	<p style="text-align: center;">Maryland Department of Transportation (MDOT) State Highway Administration (SHA) SHA Application Portfolio Business Services CATS + TORFP # J02B3400049</p> <p style="text-align: center;">Addendum No. 1</p>
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August 15, 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.

Attached is Attachment 11 - Knowledge Skills and Abilities Traceability Matrix for Proposed Resources. This attachment should be included with your technical proposal.

End of Addendum No. 1



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	<p style="text-align: center;"> Maryland Department of Transportation (MDOT) State Highway Administration (SHA) SHA Application Portfolio Business Services CATS + TORFP # J02B3400049 </p> <p style="text-align: center;"> Addendum No. 2 </p>
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August 29, 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.

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, see underlined changes:

3.3 TO TECHNICAL PROPOSAL

B) ~~3)~~ Proposed Personnel


- 1) ~~4)~~ Identify and provide Attachment 5 for all proposed personnel by labor category (16 resources, one attachment per resource). Attachment 5 shall demonstrate prominently the required level of expertise required under Section 2.5 and the required qualifications and experience as specified in Section 2.17. To be considered responsive to this TORFP, Master Contractors shall provide fully loaded pricing, and proposed CATS+ Labor Categories for all 16 resources.
- 2) ~~5)~~ Provide the names and titles of the Master Contractor's management staff who will supervise the personnel and quality of services rendered under this TO Agreement.
- 3) ~~B)~~ Complete and provide Attachment 11 - Knowledge Skills and Abilities Traceability Matrix for each of the 16 proposed resources. TO Contractor shall include the dates from and to showing an amount of time that equals or exceeds mandatory time requirement for each item listed (Section 2.17) that can also be verified from Attachment 5. If the proposed personnel does not meet the requirement or have the specified experience, you must specify the word "NONE" across from the description. All items must be addressed with a response or the word "NONE". If an item is not addressed properly, the proposed personnel will be disqualified from further consideration. MBE Participation (if applicable)

C) MBE Participation

Submit completed MBE documents Attachment 2 - Forms D-1 and D-2.

D) ~~C)~~ Subcontractors



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Identify all proposed subcontractors, including MBE's, and their roles in the performance of Section 2 - Scope of Work.

E) ~~D~~ Master Contractor and Subcontractor Resources Experience and Capabilities

1) Provide three (3) examples of work assignments or projects the ~~Master Contractor~~ Proposed Resources has completed that were similar to Section 2 - Scope of Work and to meet required qualifications requirements in Section 2.17. Each example must include contact information for the client organization complete with the following:

- a) Name of organization.
- b) Point of contact name, title, telephone number and e-mail (point of contact shall be accessible and knowledgeable regarding experience)
- c) Services provided as they relate to Section 2 - Scope of Work.
- d) Start and end dates for each example project or contract. If the Master Contractor is no longer providing the services, explain why not. (mm/yy – mm/yy)
- e)

2) State of Maryland Experience: If applicable, the Master Contractor shall submit a list of all contracts it currently holds or has held within the past five years with any entity of the State of Maryland. For each identified contract, the Master Contractor shall provide:

- a) Name of organization.
- b) Point of contact name, title, telephone number and e-mail (point of contact shall be accessible and knowledgeable regarding experience)
- c) Services provided as they relate to Section 2 - Scope of Work.
- d) Start and end dates for each example project or contract. If the Master Contractor is no longer providing the services, explain why not.
- e) Dollar value of the contract.
- f) Whether the contract was terminated before the original expiration date.
- g) Whether any renewal options were not exercised.


* Note - State of Maryland experience can be included as part of Section E1 above as project or contract experience. State of Maryland experience is neither required nor given more weight in proposal evaluations.

F) ~~E~~ Professional Development Plan

Provide plan on how Master Contractor shall ensure continued Professional Development as defined in Section 2.4 for on-site contractor proposed personnel.

G) ~~F~~ State Assistance



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Provide an estimate of expectation concerning participation by State personnel.

H) ~~G~~ Confidentiality

A Master Contractor shall give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, shall not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Master Contractors are advised that, upon request for this information from a third party, the TO Procurement Officer will be required to make an independent determination regarding whether the information may be disclosed.

4.2 TECHNICAL PROPOSAL EVALUATION CRITERIA


The following are technical criteria for evaluating a TO Proposal in descending order of importance.

- Personnel experience required in Section 3.3.B.1 . ~~Section 3.3.A.4 and Section 3.3.A.6~~
- Experience with multiple programming languages specified in Section 2.17 and preferred requirements in Section 2.18 that are documented in Attachment 11, Knowledge, Skills and Abilities Traceability Matrix or Section 3.3.B.3. and completed Attachment 11 Knowledge Skills and Abilities Traceability Matrix for each of the 16 personnel.
- The Master Contractor and Subcontractor Resources Experience and Capabilities as specified in Section 3.3.E.D
- The Master Contractor’s understanding of the TORFP Scope of Work based on the required response in Section 3.3.A and Section 3.3.B
- Professional Development Plan as specified in Section 3.3.F. E

4.3 SELECTION PROCEDURES

- A) TO Proposals shall be assessed throughout the evaluation process for compliance with the required personnel requirements qualifications in Section 2.17 and quality of responses to Section 3.3.A and Section 3.3.B of the TORFP. Master Contractor proposed resources that fail to meet the ~~required qualifications requirements~~ requirements will be deemed not reasonably selectable for award, i.e., disqualified from further consideration.
- B) The State will conduct interviews of all personnel proposed in each TO Proposal that meets ~~required qualifications requirements~~ requirements. Interviews will be conducted in person.
- C) Qualified TO Proposal whose resource(s) were deemed technically qualified shall have their financial proposal considered and their financial responses will be reviewed and ranked from lowest to highest price proposed.
- D) The most advantageous TO Proposal offer considering technical and financial submission shall be selected for the work assignment.




	<p style="text-align: center;">Maryland Department of Transportation (MDOT) State Highway Administration (SHA) SHA Application Portfolio Business Services CATS + TORFP # J02B3400049</p> <p style="text-align: center;">Addendum No. 2</p>
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Questions and answers are also provided as part of Addendum No. 2.

End of Addendum No. 2



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	<p style="text-align: center;"> Maryland Department of Transportation (MDOT) State Highway Administration (SHA) SHA Application Portfolio Business Services CATS + TORFP # J02B3400049 </p> <p style="text-align: center;"> Addendum No. 3 </p>
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September 4, 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.

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.

If the proposed resource has several work assignments that total the required experience in a certain knowledge/skill, you may alter Attachment 11 by entering multiple time lines in each cell. Example: If the experience for C#.Net is covered under three jobs separated in time they could put the following:

Three (3) years of experience working in the .NET Framework (C#.NET, ASP.NET or VB.NET)	Date From: Jan. 2010, July 2011, Aug 2012
	Date To: Dec. 2010, June 2012, Aug 2013
	Details: Worked on project X for ABC Company from Jan 2010 thru Dec 2010 doing this and that. Worked on project Y for DEF Company from July 2011 thru June 2012 doing one thing or another. Worked on project Z for GHI Company from Aug 2012 thru Aug 2013 doing this, that and the other thing.


Question: The TORFP section 2.14.1.3 states monthly MBE reports will be submitted via D-5 and D-6 forms. However, it is our understanding that MDOT uses a different approach for acquiring MBE information, collecting it in an electronic format for the iFMIS system. Could you confirm which approach would be required for this TO? SHA uses D-5 and D-6.

Answer: SHA is requiring both the IFMIS input as well as the submission of MBE Form D-5 and Form D-6

End of Addendum No. 3



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	<p style="text-align: center;">Maryland Department of Transportation (MDOT) State Highway Administration (SHA) SHA Application Portfolio Business Services CATS + TORFP # J02B3400049</p> <p style="text-align: center;">Addendum No. 4</p>
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September 13, 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.

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.

An UNLOCKED version of Attachment 11 is part of this addendum.

The due date and time has been extended to Monday, September 16, 2013 at 2:00 p.m.

End of Addendum No. 4



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