

January 13, 2015

This Addendum is being issued to answer questions and amend Section 4.2 for the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

AMENDMENT: Section 4.2 Paragraph 1

DELETE: The following are technical criteria for evaluating a TO Proposal in descending order of importance. Failure to meet the minimum company personnel qualifications shall render a TO Proposal not reasonably susceptible for award:

ADD: The following are technical criteria for evaluating a **TO Proposal, Evaluation Criteria include the following.** Failure to meet the minimum company personnel qualifications shall render a TO Proposal not reasonably susceptible for award:

Question & Answers

Question 1: Section 2.12.2.2 states that "individuals shall have seven (7) years of demonstrable experience in all..." and lists several functional and management areas. Can MDTA clarify that this is seven years across all these areas and not seven years for each?

Answer 1: **Seven years cumulative experience**

Question 2: Since other critical functional and management areas (e.g., stakeholder management) are not listed, can MDTA rewrite to state, "...seven (7) years of total demonstrable experience including, but not limited, to the following key project management areas:.."?

Answer 2: **The statements are intentional and will not be changed.**

Question 3: Section 2.12.2.4 states that "Attachment 5 shall demonstrate at least five (5) years of experience leading efforts where SDPC, Waterfall, Agile, and Hybrid methodologies were employed." Can MDTA clarify that this is at least years across all these methodologies and others and not at least five years for EACH?

Answer 3: **Five years cumulative experience**

Question 4: Since other methodologies not listed here are sometimes utilized, can MDTA rewrite to state, "...at least five (5) years of total experience including, but not limited, to the following methodologies..."?

Answer 4: **The statements are intentional and will not be changed.**

Question 5: Section 4.3.B. mentions that if there are more than ten (10) responsive proposals (including 20 personnel candidates) there will be a down-select process. Section 4.3.C.





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describes that process and that "The top ten (10) personnel by technical ranking will be notified of additional interviews..." This would suggest that one person from each of the ten or more "responsive" proposals may be called in. Does MDTA have to select both PMs on a single proposal or can MDTA select one PM from two or more proposals, even one PM from four different proposals or vendors?

Answer 5: MDTA will award this task order to two (2) master contractors who will provide exactly two (2) project managers.

Question 6: The transmittal email releasing the TORFP included the statement, "MDTA intends to award this Task Order to two (2) Master Contractors." Section 2.1 in the TORFP states, "intends to award this Task Order for two (2) Project Manager resources to up to two (2) Master Contractors for a maximum total of four (4) Project Managers. This Task Order will be awarded to one or more master contractors that propose candidates that can best satisfy the TO requirements." This language is confusing as it relates to the total number of candidates, proposals, and possible vendors, particularly in light of the other language in section 4. Can one vendor submit more than one proposal with different PM resources proposed? If so, is the limit for proposed personnel four people or can one vendor submit as many proposals as they'd like with two PMs each?

Answer 6: Master Contractors cannot submit multiple proposals. Each Master Contractor shall propose exactly two (2) project managers.

Question 7: The Key Information Summary Sheet describes the Primary Place of Performance as: "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." How often is it expected that the personnel will be required to visit the MDTA base location or other MDTA locations?

Answer 7: Personnel will be required to work on site at MDTA facilities unless other arrangements have been approved by MDTA PMO Office.

Question 8: What percentage of the work does MDTA expect will be performed at MDTA locations?

Answer 8: All work will be performed at MDTA locations unless other arrangements have been approved by MDTA PMO Office.

Question 9: Section 2.1 states: "Proposals that contain more than two proposed resources or fewer than two resources will not be considered for award." May Offerors submit for consideration two separate proposals, each with two different proposed personnel?

Answer 9: Master Contractors cannot submit multiple proposals.





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Question 10: May the CATS+ labor categories for the 2 proposed personnel be different, for example, one proposed personnel in the Project Manager labor category and one proposed personnel in the Program Manager labor category?

Answer 10: Yes

Question 11: If the answer to this question is “no” indicating that Offerors are prohibited from using two different CATS+ labor categories, please explain the necessity for this prohibition?

Answer 11: see response to question 10

Question 12: Besides the MDTA base location (Point Breeze Complex), what other possible MDTA locations are personnel reasonably expected to visit?

Answer 12: Depends on the project. Could also extend to any State of Maryland owned facility; however, the majority of the work will be performed at MDTA locations noted on the Key Summary Sheet

Question 13: The CATS+ Year 3 starts on April 22, 2015. For pricing purposes and to ensure Offerors manage proposed personnel’s expectations, what is the expected project start date? What is the expected award date?

Answer 13: A specific expected project start date or award date cannot be given. However, the resulting contract for this TORFP must begin on or before the expiration of the current contract, on May 31, 2015.

Question 14: Are there incumbent(s) for this project? If so, can you share with us the company name(s)?

Answer 14: The incumbents are Sylva Consulting Services, LLC and Line of Sight, LLC.

Question 15: Line item 2.6.6.2 on page 13 – did it mean to say “Define the project’s objectives” as opposed to “Achieve the project objectives” as many bullets after that also relate to achieving the project’s objectives?

Answer 15: The requirement is as stated: 2.6.6.1 states “achieve the project’s objective” and 2.6.6.2 states “define and manage the project scope”

Question 16: Is the current CATS+ TORFP #J01B5400014 a re-complete of the CATS-II TORFP?

Answer 16: Yes

Question 17: Per Section 2.3, “Existing System Description” Would MDTA identify any of the technologies listed within TORFP Section 2.3 that may be more relevant for any imminent projects within the MDTA IT Portfolio that proposed resources would most likely be managing?

Answer 17: They are equally important and projects will be assigned at the discretion of the PMO.





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Question 18: Will the MDTA evaluate proposed Project Managers from the standpoint of experience with specific technologies listed within TORFP Section 2.3 that are more relevant for any imminent projects within the MDTA IT Portfolio?

Answer 18: MDTA will evaluate based on the experience with the specific technologies listed in Section 2.3

Question 19: TORFP Section 2.10.5, Item C, "...display their State issued identification cards without exception." Does the State of Maryland charge a fee for contractors to receive a State issued identification card? If so, would the MDTA please disclose the amount of that fee?

Answer 19: We provide access badges for the MDTA facilities

Question 20: TORFP Section 2.11, "At the TO Manager's discretion, the TO Manager may request one hard copy of a written deliverable." Will the selected contractors have access to MDTA printers and/or materials required for hard copy deliverable submission or will the Master Contractor be responsible for the costs of deliverable printing/binding?

Answer 20: Work done at the MDTA site can be printed from the MDTA site.

Question 21: Is it possible that any of these 4 project management positions could be assigned to work on the EZ Pass project that would preclude their company from submitting a proposal on EZ Pass in the future?

Answer 21: Yes it is possible and at this time MDOT/MDTA cannot predict a possible future conflict of interest

Question 22: Since the resource will be working at the MDTA facilities would it be possible for a project management resources to be assigned to work at MDTA facilities as far North as John F. Kennedy Memorial Highway and as far south as the Nice Memorial Bridge.

Answer 22; Yes

Question 23: Per TORFP 3.4.1.G, Master Contractor and Subcontractor Experience and Capabilities, Master Contractors must provide information on up to three examples of engagements that were similar to Section 2 - Scope of Work. Our company has performed similar work in the local area under DoD classified contracts. Summary information of the work performed can be provided, but no disclosure of customer name or POC information is permitted. Will these examples of similar engagements be acceptable to meet this requirement?

Answer23: Provide as much information as you can on the reference you can provide us with the full information. Information where proprietary (can't disclose Client's name or information) we will work on a case by case basis





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Question 24: Per section 4.2, TO Proposal Evaluation Criteria, the criteria in descending order of importance include the following: A) The overall experience, capability and references for the Master Contractor as described in the Master Contractor’s TO Technical Proposal; B) The Master Contractor’s overall understanding of the TORFP Scope of Work – Section 2. Level of understanding will be determined by the quality and accuracy of the technical proposal in adherence with Section 3.4, and C) The capability of the proposed resources to perform the required tasks and produce the required deliverables in the TORFP Scope of Work – Section 2.

This implies that Master Contractor experience is of higher importance than Candidate experience in the evaluation. We request the Government clarify the evaluation criteria and provide the relative weights (in percent) of all criteria that will be used for the evaluation?

Answer 24: See above, updated: Section 4.2

Question 25: Please identify if the PM will be focused on managing the programs or if they are focused on the development of PMBOK management plans and ERP systems configuration/development/integration.

Answer 25: The PM will be focusing on completing the requirements as outlined in Section 2.6

Question 26: Since we are not a government agency, I’m not sure it is possible to get an FBI background check as referenced. Previously, DGS performed background checks on behalf of the requesting agency. Any direction on how to proceed with this?

Answer 26: MDOT or MDTA may be able to provide direction to the successful offeror on how to obtain the background checks.

Question 27: If awarded, how long would a resource have to work on this project before they can be substituted by a resource of equivalent or better qualifications?

Answer 27: Refer to Section 2.10.4

Question 28: We are SBR certified in eMM, However our application is in process for SBE certification with MDOT. Can we still eligible to submit this proposal?

Answer 28: Yes, you may submit a proposal; however, certification must be complete at time of submission.

Question 29: When a firm submits 2 resources under this proposal, and only 1 resource is best suited and other fails in technical evaluation, is that firm still eligible for award for 1 resource?

Answer 29: If 1 of the 2 submitted resources by a firm fails to meet either the Offeror’s Personnel Minimum Qualifications or the CATS+ Labor Category Minimum Qualifications, the firm will be found unresponsive and not susceptible for being selected for award.





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Question 30: Does a resource have to have State Government experience to perform work under this project? And does the vendor need to have any prior Government experience to submit the resource?

Answer 30: Vendor needs to demonstrate experience as outlined in Section 3.4.1.G

Question 31: If a Master Contractor (XYZ), acting as Prime, jointly with another CATS+ Master Contractor (DEF), acting as subcontractor is allowed proposal submission wherein two candidates (M and N) are proposed. Are the Master Contractor's allowed to reverse roles wherein Master Contractor (DEF), acting as Prime, jointly with Master Contractor (ABC), acting as subcontractor, submits proposal proposing two candidates (P and Q)? Please note that the teams being proposed will be distinct.

Answer 31: Each Prime can only submit one proposal

Question 32: Per Section 2.4 and 2.12.1, there are no offeror's minimum qualification as stated in Section 2.12.1. Kindly suggest while evaluating the proposal whether the emphasis is on proposed personnel experience or offeror's company experience?

Answer 32: Proposed personnel experience

Question 33: Can remote work be done outside of the U.S.?

Answer 33 Refer to answer to question 7&8.

Question 34: will there be transition period for the new project manager and the existing?

Answer 34: The targeted award date was answered in response to question 13. Transition period will contingent on the Notice to Proceed

Question 35: Can the Prime and subcontractor experience be combined to fulfill the three examples of engagements or contracts?

Answer 35: Refer to answer for question 30

Question 36: TO Contractor Personnel shall maintain Project Management Certification from PMI or equivalent throughout the term of the TO. What does the state consider as equivalent to a PMI?

Answer 36? Scrum master, ACP, Prince2, CBAP, or other industry equivalent





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End of Addendum #2



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