



Maryland Department of Transportation  
Office of Procurement  
CATS+ TORFP J02B3400050  
SHA – Database Portfolio Business Services  
**Addendum #1**

November 21, 2013

**To all bidders of the CATS+ TORFP – J02B3400050  
SHA – Database Portfolio Business Services**

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

**1. SECTION 3.2.1 – TECHNICAL PROPOSALS, SECTION 3.2.1 A 2 IS REMOVED**

**DELETE**

**3.2.1 TO TECHNICAL PROPOSAL**

**A. Proposed Services**

1. Executive Summary: A high level overview of the Master Contractor's understanding of the background, purpose, and objectives of the TORFP. The Executive Summary shall summarize the Master Contractor's resources capabilities and experience to address the requirements outlined in Section 2.
2. *Proposed Solution: A detailed narrative of the Master Contractor's proposed methodology and solution for completing the requirements and deliverables in Section 2 - Scope of Work. This section should include a comprehensive schedule of tasks and estimated times frames for completing all requirements and deliverables, including any tasks to be performed by State or third party personnel*
3. Assumptions: A description of any assumptions formed by the Master Contractor in developing the Technical Proposal. Master Contractors should avoid assumptions that counter or constitute exceptions to TORFP terms and conditions.

**REPLACE WITH**

**3.2.1 TO TECHNICAL PROPOSAL**

**A. Proposed Services**

1. Executive Summary: A high level overview of the Master Contractor's understanding of the background, purpose, and objectives of the TORFP. The Executive Summary shall summarize the Master Contractor's resources capabilities and experience to address the requirements outlined in Section 2.



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2. Assumptions: A description of any assumptions formed by the Master Contractor in developing the Technical Proposal. Master Contractors should avoid assumptions that counter or constitute exceptions to TORFP terms and conditions.

**2. SECTION 3, ON PAGE 32: THIS SECTION SHOULD BE LISTED AS SECTION 4 AND EACH SUB-SECTION LISTED AS 4.1, 4.2, 4.3, AND 4.4**

**DELETE**

**3 – TASK ORDER AWARD PROCESS**

**3.1 OVERVIEW**

The TO Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS+ TORFP. In making the TO Agreement award determination, the SHA will consider all information submitted in accordance with Section 3.

**3.2 TECHNICAL PROPOSAL EVALUATION CRITERIA**

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

- Personnel experience as listed in Section 3.2.1.B.1, 3.2.1.B.2, 3.2.1.B.4, and 3.2.1.B.5.
- The Master Contractor and Subcontractor Resources Experience and Capabilities as specified in Section 3.2.E.
- The Master Contractor’s understanding of the TORFP Scope of Work based on the required response in Section 3.2.1.A.
- Professional Development Plan as specified in Section 3.2.1.F.

**3.3 SELECTION PROCEDURES**

- A) TO Proposals will be assessed throughout the evaluation process for compliance with the minimum personnel qualifications in Section 2.19 and Section 2.18 and quality of responses to Section 3.2 of the TORFP. Master Contractor proposed resources that fail to meet minimum qualifications will be deemed not reasonably selectable for award, i.e., disqualified from further consideration. Master Contractors whose resources are deemed technically qualified will be ranked against each other. This ranking will be broken down into three (3) categories, “Best Qualified”, “Well Qualified”, and “Minimally Qualified”. All others will be deemed not reasonably susceptible to award and will receive e-mail notice from the TO Procurement Officer of not being selected to perform the work.
- B) Qualified TO Proposals whose resource(s) were deemed technically qualified will have their TO financial proposal considered and their financial responses will be reviewed and ranked from lowest to highest price proposed.
- C) The most advantageous TO Proposal offer considering both technical and financial submission shall be selected for the work assignment. In making this selection, technical merit has greater weight than price.



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- 3.4 COMMENCEMENT OF WORK UNDER A TO Agreement  
Commencement of work in response to a TO Agreement shall be initiated only upon issuance of a fully executed TO Agreement, a Non-Disclosure Agreement (To Contractor), a Purchase Order, and by a Notice to Proceed authorized by the TO Manager.

**REPLACE WITH**

**4 – TASK ORDER AWARD PROCESS**

**4.1 OVERVIEW**

The TO Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS+ TORFP. In making the TO Agreement award determination, the SHA will consider all information submitted in accordance with Section 3.

**4.2 TECHNICAL PROPOSAL EVALUATION CRITERIA**

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

- Personnel experience as listed in Section 3.2.1.B.1, 3.2.1.B.2, 3.2.1.B.4, and 3.2.1.B.5.
- The Master Contractor and Subcontractor Resources Experience and Capabilities as specified in Section 3.2.E.
- The Master Contractor's understanding of the TORFP Scope of Work based on the required response in Section 3.2.1.A.
- Professional Development Plan as specified in Section 3.2.1.F.

**4.3 SELECTION PROCEDURES**

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**End of Addendum #1**