



**Maryland Department of Transportation
Office of Procurement
CATS + Task Order J02B4400003
Application Business Systems**

Addendum #1

March 6, 2014

To all bidders of the CATS + Task Order J02B4400003

This Addendum is being issued to amend and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP. Specific parts of the TORFP have been amended.

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.

SEE ATTACHED DOCUMENTS:

Questions & Answers

End of Addendum #1



Quality Transportation Services through Information Technology Excellence

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1. QUESTIONS & ANSWERS

1. Can you tell me if someone is performing this work today and if so, who they are?

ANSWER: Yes. Synergy Systems & Service, Inc.

2. Section 2.28 WORK HOURS, Minimum and Maximum Hours, states that “Full-time TO Contractor personnel shall work a minimum of 40 hours per week with starting and ending times as approved by the TO Manager.” However, this section also states that “TO Contractor personnel may also be requested to restrict the number of hours TO Contractor personnel can work within a given period of time that may result in less than an eight hour day or less than a 40 hour work week.”

ANSWER: Full-time is a minimum of 40 hours per week based on current workload. We may restrict hours per week to less than 40 hours per week depending on workload.

3. These statements appear to be contradictory. In addition, Attachment 1 – Price Proposal, uses 1000, 1200, 1333, and 1600 hours – all of which suggest the resources will be less than full-time. We understand that the number of hours on the Price Proposal is for evaluation purposes only. Can you clarify if it is SHA’s intention to have these resources work fewer than 40 hours a week or a schedule that would not be considered full time?

ANSWER: The number of hours stated are for price proposal evaluation only. Currently, our work load is for full-time as stated above. However, we may restrict to less than 40 hours per week.

4. Was the current architecture and application environment to be supported through this TORFP built by the incumbent?

ANSWER: Yes.

5. Section 2.17.1 – Senior Application Developer:
 - a. Specific experience of 3 years utilizing the Environment Planning Business Process is noted as a requirement for this role. Is this requirement mandatory or can alternative relevant experience be acceptable?





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ANSWER: 3 years utilizing the Environment Planning Business Process is a required minimum qualification.

6. Section 2.17.3 – Business Analyst & Section 2.17.4 – Project Manager
a. Three and five years’ experience is expected in AASHTO Design Guidelines for these two roles respectively. Are these requirements mandatory as well or can alternative relevant experience be acceptable?

ANSWER: Three and five years’ experience is expected in AASHTO Design Guidelines for these two roles is a required minimum qualification.

7. Section Reference 1.5, page 7 - Disadvantaged Business Enterprise Goal; is DBE "economic and socially" Disadvantaged?

ANSWER: To meet the DBE goal, the Master Contractor/ Subcontractor must be a MDOT certified DBE. For more information regarding DBE certification, please refer to the Governor’s Office of Minority Affairs. The Website link is below.
<http://goma.maryland.gov/Pages/home.aspx>

8. Section Reference 2.1, page 9 - How much time will the Contractor have to locate the additional three (3) resources after NTP? Are these resources guaranteed to be added?

ANSWER: The additional three (3) resources should be located immediately after NTP. These resources are guaranteed to be added.

9. Which department or organization does the OPPE fall under? Which department will have project oversight?

ANSWER: The Office of Planning and Preliminary Engineering (OPPE) is under The State Highway Administration of Maryland Department of Transportation MDOT. OPPE will have the project oversight.

10. Section Reference 2.4, page 10-11 - Are the mandatory classes required since the TO Contractor will not be working on site at the SHA project location? Are the classes available via a web portal or will they need be taken on site?

ANSWER: Yes, the classes are mandatory and available online via the web portal.





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11. Section Reference 2.5, page 11 - How many current applications will be supported by the TO Contractor?

ANSWER: Currently, there are at least ten (10) applications we manage. We have plans to develop new applications.

12. If supporting several current applications and newly developed applications, will the development hours be increased from the 1,000 hour/year as allocated by the pricing sheet for the developers?

ANSWER: Full-time is a minimum of 40 hours per week based on current workload. We may restrict hours per week to less than 40 hours per week depending on workload.

13. Section Reference 2.17.3, page 17 - Are there two (2) missing requirements for the business analyst or are there two (2) extra bullets in error?

ANSWER: Extra bullets should be removed.

14. Section Reference 2.25, page 20 - When does SHA anticipate to make an award? If substitutions are not permitted, how long until an award will be made after submission of proposals?

ANSWER: As soon as possible following the evaluation process. It is unknown how long the evaluation process will take because it is dependent on how many responsive proposals are received.

15. Section Reference 3.3.E, page 24 - Master Contractor and Subcontractor's references can be combined to meet the minimum requirement of three (3) examples of projects or contracts?

ANSWER: Yes.

16. How many projects are currently underway that will need to be supported by the TO Contractor Project Manager?

ANSWER: Currently, there are at least ten (10) applications we manage. We have plans to develop new applications.



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17. If supporting several current projects, will the total number of hours allocated to the PM (1,333/yr.) be changed or increased?

ANSWER: Total number of hours may increase based on current workload. However, we may restrict hours per week to less than 40 hours per week depending on workload in the future.

18. Page 18 Para 3.2.1 D) requires three examples of work assignments performed by proposed personnel. These Client References & Example Work should be of Bidder's Company OR of Proposed Candidate?

ANSWER: The requirement for three examples of work assignments performed is for the proposed candidates.

19. The resource will work for 1 or 2 days at MDOT office space. Please confirm whether resource will be provided Laptop & other Network access for working for other Week days from our Facility.

ANSWER: While on-site, we will provide resources like hardware, software and network access to perform duties. While off-site, TO Master Contractor will provide network access, virtual machine and VPN access to perform duties. The Master Contractor and Subcontractor are responsible for the hardware, i.e. laptop or workstation while off-site.





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SUBMIT AS A .PDF WITH THE FINANCIAL RESPONSE

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