a. About how many days are the TO Contractors expected to work on-site? **TO 5 DAYS A WEEK**
  - b. Are there any restrictions in terms of miles from MDTA where the TO Contractors can work off-site?  
**TASK ORDER MANAGER SHALL HAVE THE AUTHORITY TO APPROVE ALL OFF-SITE WORK BY TASK ORDER CONTRACTOR PERSONNEL. THE PERSONNEL MAY BE REQUIRED TO ATTEND ON-SITE MEETINGS AS REQUIRED.**
20. On page 23, section 3.2.1 (F) **State Assistance**, Can you explain what is it you are looking for us to provide for this section?

**THIS LANGUAGE WILL BE DELETED, SEE ADDENDUM NO. 2.**

21. Could you please advise whether the maximum rates are pre-determined for this Task Order? **LABOR CATEGORIES AND RATES ARE TO BE DETERMINED BY THE MASTER CONTRACTOR.**
22. Will the new awardee be expected to work with the incumbent for the duration of this RFP, or take over all responsibilities from the incumbent? **MDOT WILL DETERMINE IF TRANSITION WILL BE REQUIRED.**
23. What is the minimum % of the contract that would need to be fulfilled by the prime contractor's staff versus one of our alliances if we do bring in partner firms? If there is such a minimum, will the work performed by independent consultants hired by the prime contractor be considered towards meeting that minimum requirement? **THERE IS NO MBE GOAL ESTABLISHED FOR THIS CONTRACT THEREFORE THE PRIME IS NOT REQUIRED TO SUBCONTRACT ANY OF THE WORK.**
24. A growing small business awardee might not currently have the capacity for all optional resources. Suppose two years from now, as MDTA needs more resources, that awardee has grown enough to be able to fulfill the additional resource requirements. Will the government consider utilizing new additional qualified resource from the awardee? **PLEASE SEE #17 ABOVE.**
25. What security clearance (if any) will be required for the proposed resources? **STATE REQUIRES A CRIMINAL BACKGROUND CHECK, SEE ATTACHMENT 11.**
26. If security clearance is required, does it need to be in place by a specific time? **A CRIMINAL BACKGROUND CHECK IS REQUIRED. THIS IS TO BE COMPLETED ONCE THE CONTRACT HAS BEEN AWARDED BUT PRIOR TO START OF WORK. DOES NOT NEED TO BE INCLUDED WITH PROPOSAL.**
27. Is there a limit to the number of resumes that can be submitted for each job category (Business Analyst, Quality Assurance Engineer, and Technical Writer)? **ONE SUBMISSION FOR EACH POSITION: TOTAL 5 BA RESUMES, 1 QAE RESUME, 1 TW RESUME**
28. Can the references provided in Section 3.2.1, Part B "Proposed Personnel" also be used in Section 3.2.1, Part E "Master Contractor and Subcontractor Experience Capabilities"? **YES**
29. Could you let us know how many of these staff will be required to attend the interview? **ALL PROPOSED STAFF, THAT MEET MINIMUM QUALIFICATIONS, WILL NEED TO ATTEND THE INTERVIEW.**

30. If company is 100% owned by African American woman, how do we fill out percentages for African-American-owned MBE and Women-owned MBE on page 30, MBE Form D-1 (1)? Calculations on D-2 (8)? The MBE worksheet?

**THERE IS NO MBE REQUIREMENT FOR THIS TORFP**

31. If master contractor is an MBE firm, do we still need to fill out MBE form D-2 (on page 35) with MBE subcontractor information if we do not have any MBE subcontractors? **YES IF REQUIRED**

32. Page 5, Section 1.4 – Can the agency please elaborate the statement “Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing. All such representations shall become part of the Master Contractor’s proposal and are binding, if the Contract is awarded.”

**ORAL PRESENTATIONS WILL NOT BE REQUIRED FOR THIS TORFP**

33. Page 22, Item 3.2.1.B.1 – Can the agency please confirm if resumes are still required in addition to Attachment 6 “Labor Classification Personnel Resume Summary”? Their contents can be largely overlapping.

**NO RESUMES, ONLY ATTACHMENT 6 AS REVISED IN ADDENDUM NO. 2.**

34. Page 22, Item 3.2.1.B.2 – Please clarify if “Section 2.9” actually refer to Section 2.10 of the CAT+ Master Contract.

**SECTION 2.9 OF MASTER CATS + CONTRACT**

35. Page 25, Section 4.2 – Can the agency please clarify how the 3<sup>rd</sup> item is different from the 1<sup>st</sup> item?

**ITEM 1 – PROPOSED SOLUTIONS AND UNDERSTANDING; ITEM 3 MASTER CONTRACTOR’S CAPABILITIES, APPROACH AND SOLUTION TO ADDRESS THE REQUIREMENTS OUTLINED IN SECTION 2**

36. Page 52, Item 3 – The end of this item indicates that “The summary is required at the time of the interview”. Please clarify if Attachment 6 is required at the time the proposal is submitted.

**YES, ATTACHMENT 6 IS REQUIRED TO BE SUBMITTED WITH PROPOSAL**

37. Page 53 – The education, experience, and duties descriptions are Section 2.10 from the CAT+ RFP instead of Section 2.9. Please clarify it.

**REREAD SECTION 2.9 OF CAT+ RFP – MUST MEET BOTH CAT+RFP AND THIS TORFP**

38. Can the agency please describe when approximately the interview will be conducted and the contract will be awarded?

**DEPENDING ON HOW MANY RESPONSES WE GET WILL DETERMINE HOW SOON THE INTERVIEWS WILL BE CONDUCTED. START DATE WILL BE JUNE 1, 2014.**

39. The TORFP specifies that all proposed personnel shall possess five (5) years of expertise in at least one the following types of systems:

- Financial Management Systems
- Management Reporting
- Document Management
- Business Process/Workflow Automation
- Human Resource Systems
- Law Enforcement Systems

(a) Because BA and QA practices and skill sets are system agnostic and highly transferrable, can MDTA modify this requirement? As there are scores of highly qualified BAs and QA Engineers in the Baltimore/DC area that have years of applicable and transferrable BA experience in areas such as healthcare, mortgage processing, and federal government systems pertaining to a specific agency business process, that do not fit in the categories listed above. **NO**

(b) If the requirement remains as stated in the TORFP, does the experience requirement apply to the Technical Writer position as well? (Because Technical Writers typically support many different types of systems on a project-by-project basis and thus may not obtain five years of experience on a single type of system.) **YES**

40. Page 22, Section 3.2.1 2) asks for State of Maryland Experience. Is this for State agencies only or any performance with a government agency in the State of Maryland or State agencies only. **LIST ANY GOVERNMENTAL EXPERIENCE FOR THE MASTER CONTRACTOR**

41. Attachment 6 - #5 states Subject Matter Expert, I don't believe there is a SME requirement in this opportunity is there or would the positions be considered SME? **SME IS CANDIDATE**

42. Are there any current challenges with the existing projects in progress? **NOT APPLICATION TO THIS TORFP**

43. Letter F page 23 states:

Provide an estimate of expectation concerning participation by State Personnel. Please clarify?

**NOT RELEVANT TO THIS TORFP**

44. With reference to the subject TORFP, your response to the following scenarios is being requested:
- It is likely that the candidates, being proposed for the three skill sets, may not be available:
    - For personal interviews when called for oral presentations (which is likely to happen sometime towards the end of this year or beginning of next year)
    - 
    - **ALL PROPOSED RESOURCES MUST ATTEND INTERVIEW**
    - To start work at the time of the award (which is likely to happen sometime around spring of next year) **SEE ADDENDUM NO. 1, 2.10 SUBSTITUTION OF PERSONNEL**
  - Furthermore, The CATS+ TORFP, Section 2.9.6 does not specifically address either of these two scenarios. Will the State allow candidate substitution under these circumstances (Please address both scenarios separately)? **SEE ADDENDUM NO. 1, 2.10 SUBSTITUTION OF PERSONNEL**
45. The RFP states that the primary place of performance is in the Central Maryland / Baltimore area), and that TO Personnel will be expected to work on-site a minimum of two days per week. And, optionally to work on-site on a daily basis if/when space is available and the need to do so is expressed by the TO Manager. What percentage of the time is TO Personnel expected to work on-site on a daily basis? **SECTION 2.7.C – WHEN ON-SITE A FULL 8 HOUR DAY IS REQUIRED**
46. What percentage of those daily on-site assignments is expected to be at facilities other than Point Breeze? **VARIES ON PROJECT**
47. Paragraph 3.2.1E) 1 requires the contractor (Master Contractor or Subcontractor) to provide three examples of work assignments that the proposed personnel have completed that were similar in scope to the one defined in this TORFP. Due to the uncertainty of the start date for the project, or other circumstances, there may not be a current employee of the responding contractor who is available to work on this project who has performed on three work assignments for a direct client of the proposing contractor. Is it acceptable to submit example work assignments completed by the proposed personnel that were performed under the auspices of entities other than the contractor (Master Contractor or Subcontractor), such as for a strategic partner of the contractor? **NO**
48. What is EXHIBIT A, on page 71 of TORFP? **MUST PROVIDE NAME AND SIGNATURES FOR ALL TO CONTRACTOR'S EMPLOYEES AND AGENTS WHO WILL BE GIVEN ACCESS TO THE CONFIDENTIAL INFORMATION**

49. How long has the incumbent had the contract? **DURATION OF CATS II, ENDING MAY 31, 2014**
50. Is it a requirement to have the prime contractor on the TORFP perform at least 51% of work? **PRIME CAN PERFORM 100% OF THIS TORFP. NO MBE GOAL WAS ESTABLISHED.**
51. Can a Master CATS+ contractor responding to this TORFP submit a response for fewer than the 5 business analysts, 1 QA specialist, and 1 technical writer resources? **YES**
52. Will the contractor resources selected under this TORFP be working on the same project at any given point of time or will they be working on different projects at any given time? **THEY WILL BE ASSIGNED TO PROJECTS AS NEEDED**
53. Can we assume that a business analyst, QA specialist, or technical writer be working on more than one project at a given point of time? **YES**
54. Do we need to submit MBE Attachment D-7 Minority Contractor Unavailability Certificate when the MBE Goal for the TORFP is 0%? **NO**
55. Is it correct to assume that the MBE participation related forms in the attachments are required even if the Master Contractor responding to this TORFP is a Maryland State certified MBE? IF THE PRIME IS AN 2. On page 22, section 3.2.1 (B)(2), should *section 2.9* be 2.6, 2.17, or 2.18 in the TORFP OR are you referencing section 2.9 in the CATS+ RFP? **NO, MBE FORMS ARE NOT REQUIRED AS NO GOAL WAS ESTABLISHED FOR THIS TORFP, HOWEVER IF THE PRIME WILL BE SUBCONTRACTING ANY WORK TO AN MBE THE FORMS ARE REQUIRED.**
56. On page 23, section 3.2.1 (E)(\2), "*State of MD Experience*". If we have no State of MD experience but we have Federal Government experience, can we submit that information here instead? **YES**
57. On page 52 #2, the statement "*Only labor categories proposed in the Master Contractors Technical proposal may be proposed under the CATS+ TORFP process*" contradicts with the statement "*THIS FORM SHALL NOT BE ALTERED*" on attachment 1 – price proposal (page 26) about the labor categories listed. With the exception of the Technical Writer, the labor categories listed are not proposed in my CATS+ proposal so therefore, I would like to list the labor categories I am proposing for the Business Analyst and Quality Assurance Engineer positions listed on attachment 1. Can we be allowed to add another column to add the proposed labor categories based on our CATS+ contract?

**ATTACHMENT 1 – LABOR CATEGORIES ARE NOT SELECTED THEREFORE DOES NOT CONTRADICT PAGE 52 #2. FOR EACH POSITION PLEASE ENTER BOTH THE NAME OF THE RESOURCE AND THE PROPOSED LABOR CATEGORY**

58. On page 52 #2, the statement *“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.”* Does that mean that we can or cannot propose a SME for a position if the person we are proposing has several certifications for a particular area of expertise? Do you mean page 52 #5? **ALL RESOURCES PROPOSED MUST MEET THE MINIMUM QUALIFICATIONS AS OUTLINED IN SECTION 2.9 OF CATS +**
59. How much travel is anticipated for the contract for each labor category? What are the locations for the anticipated travel and how many are there? **ADDRESSED IN SECTION 2.6.2.G**
60. What is the minimum number of resumes that can be submitted? **NO MINIMUM, MAXIMUM 1 RESUME PER POSITION**
61. For our background check we would use State Of Maryland Department Of Public Safety And Correctional Services Criminal Justice Information Systems-Central Repository. Would this meet the requirements for the criminal background check? **YES**
62. In lieu of the business analyst certification (CBAP), how many years of experience would be required? **CERTIFICATION IS REQUIRED - INDIVIDUALS PROPOSED SHALL POSSESS CURRENT CERTIFIED BUSINESS ANALYST PROFESSIONAL (CBAP) CERTIFICATION, PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION, OR OTHER INDUSTRY EQUIVALENT CERTIFICATION.**
63. On many government procurements where an agency indicates a desire to possibly procure “optional” resources, the agency typically doesn’t require a resume for the optional resources to be included in an Offeror’s proposal, but instead, just requires a labor category and a rate be included. Thus, do Offerors need to provide resumes or names for the optional positions? **OPTIONAL POSITIONS WILL BE SUBMITTED VIA A FUTURE CHANGE ORDER SHOULD THE NEED BE IDENTIFIED – ONLY THE FIRST 5 BA’S AND FIRST QA AND FIRST TW WILL BE REVIEWED**
64. If specific individuals/resumes are required to be proposed for the optional positions, can an Offeror include individuals proposed as core staff as optional staff as well? Meaning, we assume MDTA may select core staff from a number of contractors, thus, for a winning bidder, core individuals proposed, but not selected, could also serve as the pool of proposed optional staff. (And this approach makes sense because the proposed core staff will be the strongest staff proposed.) **OPTIONAL POSITIONS WILL NOT BE REVIEWED AT THIS TIME ONLY THE FIRST 5 BA’S AND FIRST QA AND FIRST TW WILL BE REVIEWED – OPTIONAL POSITIONS WILL BE SUBMITTED VIA A FUTURE CHANGE ORDER SHOULD THE NEED BE IDENTIFIED**

65. If specific individuals/resumes are required to be proposed for the optional positions, will the resumes of the optional staff be evaluated as part of the technical evaluation?  
**OPTIONAL POSITIONS WILL NOT BE REVIEWED AT THIS TIME**
66. What percentage of work (approximate) will have to be done on-site? **THIS WILL BE DETERMINED ON A CASE BY CASE BASIS**
67. When the Personal working at Contractor office, can they also participate in teleconference if options are made available by TO project manager? **TBD CASE BY CASE**
68. Do we need to select a sub-contractor from the list of CATS+ contractors? If not necessary, is there any requirement for sub-contractor business to be registered in Maryland?  
**ALL CONTRACTORS MUST BE REGISTERED TO DO BUSINESS IN THE STATE OF MARYLAND.**
69. TORFP Page 5: Attach certifications – What type of certifications do we need to attach – Personal or Master Contractor’s company certifications or both? **WHATEVER YOU FEEL IS APPLICABLE**
70. Labor Category: In the CATS+ proposal there is no specific “Business Analyst” and “Quality Assurance Engineer” category as mentioned in the TORFP. Are we allowed to choose a category for which the job description closely matches with TORFP job description? **YES**
71. Is PMP or other certification mandatory for Business Analyst? **CERTIFICATION IS REQUIRED - INDIVIDUALS PROPOSED SHALL POSSESS CURRENT CERTIFIED BUSINESS ANALYST PROFESSIONAL (CBAP) CERTIFICATION, PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION, OR OTHER INDUSTRY EQUIVALENT CERTIFICATION.**
72. The start date for the TORFP is 7/1/2014. Since this is a little over one year away how do you envision making an award so we can keep the candidates updated? I am worried about retaining a qualified person for this period of time? **SELECTED VENDORS / CANDIDATES WILL BE NOTIFIED AT THE COMPLETION OF TO AWARD PROCESS.**
73. Are all seven position currently filled by an incumbent? **NO**
74. What contract vehicle was used for the work? **CATS II**
75. What is the anticipated interview dates? **TO BE DETERMINED BY THE STATE**

76. Single or Multiple award?

**THE STATE RESERVES THE RIGHT TO DO A MULTIPLE AWARD FOR THIS TORFP.**

77. Would we be able to substitute a personal if due to any unforeseen circumstance (medical / visa) if a candidate is not able to make it to the interview, would we be having an option to substitute that particular candidate? **NO**

78. Can we submit more than the minimum required candidates? **NO**



**Maryland Department of Transportation (MDOT)  
Office of Transportation Technology Services (OFFAS)**

Business Analyst,  
Quality Assurance Engineer,  
& Technical Writer Resources  
CATS+ TORFP # J01B3400038

**Addendum No. 1**

**July 2, 2013**

**This Addendum is being issued to amend, provide, and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.**

**\*\*DUE DATE – The due date has been extended to Wednesday, July 31 at exactly 2 p.m. \*\***

**End of Addendum No. 1**



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**Maryland Department of Transportation (MDOT)**  
**Office of Transportation Technology Services (OFFAS)**  
Business Analyst,  
Quality Assurance Engineer,  
& Technical Writer Resources  
CATS+ TORFP # J01B3400038  
**Addendum No. 2**

**July 11, 2013**

**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.**

The following sections of the TORFP have been revised:

**1.3 TO PROPOSAL SUBMISSIONS (REVISED)**

- Attachment 1 – Price Proposal
- Attachment 2 - MBE Forms D-1 and D-2
- **Attachment 3 – Small Business Contract Affidavit** (THIS HAS BEEN ADDED)
- ~~Attachment 4~~ **Attachment 5**- Conflict of Interest and Disclosure Affidavit
- ~~Attachment 5~~ **Attachment 6** - Labor Classification Personnel Resume Summary
- ~~Attachment 6~~ **Attachment 7** – Non Disclosure Agreement (TO Contractor)
- Attachment 11 – Criminal Background Check Affidavit
- Certifications (if Applicable)

**~~2.10 SUBSTITUTION AND REPLACEMENT OF PERSONNEL~~**

~~The substitution of personnel procedures is as follows:~~

- ~~The TO Contractor may not substitute personnel without the prior approval of the agency.~~
- ~~To replace any personnel, the TO Contractor shall submit resumes of the proposed personnel specifying their intended approved labor category.~~
- ~~All proposed substitute personnel shall have qualifications equal to or better than those of the replaced personnel and shall be approved by the TO Manager.~~
- ~~The TO Manager shall have the option to interview the proposed substitute personnel.~~
- ~~After the interview, the TO Manager shall notify the TO Contractor of acceptance or denial of the requested substitution.~~





**Maryland Department of Transportation (MDOT)**  
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Business Analyst,  
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CATS+ TORFP # J01B3400038  
**Addendum No. 2**

## 2.10 SUBSTITUTION OF PERSONNEL (REVISED)

The substitution of personnel shall comply with Section 2.9.6 of the CATS+ Master Contract

### 3.2.1 TECHNICAL PROPOSAL

#### B) Proposed Personnel

- 1) Identify and provide **Attachment 6** resumes for all proposed personnel by labor category. The resume should feature prominently the proposed personnel's skills and experience as they relate to the Master Contractor's proposed solution and Section 2 – Scope of Work.

#### E) Master Contractor and Subcontractor Experience and Capabilities

- 2) Provide three examples of work assignments that the ~~proposed personnel~~ **Master Contractor** has completed that were similar in scope to the one defined in this TORFP. Each of the three examples shall include a reference complete with the following:
  - a) Name of organization.
  - b) Name, title, e-mail address and telephone number of point-of-contact for the reference.
  - c) Type and duration of contract(s) supporting the reference.
  - d) The services provided, scope of the contract and performance objectives satisfied as they relate to the scope of this TORFP.
  - e) Whether the proposed personnel are still providing these services and, if not, an explanation of why services are no longer provided to the client organization.
  - f) Names of the proposed personnel providing these services
  - g) Start and end dates for each example project or contract. (MM/YYYY-MM/YYYY)





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**Addendum No. 2**

Removal of the following language, which is the page after D-6 of the MBE Forms:

**Code of Maryland Regulations (COMAR)**  
**Title 21, State Procurement Regulations**  
*(regarding a waiver to a Minority Business Enterprise subcontracting goal)*

**COMAR 21.11.03.11 - Waiver.**

- A. ~~If, for any reason, the apparent successful bidder or offeror is unable to achieve the contract goal for certified MBE participation, the bidder or offeror may request, in writing, a waiver to include the following:~~
- ~~(1) A detailed statement of the efforts made to select portions of the work proposed to be performed by certified MBEs in order to increase the likelihood of achieving the stated goal;~~
  - ~~(2) A detailed statement of the efforts made to contact and negotiate with certified MBEs including:  
\_\_\_\_\_  
(a) The names, addresses, dates, and telephone numbers of certified MBEs contacted, and  
(b) A description of the information provided to certified MBEs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed;~~
  - ~~(3) As to each certified MBE that placed a subcontract quotation or offer that the apparent successful bidder or offeror considers not to be acceptable, a detailed statement of the reasons for this conclusion;~~
  - ~~(4) A list of minority subcontractors found to be unavailable. This list should be accompanied by an MBE unavailability certification (MBE Attachment D6) signed by the minority business enterprise, or a statement from the apparent successful bidder or offeror that the minority business refused to give the written certification; and~~
  - ~~(5) The record of the apparent successful bidder or offeror's compliance with the outreach efforts required under Regulation .09B(2)(b).~~





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**Addendum No. 2**

~~A waiver may only be granted upon a reasonable demonstration by that MBE participation could not be obtained or could not be obtained at a reasonable price.~~

~~If the waiver request is determined not to meet this standard, the bidder or offeror will be found non-responsive (bid) or not reasonably susceptible for award (proposal) and removed from further consideration.~~

- ~~B. A waiver of a certified MBE contract goal may be granted only upon reasonable demonstration by the bidder or offeror that certified MBE participation was unable to be obtained or was unable to be obtained at a reasonable price and if the agency head or designee determines that the public interest is served by a waiver. In making a determination under this section, the agency head or designee may consider engineering estimates, catalogue prices, general market availability, and availability of certified MBEs in the area in which the work is to be performed, other bids or offers and subcontract bids or offers substantiating significant variances between certified MBE and non-MBE cost of participation, and their impact on the overall cost of the contract to the State and any other relevant factor.~~
- ~~C. An agency head may waive any of the provisions of Regulations .09-.10 for a sole source, expedited, or emergency procurement in which the public interest cannot reasonably accommodate use of those procedures.~~
- ~~D. When a waiver is granted, except waivers under Section C, one copy of the waiver determination and the reasons for the determination shall be kept by the MBE Liaison Officer with another copy forwarded to the Office of Minority Affairs.~~

**Removal of the following from Section 3.2.1 TECHNICAL PROPOSALS:**

- ~~F) State Assistance~~
- ~~1) Provide an estimate of expectation concerning participation by State personnel.~~

**Questions and answers are also provided as part of Addendum No. 2.**

**Attachment 1 – Price Proposal has been revised with new contract term dates and is provided as part of Addendum No. 2.**

**End of Addendum No. 2**



*Quality Transportation Services through Information Technology Excellence*

**REVISED 6/28/2013**  
**ATTACHMENT 1 - PRICE PROPOSAL**

PRICE PROPOSAL FOR CATS+ TORFP # J01B3400038  
LABOR CATEGORIES

*Prices are to be valid for 120 days*

Rates listed should be fully loaded rates. THIS FORM SHALL NOT BE ALTERED

<b>Labor Categories</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Fully Loaded Hourly Labor Rate</b>	<b>Total Class Hours Annually</b>	<b>Total Proposed CATS+ TORFP Price</b>
<b>TO TERM 1: June 1, 2014-April 21, 2015 (Year 2 Master contract rates apply here)</b>	\$	2080	\$
Business Analyst #1: Resource Name & Labor Category	\$	2080	\$
Business Analyst #2: Resource Name & Labor Category	\$	2080	\$
Business Analyst #3: Resource Name & Labor Category	\$	2080	\$
Business Analyst #4: Resource Name & Labor Category	\$	2080	\$
Business Analyst #5: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #1: Resource Name & Labor Category	\$	2080	\$
Technical Writer #1: Resource Name & Labor Category	\$	2080	\$
<b>Optional</b>			
Business Analyst #6: Resource Name & Labor Category	\$	2080	\$
Business Analyst #7: Resource Name & Labor Category	\$	2080	\$
Business Analyst #8: Resource Name & Labor Category	\$	2080	\$
Business Analyst #9: Resource Name & Labor Category	\$	2080	\$
Business Analyst #10: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #2: Resource Name & Labor Category	\$	2080	\$

Quality Assurance Engineer #3: Resource Name & Labor Category	\$	2080	\$
Technical Writer #2: Resource Name & Labor Category	\$	2080	\$
Technical Writer #3: Resource Name & Labor Category	\$	2080	\$
<b>TO TERM 2: April 22, 2015- April 21, 2016 (Year 3 Master Contract rates apply here)</b>	\$	2080	\$
Business Analyst #1: Resource Name & Labor Category	\$	2080	\$
Business Analyst #2: Resource Name & Labor Category	\$	2080	\$
Business Analyst #3: Resource Name & Labor Category	\$	2080	\$
Business Analyst #4: Resource Name & Labor Category	\$	2080	\$
Business Analyst #5: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #1: Resource Name & Labor Category	\$	2080	\$
Technical Writer #1: Resource Name & Labor Category	\$	2080	\$
<b>Optional</b>			
Business Analyst #6: Resource Name & Labor Category	\$	2080	\$
Business Analyst #7: Resource Name & Labor Category	\$	2080	\$
Business Analyst #8: Resource Name & Labor Category	\$	2080	\$
Business Analyst #9: Resource Name & Labor Category	\$	2080	\$
Business Analyst #10: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #2: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #3: Resource Name & Labor Category	\$	2080	\$
Technical Writer #2: Resource Name & Labor Category	\$	2080	\$
Technical Writer #3: Resource Name & Labor Category	\$	2080	\$
<b>TO TERM 3: April 22, 2016- April 21, 2017 (Year 4 Master Contract rates apply here)</b>	\$	2080	\$

Business Analyst #1: Resource Name & Labor Category	\$	2080	\$
Business Analyst #2: Resource Name & Labor Category	\$	2080	\$
Business Analyst #3: Resource Name & Labor Category	\$	2080	\$
Business Analyst #4: Resource Name & Labor Category	\$	2080	\$
Business Analyst #5: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #1: Resource Name & Labor Category	\$	2080	\$
Technical Writer #1: Resource Name & Labor Category	\$	2080	\$
<b>Optional</b>			
Business Analyst #6: Resource Name & Labor Category	\$	2080	\$
Business Analyst #7: Resource Name & Labor Category	\$	2080	\$
Business Analyst #8: Resource Name & Labor Category	\$	2080	\$
Business Analyst #9: Resource Name & Labor Category	\$	2080	\$
Business Analyst #10: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #2: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #3: Resource Name & Labor Category	\$	2080	\$
Technical Writer #2: Resource Name & Labor Category	\$	2080	\$
Technical Writer #3: Resource Name & Labor Category	\$	2080	\$
<b>TO TERM 4: April 22, 2017- April 21, 2018 (Year 5 Master Contract rates apply here)</b>	\$	2080	\$
Business Analyst #1: Resource Name & Labor Category	\$	2080	\$
Business Analyst #2: Resource Name & Labor Category	\$	2080	\$
Business Analyst #3: Resource Name & Labor Category	\$	2080	\$
Business Analyst #4: Resource Name & Labor Category	\$	2080	\$

Business Analyst #5: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #1: Resource Name & Labor Category	\$	2080	\$
Technical Writer #1: Resource Name & Labor Category	\$	2080	\$
<b>Optional</b>			
Business Analyst #6: Resource Name & Labor Category	\$	2080	\$
Business Analyst #7: Resource Name & Labor Category	\$	2080	\$
Business Analyst #8: Resource Name & Labor Category	\$	2080	\$
Business Analyst #9: Resource Name & Labor Category	\$	2080	\$
Business Analyst #10: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #2: Resource Name & Labor Category	\$	2080	\$
Quality Assurance Engineer #3: Resource Name & Labor Category	\$	2080	\$
Technical Writer #2: Resource Name & Labor Category	\$	2080	\$
Technical Writer #3: Resource Name & Labor Category	\$	2080	\$
<b>Total Evaluated Price</b>			\$

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Authorized Individual Name

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Company Name

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Title

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Company Tax ID #

The Hourly Labor Rate is the actual rate the State will pay for services and shall be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower. Rates shall include all direct and indirect costs and profit for the Master Contractor to perform under the TOA.

Submit as a.pdf file with the Financial Response