



Maryland Department of Transportation  
Office of Procurement  
CATS+ TORFP J01B3400040  
MDTA – Project Management Resources  
**Addendum #2**

March 10, 2014

**To all bidders of the CATS+ TORFP – J01B3400040  
MDTA – Project Management Resources**

**This Addendum is being issued to provide answer to the questions regarding the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.**

**Questions and Answers for TORFP J01B3400040**

1. Section 4.3.D of the TORFP states that, “The most advantageous TO Proposal offer, considering both technical and financial submission, shall be selected for the work assignment. “Because the word “offer” is singular, does this mean that only one Company will win the bid to place all four Project Managers?

**ANSWER: Yes, only one (1) Company will be awarded a contract to place all four (4) Project Managers. Under Section 2.1 – TO Agreement it states, “Based upon an evaluation of TO Proposal responses, one Master Contractor will be selected to conduct the work defined in Section 2 - Scope of Work.”**

2. If yes, to question #1, and if multiple companies are able to win an award (question #2), how will the 25% MBE percentage be addressed? Meaning, if a company wins just one PM, how would it be able to meet the 25% MBE sub goal?

**ANSWER: See the answer to Question #1.**

3. Regarding the MBE goal of 25%, does MDTA use the same definition of this goal as Maryland’s Department of Information Technology does - where even if the Prime is an MBE, if there is an MBE goal, that MBE Prime must still use a MBE sub to meet the goal?

**ANSWER: Yes MDTA uses the same definition of this goal as Maryland’s Department of Information Technology. Under Maryland’s Minority Business Enterprise (MBE) Program, a Prime MBE firm cannot fulfill the MBE subcontract goal. The MBE participation goal and/or sub-goals must be attained through the participation of MBE subcontractors.**

4. The 25% MBE Goal is it on the number of resources or on the value of the contract – how is it counted?

**ANSWER: The 25% MBE Goal is based on the total value of the contract.**

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5. If it is on the number of resources, than is one of the 4 positions must be from another MBE company? What is the reasonable processing fee allowed for the prime contractor to handle the MBE payment? For example, the accounts payable processing changes for processing the payment to MBE. What is the allowable markup (under COMAR) on the MBE rate?

**ANSWER: See Answer to Question #4. COMAR does not provide for a mark up for MBE participation. Proposed pricing must be fully loaded. Statute and Regulation do not address a markup for MBE participation or for any socio-economic status**

6. In the key information sheet (Page 4) it states;

<p><b>Primary Place of Performance:</b></p>	<p>TO Contractor to provide office space at TO Contractor’s base location. Meetings, interviews, other work that must be performed on site primarily will be at MDTA base location (Point Breeze Complex, Broening Highway, Baltimore, Maryland) in Central Maryland area, but may be at any other MDTA location.</p>
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However section 2.7 states "The TO Contractor staff shall work on site at MDTA facilities, as long as space is available. **When MDTA facility space is available, TO Contractor staff may work remotely one day per week if approved in advance and in writing by the TO Manager.** Secure RSA token and appropriate software will be provided for access to the MDTA network if required to perform work".

**ANSWER: The resource(s) will work out of the main office building located at the Point Breeze Complex on Broening Highway, but can expect to move and or start and end their day among any of the other MDTA sites depending upon what they are working on and or who they need to collaborate with accordingly. The core working hours are 6:30am--9am Monday - Friday. Any other start time including working remotely would need to be approved by the TO Manager.**

7. Section 2.16.5 asks for experience in a variety of systems/technologies. Is this 5 years experience for each of the four respective systems or 5 years total experience spanning at least four systems?

**ANSWER: The latter. Five (5) years total experience spanning at least four (4).**

8. What is the expectation of on-site time for the selected vendor’s PMs? The TORFP suggests most of the work is to be performed at the Contractor’s facility.

**ANSWER: On-site time is flexible. The PM should expect to be onsite within the “core hours” of 6:30AM-9:00AM. Eight hours is the standard work day.**





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9. Will MDTA conduct individual interviews of the four personnel or conduct one oral presentation by the Master Contractor?

**ANSWER: Interviews of the four individual personnel will occur as well as the initial oral presentation by the Master Contractor introducing the overall company, its staffing plan and their approach to meeting our needs via the personnel capabilities they plan to use to augment this task order**

10. Is there an incumbent currently providing this service (resources) under CATS II? If so, who is the company and thru which CATS II TORFP?

**ANSWER: The incumbents are Sylvia Consulting Services, LLC and Line of Sight, LLC. The CATS II TORFP is J01B9200021.**

**End of Addendum #2**

