

June 10, 2014

TO: Prospective Offerors

RE: Addendum 2  
Vermont, Maryland and West Virginia (VMW) UI Modernization (UIM) Project Management Office (PMO)  
CATS+ Task Order Request for Proposals (TORFP) P00B4400090  
DLLR-FY2014-040

This addendum shall serve as the formal mechanism to make the following change in the above referenced CATS + Task Order Request for Proposals (TORFP). Key revisions are in **red, boldface** type.

TORFP Closing Date and Time: The bid closing date has been extended to **Monday, June 23, 2014, at 2:30 pm**. Please update the "TORFP Key Information Summary Sheet" on page 5.

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sincerely,

Sandy Crisafulli  
Procurement Officer

Questions and Answers No. 2

TORFP P00B4400090 DLLR-FY-2014-040  
Vermont, Maryland and West Virginia  
UI Modernization Project Office

Date: June 12, 2014

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced TORFP. The statements and interpretations, contained in the following responses to questions by potential offerors are not binding upon the State, unless an addendum expressly amends the TORFP. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor.

**Question 1:** Page 32, Section 2.10 (1) (iii), \$10 M minimum project size for at last three projects eliminates 98% of the CATS + Prime contractors. Since the emphasis is on providing the resources that have the expertise to provide the required services, can the government consider eliminating this requirement for the vendors? The minimum personnel requirement under section 2.10.3 ensures that the resources provided have the necessary expertise to manage the size/scope of this project and will ensure that the government ends up with the qualified resources to manage this project?

- a. By eliminating the minimum vendor requirement, the agency still meets its goal and;
- b. It provides opportunity to a bigger pool of CATS+ Prime vendors to compete thus provide more qualified resources for government to choose from.

Or would DLLR allow \$10 M project requirement be met by Sub, hence, satisfying the minimum requirement by the Prime/Sub team.

**Answer 1:** No

Issued: June 12, 2014

By: *Sandy Crisafulli*

Sandy Crisafulli  
Procurement Officer

June 5, 2014

TO: Prospective Offerors

RE: Addendum 1  
Vermont, Maryland and West Virginia (VMW) UI Modernization (UIM) Project Management Office (PMO)  
CATS+ Task Order Request for Proposals (TORFP) P00B4400090  
DLLR-FY2014-040

This addendum shall serve as the formal mechanism to make the following change in the above referenced Request for Proposals (RFP). Key revisions are in **red, boldface** type.

Procurement Officer: The Procurement Officer for this RFP is now **Sandy Crisafulli**. Her contact information is as follows.

Sandy Crisafulli  
500 North Calvert Street, Room 481  
Baltimore, MD 21202  
Phone: **(410) 230-6026**  
Fax: (410) 767-8899  
E-mail: [sandy.crisafulli@maryland.gov](mailto:sandy.crisafulli@maryland.gov)

Update "RFP Key Information Summary Sheet", page 5; Attachment 3, pages 59 and 61; Attachment 7, page 68; and Attachment 10, page 71.

Section 3.3.C, "Summary of Attachments," page 37: Attachment 5A is now included as part of this addendum under the filename, "P00B4400090 – DLLR FY2014 040 – Addendum 1 – Attachment 5A."

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sincerely,

Sandy Crisafulli  
Procurement Officer

**Questions and Answers No. 1**

**TORFP P00B4400090 DLLR-FY-2014-040**  
**Vermont, Maryland and West Virginia**  
**UI Modernization Project Office**

**Date: June 11, 2014**

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced TORFP. The statements and interpretations, contained in the following responses to questions by potential offerors are not binding upon the State, unless an addendum expressly amends the TORFP. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor.

**Question 1:** Have the workflows and the roles been defined?

**Answer 1:** VMW did go through a long process over a year ago where we sat down and defined our use cases and requirements. They're still at a high level. They're not design ready, but we do have volumes of use cases that we will be utilizing for this project.

**Question 2:** My question refers to item on page 40 that's 3.4, page 2. The Statement of Fiscal Integrity. When CATS+ was issued, all the vendors, potential bidders were asked to submit the Statement of Fiscal Integrity. So obviously those vendors who have been awarded CATS+, they have fiscal integrity in place. So by asking this again we are going back to providing all sorts of documents once again, and which kind of adds to the work of the small businesses. So could you please consider that and remove it?

**Answer 2:** An additional Statement of Fiscal Integrity is not required.

**Question 3:** Can the State please confirm that the cost of the resources to be included for the Firm Fixed Price per Month in the cost proposal is for all the estimated resources in the Staffing Management Plan to deliver the CORE PMO Services Section 2.7.2.1 – 2.7.2.13 and not just the cost of the Senior Project Manager and Junior Project Manager?

**Answer 3:** Yes. Additional personnel may be added to deliver the core services and those costs should be incorporated into the Fixed Price cost.

**Questions and Answers No. 1**  
**TORFP P00B4400090 DLLR-FY-2014-040**  
**June 11, 2014**  
*Page Two*

**Question 4:** What is the target start date of this engagement?

**Answer 4:** Late July 2014.

**Question 5:** Is this a new requirement or a re-bid of an existing contract?

**Answer 5:** New requirements.

**Question 6:** Is there a vendor providing services for State 1 (SDLC Phase I – Initiation to Phase 4 – Requirements) today?

**Answer 6:** The high level requirements were completed June 2013.

**Question 7:** The requirement is at least three (3) IT projects where offeror has provided services in excess of \$10 million. Would DLLR consider two (2) IT projects vice three?

**Answer 7:** The consortium has determined to allow two (2) IT Projects instead of three (3).

**Question 8:** In the TORFP it states that the master contractor cannot bid on any post-implementation work. Can any other individuals used for the sub-goals bid on post implementation work?

**Answer 8:** No.

Issued: June 11, 2014

By: *Sandy Crisafulli*

Sandy Crisafulli  
Procurement Officer

June 11, 2014

TO: Prospective Offerors

RE: Addendum 3  
Vermont, Maryland and West Virginia (VMW) UI Modernization (UIM) Project Management Office  
(PMO) CATS+ Task Order Request for Proposals (TORFP) P00B4400090  
DLLR-FY2014-040

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. The following changes/additions have been made; language deleted has been marked with a ~~strikeout~~, and new language has been **double underlined and marked in bold**.

2.10 Minimum Qualifications

~~3) At least three (3) IT projects where the Offeror provided PMO services in the implementation of an Information Technology system costing in excess of \$10M.~~

**3) At least two (2) IT projects where the Offeror provided PMO services in the implementation of an Information Technology system costing in excess of \$10M.**

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.

Vendor: \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Sincerely,

*Sandy Crisafulli*

Sandy Crisafulli  
Procurement Officer