



**TASK ORDER REQUEST FOR PROPOSALS (TORFP)
STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
OFFICE OF TECHNOLOGY FOR HUMAN SERVICES**

**(REVISED) OTHS/OTHS/15-028-S
No. N00B4400094
AMENDMENT NO. 1**

October 23, 2014

Dear Master Contractors:

This amendment is being issued to amend certain information 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. The changes are listed below. New language has been double underlined and marked in **bold** (i.e. **word**), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. Revise “Agency Control Number” wherever it appears throughout the document as follows:

OTHS/OTHS-15-~~028-S~~ to 14-015-S

2. Revise 2.10.1 OFFEROR’S COMPANY MINIMUM QUALIFICATIONS

Only those Master Contractors that fully meet all minimum qualification criteria shall be eligible for TORFP proposal evaluation. The Master Contractor’s proposal and references will be used to verify minimum qualifications.

The Master Contractor’s proposal shall demonstrate meeting the following minimum requirements:

- A. At least ten (10) years of experience providing project management services.
- B. At least one (1) year of experience with federal, state, or local governmental entities.
- C. At least one (1) year of experience with project management tools.
- D. At least one (1) year of experience using Automated Testing Tools and Quality Assurance Tools with defect logging and tracking capabilities.
- E. At least seven (7) years of experience with various phases of the software development lifecycle.
- F. At least one engagement, lasting a minimum of one (1) year, providing management consulting support services and staff to a U.S. based commercial or government entity with at least 5,000 end-users on one (1) contract.
- G. ~~Certification in Capability Maturity Model Integration (CMMI) level 2 or higher.~~

3. Revise 2.11 TO CONTRACTOR AND PERSONNEL PREFERRED QUALIFICATIONS

The following qualifications are preferred and will be evaluated as part of the technical proposal.

A. TO Contractor’s Program Manager (CPM)

Education: Master Degree preferred.

Specialized Experience: Health and Human Services experience strongly desired.



B. Senior Subject Matter Expert

Education: Master Degree preferred.

Specialized Experience: Health and Human Services experience strongly desired.

C. Quality Assurance Specialist

Specialized Experience: Health and Human Services experience strongly desired.

D. Senior IT Professional

Education: PMP certification from the Project Management Institute is preferred.

Specialized Experience: Health and Human Services experience strongly desired.

E. Company Certification in Capability Maturity Model Integration (CMMI) level 2 or higher.

The Offeror can be certified at Maturity Level 2 or higher in any of the three areas of specialty (Development, Services, and/or Acquisitions).

Should you require clarification of the information provided in this Amendment, please contact me by email at richard.wright@maryland.gov or by phone at 410-238-1267.

By:

Richard Wright

Procurement Officer

Issued: October 23, 2014



**TASK ORDER REQUEST FOR PROPOSALS (TORFP)
ENTERPRISE PROJECT MANAGEMENT OFFICE**

**OTHS/OTHS/14-015-S
No. N00B4400094
AMENDMENT NO. 2**

October 31, 2014

Dear Master Contractors:

This amendment is being issued to amend certain information 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. The changes are listed below. New language has been double underlined and marked in **bold** (i.e. **word**), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. Revise 1.4 TO PROPOSAL SUBMISSIONS

The TO Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary Sheet above. ~~The date and time of submission is determined by the date and time of arrival in the TO Procurement Officer's e-mail inbox arrival at the address listed in the Key Information Summary Sheet above.~~ **The date and time of submission is determined by the date and time of arrival in the TO Procurement Office as instructed in Section 3.2. Oral, electronic mail or facsimile Proposals will not be accepted.**

2. Revise 2.13.2 T&M INVOICE SUBMISSION PROCEDURE

Invoices shall be addressed to:
~~Sonia Marrero, EPMO Director~~ **Tiyashi Dastidar**
Department of Human Resources
Office of Technology for Human Services
1100 Eastern Boulevard
Essex, MD 21221

3. Revise 3.3 SUMMARY OF ATTACHMENTS

No attachment forms shall be altered. Signatures shall be clearly visible.

A. The following attachments shall be included with the TO Technical Proposal:

- Attachment 2-D-1 and D-2 -MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule
- Attachment 4 – Conflict of Interest Affidavit and Disclosure
- Attachment 5 A and B – Labor Classification Personnel Resume Summaries



- Attachment 10— Non-Disclosure Agreement (Offeror)
- Attachment 13 – Living Wage Affidavit of Agreement
- Attachment 15-V-1 – Veteran-Owned Small Business Enterprise Utilization
- Attachment 16 - Certification Regarding Investments in Iran
- Attachment 20 – Certificate of HIPAA Compliance

B. The following attachments shall be included with the TO Financial Proposal:

- Attachment 1 Price Sheet

4. **Revise 3.4.1.B. Removal of CMMI minimum requirement per Amendment 1.**

<i>Reference</i>	Offeror’s Company Minimum Requirement	Evidence of Compliance
2.10.1.A	At least ten (10) years of experience providing project management services.	Offeror evidence of compliance here.
2.10.1.B	At least one (1) year of experience with federal, state, or local governmental entities.	Offeror evidence of compliance here.
2.10.1.C	At least one (1) year of experience with project management tools.	Offeror evidence of compliance here.
2.10.1.D	At least one (1) year of experience using Automated Testing Tools and Quality Assurance Tools with defect logging and tracking capabilities.	Offeror evidence of compliance here.
2.10.1.E	At least seven (7) years of experience with various phases of the software development lifecycle	Offeror evidence of compliance here.
2.10.1.F	At least one engagement, lasting a minimum of one (1) year, providing management consulting support services and staff to U.S. based commercial or government entities with at least 5,000 end-users on one (1) contract.	Offeror evidence of compliance here.
2.10.1.G	Certification in Capability Maturity Model Integration (CMMI) level 2 or higher.	Offeror evidence of compliance here.



5. Revise 4.1 LIST OF ATTACHMENTS

Attachment Label	Attachment Name	Applicable to this TORFP?	Submit with Proposal?§ (Submit, Do Not Submit, N/A)
Attachment 1	Price Sheet	Always Applicable	Submit with TO Financial Proposal
Attachment 2	Minority Business Enterprise Participation (Attachments D-1 – D-7)	Applicable	Submit with TO Technical Proposal
Attachment 3	Task Order Agreement (TO Agreement)	Always Applicable	Do Not Submit with Proposal
Attachment 4	Conflict of Interest Affidavit and Disclosure	Always Applicable	Submit with TO Technical Proposal
Attachment 5	Labor Classification Personnel Resume Summary	Applicable	Submit with TO Technical Proposal
Attachment 6	Pre-Proposal Conference Directions	Applicable	Do Not Submit with Proposal
Attachment 7	Notice to Proceed (Sample)	Always Applicable	Do Not Submit with Proposal
Attachment 8	Agency Receipt of Deliverable Form	Applicable	Do Not Submit with Proposal
Attachment 9	Agency Deliverable Product Acceptance Form (DPAF)	Applicable	Do Not Submit with Proposal
Attachment 10	Non-Disclosure Agreement (Offeror)	Always Applicable	<u>Do Not</u> Submit with TO Technical Proposal
Attachment 11	Non-Disclosure Agreement (TO Contractor)	Always Applicable	Do Not Submit with Proposal
Attachment 12	TO Contractor Self-Reporting Checklist	Always Applicable	Do Not Submit with Proposal
Attachment 13	Living Wage Affidavit of Agreement	Always Applicable	Submit with TO Technical Proposal
Attachment 14	Mercury Affidavit	Not Applicable	Not Applicable
Attachment 15	Veteran Owned Small Business Enterprise Utilization Affidavit (Attachments V-1 – V-4)	Applicable	Form V-1, submit with TO Technical Proposal
Attachment 16	Certification Regarding Investments in Iran	Always Applicable	Submit with TO Technical Proposal
Attachment 17	Sample Sub Task Order	Applicable	Do Not Submit with Proposal
Attachment 18	Performance Evaluation Form	Applicable	Do Not Submit with Technical Proposal



Attachment 19	Criminal Background Check Affidavit	Applicable	Do Not Submit with Technical Proposal
Attachment 20	Certificate of HIPAA Compliance	Applicable	Submit with Technical Proposal
Attachment 21	IRS Contractor Awareness Acknowledgement	Applicable	Do Not Submit with Proposal
Attachment 22	Dress Code	Applicable	Do Not Submit with Proposal
Attachment 23	MBE Participation Schedule for Use with MBE Amendments Only	Applicable	Do Not Submit with Proposal
Attachment 24	Glossary	Applicable	Do Not Submit with Proposal
Attachment 25	DHR Hardware Standards	Applicable	Do Not Submit with Proposal
Attachment 26	List of DHR Applications	Applicable	Do Not Submit with Proposal

~~*If not specified in submission instructions, any attachment submitted with response shall be in PDF format and signed~~

Should you require clarification of the information provided in this Amendment, please contact me by email at richard.wright@maryland.gov or by phone at 410-238-1267.

By:
Richard Wright
Procurement Officer
Issued: October 31, 2014