

**ENTERPRISE PROJECT MANAGEMENT OFFICE TORFP
SOLICITATION #: N00B4400094 OTHS/OTHS -14-015-S
QUESTIONS and RESPONSES: SERIES 1**

QUESTION #1: I don't see a mention in your quality assurance responsibilities that the contractor will make sure that 508 compliance requirements are included and tested. Is this key requirement of the State of Maryland Information Technology Non Visual Access Standards covered someplace else?

RESPONSE: 508 compliance testing is required of DHR's current Applications Maintenance TO contractor. Accordingly, the EPMO TO contractor will audit this function during the Performance Readiness Review of the Applications Maintenance TO Contractor - as specified in Section 2.6.10 of the recently published EPMO TORFP OTHS-15-028-S.

QUESTION #2: We have some questions related to the MBE requirement. Can you tell us who the MBE Liaison is for your agency and their contact info?

RESPONSE: The DHR MBE Liaison is identified in the TORFP; however, questions about the TORFP and how to respond must be submitted to the Procurement Officer only. In order to satisfy the MBE goal, MBE sub-goals and the VSBE goal for the EPMO TO Contract, the Master Contractor must identify subcontracting opportunities for the various sub groups identified in the TORFP and equate the corresponding TOA dollar amount with the MBE and/or VSBE goals. Staffing is one type of subcontracting opportunity. Please remember that dollar amounts are not permitted in the TORFP response. Use percentages only. For example, if the TOA is valued \$1 million and the VSBE goal is .5% (one half of one percent), the TO Contractor would subcontract with a company who can provide services that total at least \$50,000.

QUESTION #3: According to our understanding of CMMI, companies cannot earn CMMI certification; rather, a certified CMMI Appraiser will appraise an organization against one of three CMMI Models (CMMI-DEV, CMMI-SVC, or CMMI-ACQ) at a specific level on the Capability Maturity Model. With that being said, is DHR requiring offerors to have undergone a CMMI Appraisal which resulted in Level 2 or higher?

RESPONSE: The Offeror minimum qualification has been changed to preferred. Please see Amendment #1. The Offeror can be certified at Maturity Level 2 or higher in any of the three areas of specialty (Development, Services, and/or Acquisitions)

- QUESTION #4: If the answer to the above question is yes, which of the three CMMI Models are acceptable to meet this requirement?
- RESPONSE: The three CMMI models which are: Development, Services, and Acquisition. Also See #1
- QUESTION #5: If the answer to the question is yes, how many of the 16 core process areas must have been appraised to meet this requirement?
- RESPONSE: The core processes are relative to the model and the key maturity level of the model: Development, Services, and Acquisition may all have their own process areas. Also See #1
- QUESTION #6: If the answer is no, would DHR consider removing this requirement?
- RESPONSE: See #1. The requirement has been changed to a preferred qualification. Our goal is to work with a company that will help us effectively apply best practices and continually improve processes and quality of services , products, and people.
- QUESTION #7: How would DHR prefer offerors to substantiate their appraisal results?
- RESPONSE: If applicable, we would like a copy of the certificate/plaque with the appraisal number.
- QUESTION #8: Are vendors required to have been appraised at a specific appraisal class (SCAMPI A, SCAMPI B, SCAMPI C)?
- RESPONSE: We prefer vendors to have been appraised at a SCAMPI A. Also See #1

By:
Richard Wright
Procurement Officer
Issued: October 29, 2014

**ENTERPRISE PROJECT MANAGEMENT OFFICE TORFP
SOLICITATION #: N00B4400094 / OTHS/OTHS -14-015-S**

QUESTIONS and RESPONSES: SERIES 2

QUESTION #1: Section 1.4 references electronic submissions. This appears to conflict with the submission requirements of section 3.2

RESPONSE: Electronic submission of TORFP Proposals is not permitted. See Amendment 2.

QUESTION #2: Is it necessary that the preferred CMMI certification is held by the prime contractor? Or is it satisfactory for a subcontractor to hold the certification?

RESPONSE: The preferred CMMI minimum requirement is directed to the Master contractor.

QUESTION #3: Which edition of the PMBOK does OTHS use?

RESPONSE: The Fifth edition.

QUESTION #4: Can a Prime Contractor/Offeror satisfy MBE sub-goal itself if a Prime Contractor/Offeror is also MBE? e.g. if a Prime Contractor/Offeror is a SBR and Women-owned MBE, could it satisfy required Women-owned MBE participation?

RESPONSE: No. The recently passed Maryland law that allows for a prime contractor who is certified as an MBE firm through the Maryland Department of Transportation (MDOT) to count itself toward either 50% of the overall MBE goal, or 100% of one sub-goal does not apply to TORFPS, which are based on Master Contracts that were established under CATS+ and prior to enactment of the law.

QUESTION #5: If MBE has dual certification (e.g. African American- owned MBE and Women-Owned MBE), can one MBE company satisfy both MBE requirements for AA-owned and Women-owned?

RESPONSE: Dual certified MBE's must pick one area to meet the MBE goal.

QUESTION #6: Could you please publish the list of attendees of the pre-proposal conference at your earliest convenience? It will help Master Contractors identify and seek potential partners.

RESPONSE: The transcript of the pre-proposal conference and a copy of the sign-in sheet will be made available to all Master Contractors upon receipt.

QUESTION #7 There is an EPM Guide referenced on page 28 of the proposal and we were wondering how we can make an appointment in order to come in and view the guide.

RESPONSE: Master Contractors may request an appointment to view the EPM Guide, by emailing the Procurement Officer: Richard Wright – Richard.Wright@maryland.gov . Master Contractors shall also complete the Non-Disclosure Agreement (Offeror) in the form of Attachment 11 to the TORFP. Appointments are available between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Every effort will be made to accommodate the request, in terms of the specific time being requested for the viewing.

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

**ENTERPRISE PROJECT MANAGEMENT OFFICE TORFP
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QUESTIONS and RESPONSES: SERIES 3

QUESTION #1: We note that the Department has specified PMP and ITIL Certification requirements for proposed leadership on TORFP N00B4400094. Would the Department consider equivalent management and operational experience (number of years, scope of services, etc.) in lieu of the PMP and ITIL requirements?

RESPONSE: No. The specifications stand.

QUESTION #2: We fully understand and support the GOMA announcement of its new regulation of June 9, 2014 enhancing the opportunities for small and minority and women owned businesses to perform as prime contractors on State Funded procurements. Since this TORFP was issued after the new regulation took effect, we respectfully request that the terms and conditions of CATS+ TORFP #N00B4400094 be amended to include provisions of the June 9 regulations.

RESPONSE: The Maryland Department of Information and Technology has advised that because the TORFP is based on the existing CATS + Master Contract, which was established prior to the enactment of the new regulations, they are not applicable to this TORFP.

QUESTION #3: What is the estimated award date for this contract?

RESPONSE: February 24, 2015. Please note – this is only an estimate.

By:

Richard Wright

Procurement Officer

Issued: November 6, 2014