



**Maryland Department of Transportation
Office of Procurement
Addendum # 1 to, CATS+ TORFP J02B5400095, SHA – Enterprise IT
System Administrator - August 10, 2015**

Definitions:

1. Addendum: An addition or supplement to a document or modification to the existing document language, for example, items or information added to a procurement document

This addendum number one is being issued to modify Consulting and Technical Services+ (CATS+) Request for Proposals #J02B5400095, titled SHA-Enterprise IT System Administrator by adding the Procurement Officer's Pre-Proposal Conference Minutes and Notes, Preproposal Meeting Sign-in Sheet, and SHA Division Chief Karl Teitt's Pre Proposal Talking Points.

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum #1 with your submission.

Amendment: **See Attached PDF File Containing Procurement Officer's Pre-Proposal Conference Minutes and Notes, Preproposal Meeting Sign-in Sheet, and SHA Division Chief Karl Teitt's Pre Proposal Talking Points**

End of Addendum #1



Pre-Proposal Conference Minutes
CATS+ TORFP J02B5400095
SHA – Enterprise IT System Administrator
Thursday, August 6, 2015, 2:00 p.m. Local Time

Welcome to the Pre-proposal conference for the Consulting & Technical Services Plus, Task Order Request for Proposal #J02B5400095 for the State Highway Administration – Enterprise IT System Administrator. My name is Brian Howard and I am the TO Procurement Officer assigned to this project.

If you have not already done so, please sign the attendance sheet and for those firms that are certified Minority Business Enterprise (MBE) or Veteran-Owned Small Business Enterprise (VSBE) firms, please make note of that in the far right hand columns of the sign-in sheet.

In attendance with me today are:

Mark Harrison, TO Manager

Karl Teitt, Division Chief Systems Development and Maintenance Services
Office of Information Technology

I will be going over the Procurement part of this project and will take questions; however, If an official answer is requested, please submit your question (s) to the Procurement Officer in writing via email. And then I will then turn this conference over to Mark and Karl who will review the scope of work and requirements and take questions.

Reminder to everyone:

- The main purpose of this pre-proposal conference is to review the procurement requirements, answer questions, address concerns, provide clarification, and provide instructions pertaining to the solicitation, in an informal discussion like manner.
- This CATS+ TORFP was released through email on July 23, 2015.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted by email to bhoward2@MDOT.State.MD.US**. The deadline for submission of written questions **August 12, 2015**
- The Questions and Answers will be released via Addendum as soon as possible after the due date and time.
- Also, changes to the scope of work or any response requirements will be published as an addendum and supersede the original published documents per COMAR 21.05.02.07.
- Pre-proposal minutes, sign in sheet and all questions and responses will be published as an addendum and become part of this solicitation.
- The Technical & Financial Proposals are due no later than **Monday, August 24, 2015 by 2:00 PM local time**. Offers received after the stated due date and time will not be accepted.

- As a reminder, the **Technical Proposal** submission along with all of the required Attachments (listed under the List of Attachment on page 34 of the TORFP,), are to be sent in a separate email from the **Financial Proposal** and please make sure the subject line of each email contains the TORFP # what attachments are included in the email (Technical Proposal, Financial Proposal, Attachments, etc) and number your emails (1 of 2, 2 of 2 etc)
- Please be aware that MDOT has a file size limitation of 8 megabytes on all email transmissions.
- It is the Contractor's responsibility to ensure that the Procurement Officer has received your offer. If you do not receive a "received" email response from me, the Procurement Officer, you should call and confirm that you email was received.
- **PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.**

**Sending your Proposal Submission at 1:59 p.m. does not mean MDOT will receive your submission at 1:59 p.m.*

- Please follow the directions with regard to submission of your Task Order Proposal. Offers must be submitted electronically to Procurement Officer Brian Howard. Hard copies shall not be accepted.
- Section 3.2 of the TORFP states: **"The TO Financial Proposal shall be contained in one email containing as attachments all submission documents detailed in section 3.4.2, with password protection. The TO Procurement officer will contact Offerors for the password to open each file. Each file shall be encrypted with the same password"**

This email shall include:

- Subject line "CATS+ TORFP #J02B5400095 Financial" plus the Master Contractor Name.
- One attachment labeled "TORFP J02B5400095 Financial" containing the Financial Proposal contents, signed and in PDF format.
- Please be sure to review Section 4 - Task Order Award Process, in particular Section 4.2 – the "Technical Proposal Evaluation Criteria.
- There is a **0% Disadvantaged Business Enterprise (DBE) Goal** for this project. MDOT encourages MBE firms to participate in this solicitation. New MBE Forms will be added/replaced by addendum that updates the forms with MBE Prime self performance MBE Goal information.
- If there are any MDOT Certified MBE firms or Veteran Owned Small Businesses in attendance today, this would be a good opportunity to network with Firms planning to submit as a Prime Contractor.

Friendly reminder:

- It is your responsibility to update your company's information as necessary on the DoIT website. (I.e. MBE, SBR, address, point of contact and especially point of contact).

- MDOT or MDOT Procurement does not have the capability of updating DoIT's master contractor's information.
- Any questions or concerns should be directed to ITPO.DoIT@maryland.gov
- Only the information communicated by the Procurement officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source.

Pre-Conference Discussion Notes: See also attached PDF Documents

Salesforce.com:

1. "There is only one Administrator currently"
2. "The person will be involved in future expansion of the software"

QlikView:

1. "Person will help with the expanding the system"

Minimum Qualifications:

1. "Two years experience with Configuration Management Software, such as Team Foundation Server; and"...or other Software"

Motivation:

1. "Currently 1100 salesforce users, the recommendation is one administrator for every 100-150 users"
2. "There is a Growing number of QlikView users"
3. "Over 800 AASHTO'USERS"

End.

SHA Enterprise IT Systems Administrator TO J02B5400095

August 6, 2015 Pre Proposal Talking Points

REMINDER: - MDOT can only accept e-mails that are less than or equal to 8 MB. If a submission exceeds this size, split the submission into two or more parts and include the appropriate part number in the subject (e.g., part 1 of 2) after the subject line information above.

PURPOSE: To obtain Enterprise IT System Administrator resources that meet the TO minimum qualifications identified in Section 2.9 and that can perform the essential duties and responsibilities as identified in Section 2.6.7.

- SHA expects one (1) resource to be available as of the start date specified in the Notice To Proceed (NTP).
- In addition, SHA anticipates the possible acquisition of a second resource during year three (3) of this TO.

This position will function as an Assistant to the SHA Enterprise Systems Administrator within the Application Development Section of SHA's Office of Information Technology as defined in Section 2.3. Their role will be guiding, directing and administering SHA's enterprise systems, including, but not limited to:

- Salesforce.com SHA's cloud computing technology,
- QlikView, SHA's Business Intelligence technology and
- AASHTOware Project suite, SHA's Engineering Management Systems Technology.

ENVIRONMENT:

SHA has committed to **Salesforce.com** as our "cloud computing" provider. Salesforce provides the SHA with the ability to quickly create functional application prototypes in a robust platform for database applications, which aligns with our Agile development strategy. This position will be responsible for assisting in the management of the Salesforce.com sandbox architecture which currently consists of 21 virtual server cloud environments of varying configurations. In addition, this position will assist in the evaluation, testing and deployment of new releases or features and reporting planned enhancements and functionality to OIT management, architects and developers.

SHA has implemented **QlikView**, a Business Intelligence (BI) product manufactured by QlikTech (www.qlikview.com), throughout our agency. This resource will assist with the technical administration of this tool and training to the offices that have existing dashboards, provide formal administrative training to internal developers, and expand QlikView to other divisions and departments as needed.

SHA utilizes **AASHTO'S** (American Association of State Highway and Transportation Officials) **Project System** for our Engineering/Construction Management System Portfolio. The

products used are: PreConstruction (formally known as PES – Proposal and Estimates System and LAS – Letting and Awards System); CAS – Construction Administration System, and DSS – Decision Support System. SHA is also using Estimator, which is a software package to assist the Design Engineers, and Expedite, which assists the Contracts Award Team with inputting bid information. Responsibilities of this position shall include but are not limited to: User Account Administration, Licensing Administration and User Group Management.

As part of its investment in Microsoft Visual Studio, SHA also maintains an implementation of Microsoft's **Team Foundation Server (TFS)** for the purpose of source code control and version control, as well as providing a defined space for all project-related assets and documentation. This position will assist in the management and administration of the TFS backup and code management of the SFDC Production and Staging Sandboxes.

Section 2.6.7 defines the initial as well as future **Essential Duties and Responsibilities** associated with these technologies. The proposed resource will start with initial duties and responsibilities and as they progress with their skill set, they will take on more responsibilities identified under the future duties and responsibilities. Please do not confuse the future items as those related to the optional second resource in year three of the TO. Resources proposed under this Task Order should be familiar with and be capable of fulfilling these duties and responsibilities.

BACKGROUND CHECK: Section 2.7.4 - Due to the nature of data this position will have access to; a background check will be required within 45 days of NTP. Please ensure that this is completed timely if you are the awarded vendor.

MINIMUM QUALIFCAITONS: Section 2.9

MASTER CONTRACTOR - At least two (2) years of demonstrated experience providing SalesForce.com administration support services with SFDC Certified Administrator 201 or higher resources to U.S. based commercial or government entities with at least 1,000 end-users. In addition, the engagement must have lasted at least one (1) year.

PERSONNEL:

- a. *Three (3) years experience functioning as a SalesForce.com Administrator;*
- b. *Salesforce.com Certified Administrator ADM 201;*
- c. *Three (3) years experience with sandbox management strategies;*
- d. *Three (3) years experience with SFDC upgrades;*
- e. *One (1) year experience with SFDC Encryption;*
- f. *Two (2) years experience with Configuration Management Software, such as Team Foundation Server; and*
- g. *One (1) years experience with Business Intelligence Software, such as Qlikview.*

PERFERRED QUALIFICAITONS: Section 2.10

These qualifications are those that SHA would prefer the proposed resources would have but they are not mandatory. Although these qualifications will be considered in the evaluation process, they will not be used to determine if the TO Proposals are deemed technically qualified.

ATTACHMENT 5: REMINDER – Please remember to include the dates from and to when addressing the TORFP Additional Requirements on Attachment 5A. Also, ensure the information documented on Attachment 5B – Relevant Work Experience, correlates with the information presented as meeting the minimum qualifications listed on Attachment 5A. Proposals will be deemed not susceptible for award for failure to follow instructions.

Task Order Evaluation Tentative Schedule:

- Proposals are due August 24th.
- Evaluation Team receives Technical Proposals by August 27th,
- Evaluation Team Goal – have two Technical Proposals reviewed and evaluated per week. The Technical Proposal evaluation duration will depend on the number of proposals received. As an example, if 10 proposals are received, SHA's goal will be to have all 10 proposals evaluated within 5 weeks or sooner.
- At the conclusion of the Technical Proposal reviews and evaluations, SHA will submit an Initial Technical Recommendation to the TSO Procurement Officer for review and approval (approximately 1 week process).
- Upon receiving approval of the Initial Technical Recommendation, SHA or the Procurement Officer will coordinate interview schedules with those Master Contractor's whose proposals are deemed technically qualified. Anticipated time line – October.
- At the conclusion of the interview process, a Final Technical Recommendation will be submitted to the TSO Procurement Officer for review and approval (within 1 week).
- Upon receiving approval of the Final Technical Recommendation, TO Financial Proposals will be evaluated for those TO Proposals and proposed resources deemed technically qualified.
- At the conclusion of the Financial Proposal review and evaluations, SHA will submit an Award Recommendation to the TSO Procurement Officer for review and approval (approximately 3 week process).
- Upon receiving approval of Award Recommendation, TSO issues Apparent Award Notification followed by issuance of NTP – Goal is by end of November or sooner.