

DEPARTMENT OF HUMAN SERVICES  
TASK ORDER REQUEST FOR PROPOSALS  
AGILE SCRUM TEAM RESOURCES  
#N00B8400064

QUESTIONS AND RESPONSES #2

QUESTION 5: Would SDVOSB be considered for the minimum overall VSBE subcontractor participation goal of 5%?

**RESPONSE:** SDVOSB's may be considered for the minimum overall VSBE subcontractor participation goal of 5% if the business can be verified by the Center for Verification and Evaluation of the United States Department of Veterans Affairs as a veteran-owned small business. The verification site can be located using the following hyperlink:  
<https://www.vip.vetbiz.gov/>.

QUESTION 6: Is it a mandate that the VSBE firm should be based out of Maryland?

**RESPONSE:** The VSBE does not need to be a Maryland firm; but must be listed on the above website in order to be considered eligible for participation.

QUESTION 7: Pricing Clarification. Are Master Contractors to provide ceiling rates for the price proposal, much like the CATS+ price proposal and future Task Orders can be bid on with any proposed rate so long as it does not exceed the ceiling rate?

**RESPONSE:** Master Contractors may propose an hourly rate they deem reasonable so long as the rate does not exceed the CATS+ ceiling rate for the corresponding year.

QUESTION 8: MBE Goal. Please confirm that a MBE prime can count towards up to 50% of the total MBE goal %?

**RESPONSE:** That is correct.

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QUESTIONS AND RESPONSES 1**

**QUESTION 9:** Conflict of Interest. Would a vendor's resource or partner's resource that is awarded the N00B8400057, OTHS/MDTHK-18-004-S Project Manager RFR contract be considered a conflict of interest for the Agile Scrum OTHS/MDTHK-18-009-S or any subsequent Task Orders?

**RESPONSE:** **As the MD THINK projects will be running simultaneously, it is possible that a Master Contractor will be awarded more than one award. However, different staff would have to be used and a Master Contractor would not oversee or manage work performed by its staff in order to avoid a potential conflict.**

**Leah Hinson  
Procurement Officer  
July 29, 2017**

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QUESTIONS AND RESPONSES #3

QUESTION 10: Do key personnel have to be W-2 employees of the master contractor?

**RESPONSE: No.**

QUESTION 11: Will substitutions be permitted for Key Personnel?

**RESPONSE: Key Personnel may only be substituted in accordance with Section 3.11.1 of the TORFP.**

QUESTION 12: What is the anticipated award date to the Top 15 Master Contractors?

**RESPONSE: The Department anticipates that contracts will be awarded in December, 2017.**

QUESTION 13: Once awards have been issued to the Top 15 master contractors will any further approvals need to be obtained for those contractors from any other party. If so, from what party and what is the anticipated approval date for that?

**RESPONSE: The contract awards, anticipated to be completed in December 2017, must be approved by DoIT and certain federal agencies.**

QUESTION 14: During what time frame (date range) are personal interviews anticipated?

**RESPONSE: Approximately, October, 2017.**

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**QUESTIONS AND RESPONSES 3**

QUESTION 15: Will master contractors who are not awarded be provided with a reason for not being selected?

**RESPONSE: Yes, Offerors will receive either a non-susceptible or non-selection for award letter.**

QUESTION 16: What is the anticipated date to begin issuance of TO's through the Work Order Process?

**RESPONSE: Work Orders will begin soon after all contract approvals. See responses to questions 12 and 13 above.**

QUESTION 17: Please provide the various addresses (as currently known) that any on site work might occur.

**RESPONSE: Currently, DHS Central - 311, W. Saratoga Street, Baltimore, MD and OTHS - 1100, Eastern Blvd, Essex, MD.**

QUESTION 18: Is there a preference for citizenship?

**RESPONSE: There is no preference for citizenship, however, please note that Department no longer sponsors new employees through the H-1B Visa program. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Please note that Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees. All sponsorship fees must be assumed by the potential employer.**

QUESTION 19: In Section 4.4.1, On page 29, Section D. Master Contractor and Subcontractor Experience and Capabilities. It states the following:

*Provide the experience and qualifications that the Master Contractor or subcontractors have for providing professional agile based software engineering services relative to the scope of work required under this TORFP.*

*1. Provide up to three examples of engagements or contracts the Master Contractor has completed that included the type of services*

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**QUESTIONS AND RESPONSES 3**

*listed in Section 3.5. Up to one example may be used from a subcontractor if Master Contractor is teaming with a subcontractor.*

We are primarily an IT professional services temporary staffing firm. We engage both W-2 and C2C resources to complete projects for which we are engaged. Please advise if we can provide past performance for OUR firm regardless of the employment status of the resources we used to complete the engagement?

**RESPONSE:**           **Section 4.4.1D is meant to solicit three of the Offeror's past engagements/experiences that demonstrate its ability to provide the services in the TORFP. One of the engagements may be that of a subcontractor that the Offeror is proposing to use if awarded a contract.**

**QUESTION 20:**       Will the Government allow us to submit past performance for projects we completed as a subcontractor (i.e. not as the prime)? If so, how many subcontractor past performance examples may we submit?

**RESPONSE:**           **Yes. Also, please see response to question 20 above.**

**QUESTION 21:**       Can an MBE company be on multiple prime teaming partners and satisfy the MBE goal?

**RESPONSE:**           **Yes**

**QUESTION 22:**       Can an MBE company bid as prime and also be sub under many prime bidders?

**RESPONSE:**           **Please refer to response #9.**

**QUESTION 23:**       Please advise if Key Personnel (once deployed) will remain continually engaged for the life of the contract? Or, are Key Personnel to remain available for the life of the contract, only to be engaged as needed?

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QUESTIONS AND RESPONSES 3**

**RESPONSE:** The length of any Work Orders will vary depending on the project and services needed. All successful Offerors will have the opportunity to respond to a Work Order based on the contractor's experience and availability of resources.

**QUESTION 24:** How soon after award are Key Personnel expected to be engaged?

**RESPONSE:** See response to question 16 above.

**Leah Hinson  
Procurement Officer  
August 3, 2017**