Questions for J01B4400009 Technical Writer and

Application Systems Support

1. What Labor Category does Resource 2 map to?

   RESPONSE: The Master Contractor is responsible for the decision on which labor category to propose to this TORFP. The Master Contractor shall propose the labor category that most closely matches the scope of work, skills and activities listed section 2.6 and minimum qualifications listed in Section 2.13 in the TORFP.

2. Is there a minimum length of time for the term of the assignment?

   RESPONSE: At the State's discretion, the services to be provided under this task order may be needed throughout the term of the TORFP

3. On Attachment 5, item b. in the "Education" cell requests "The minimum qualifications and required certifications in Section 2.13 of this TORFP". Please clarify what qualifications and certifications are being requested, as we do not find any such requirements specified anywhere in Section 2.

   RESPONSE: There appears to be a numbering issue in section 2 that will be corrected by an Amendment. However in the first section numbered 2.13 Offerors Personnel Minimum Qualifications as stated "The Master Contractor's proposed resources **shall meet all minimum qualifications for the labor category proposed as identified in the CATS+ Master Contract**." This refers to education as well. Every labor category on the CATS Plus Master Contract RFP in section 2.10 contains specific education requirements. So whatever labor category a Master Contractor proposes in response to this TORFP, the resource offered must meet the minimum qualifications AND education requirements as specified in the CATS + Master Contract RFP section 2.10 AND minimum qualifications in this TORFP located in Section 2.13.

4. Page 10, section 2.6: What commercial off the shelf (COTS) software application is being referred to in item C)?

   RESPONSE: See Section 2.6 G "Resource Two (Application/System Resource)" in the TORFP for examples.

5. Does OTTS anticipate that the 2 resources will typically work a full-time work schedule throughout the duration of the TO Agreement?

   RESPONSE: At the State's discretion, resources may be required to work a full-time work schedule during the term of this task order.

6. For the Tech Writer, can that person work off-site?
7.
   RESPONSE: Because requirements gathering and business process review will often require face-to-face situations, the Technical Writer resource would not be able to work off-site exclusively

8. For the Tech Writer position, can the majority of the work be off-site?

   RESPONSE: Please see answer to question 6

9. What Labor Category does Resource 2 map to?

   RESPONSE: See response to question 1

10. What is the minimum length of time for the term of the assignment?

    RESPONSE: See response to question 2

11. Is there an incumbent for either position?

    RESPONSE: No, this is a new requirement

12. What is the anticipated time split, percentage-wise, between working in Hanover and Glen Burnie for the Tech Writer?

    RESPONSE: For the Tech Writer it is anticipated that the majority of work will be performed at the Glen Burnie location.

13. Can the tech writer work 100% in Hanover? or primarily in Hanover and just occasionally Glen Burnie?

    RESPONSE: See response to question 11

14. What is the anticipated start date?

    RESPONSE: Anticipated start date will be upon completion of evaluation and award process.