

July 31, 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) P00B5400010
DLLR-FY2015-005

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 had been marked with a ~~strikeout~~, and new language has been double underlined and marked in bold.

Key Information Summary Sheet TORFP Issue Date: 7/30/2015

~~TORFP Issue Date: 7/30/2015~~

TORFP Issue Date: 7/30/2014

1.12 Minority Business Enterprise (MBE)

~~This TORFP has MBE goals and sub-goals as state in the Key Information Summary Sheet above.~~

1.12 Minority Business Enterprise (MBE)

This TORFP has a 0% MBE Goal as stated in the Key Information Summary Sheet above.

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

Vendor: _____

Signature Printed Name

Title Date

Sincerely,

Sandy Crisafulli
Sandy Crisafulli
Procurement Officer

PHONE: 410-230-6026 • EMAIL: sandy.crisafulli@maryland.gov • INTERNET: www.dlir.maryland.gov



STATE OF MARYLAND

DLLR

DEPARTMENT OF LABOR, LICENSING AND REGULATION

PHONE: 410-230-6026 • EMAIL: sandy.crisafulli@maryland.gov • INTERNET: www.dlr.maryland.gov

MARTIN O'MALLEY, GOVERNOR • ANTHONY G. BROWN, LT. GOVERNOR • LEONARD J. HOWIE III, SECRETARY

August 15, 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) P00B5400010
DLLR-FY2015-004

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 had been marked with a ~~strikeout~~, and new language has been double underlined and marked in bold.

Corrected Consortium Governance Structure VMW PMO diagram is attached reflecting The "Junior Project Manager" position shown in that diagram is no long applicable.

Section 3.4.1 h. Offeror General Information

~~iii. MBE, SBR Participation and VSBE Participation: Submit completed MBE documents Attachment 2—Forms D-1 and D-2.~~

Section 3.4.1 h. Offeror General Information

This TORP contains no MBE, SBR or VSBE participation goals.

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

Vendor: _____

Signature

Printed Name

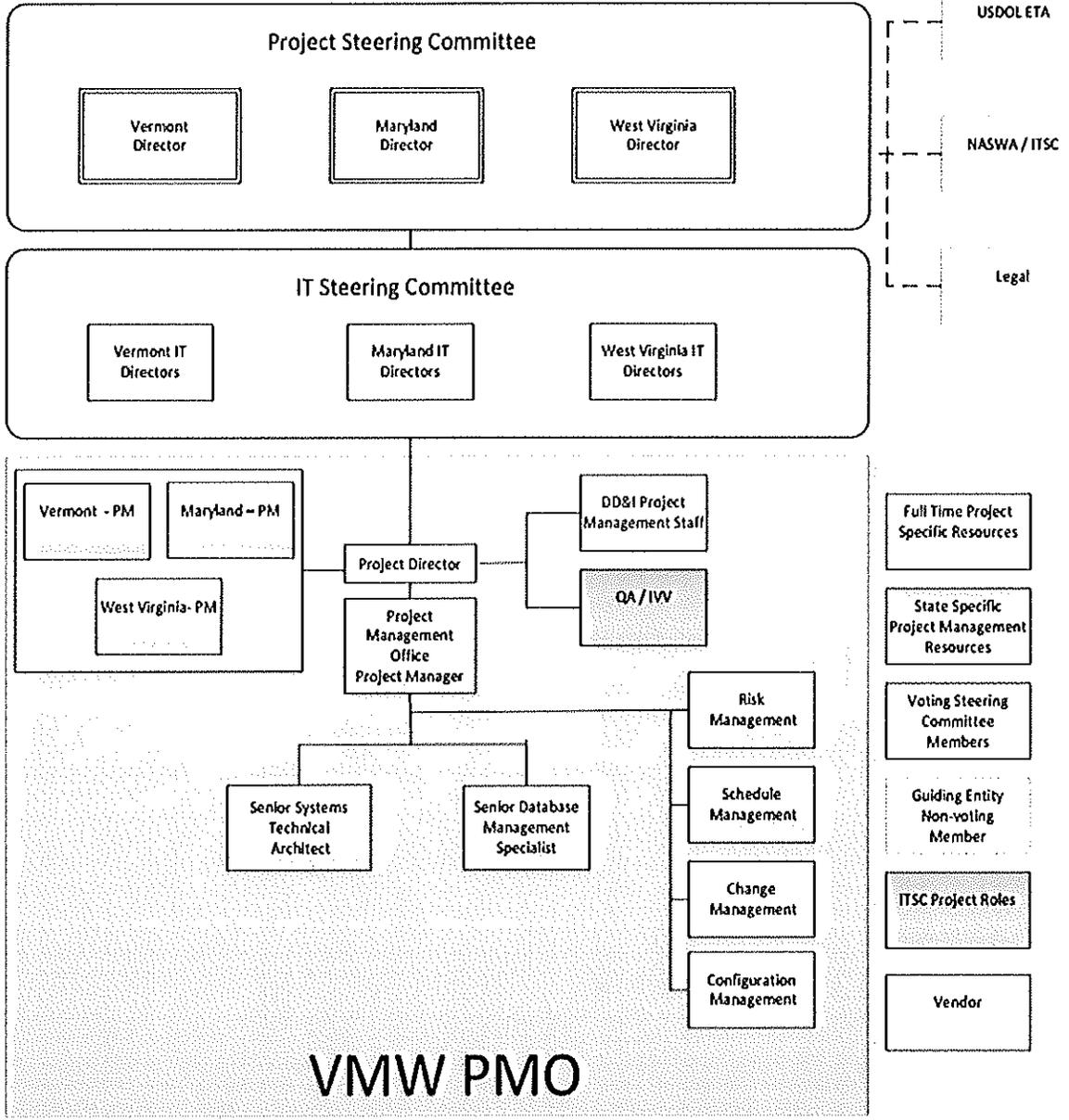
Title

Date

Sincerely,

Sandy Crisafulli
Sandy Crisafulli
Procurement Officer

PHONE: 410-230-6026 • EMAIL: sandy.crisafulli@maryland.gov • INTERNET: www.dllr.maryland.gov



Questions and Answers No. 1

TORFP P00B5400010 DLLR-FY2015-004
Vermont, Maryland and West Virginia
UI Modernization Project Office

Date: August 15, 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: Is there an anticipated award date?

Answer # 1: We anticipate making an award in mid to late October, 2014.

Question # 2: What is the budget for this opportunity?

Answer # 2: VMW has funds allocated for PMO services for up to five years but the final budget is not currently finalized.

Question # 3: Will an additional Task Order Response be required for each Task Order issued, per section 2.7.3 of the RFP?

Answer # 3: Yes. The Consortium will issue Task Orders for any of the services stipulated in section 2.7.3 that it believes are needed. A Task Order may cover one or more of the services stipulated in section 2.7.3. The Consortium may also identify the need for other services not specified in section 2.7.3. If so, those services shall also be requested via Task Order.

Question # 4: Can the number of Task Orders for this engagement be predicted at this time, per section 2.7.3 of the RFP?

Answer # 4: No, at this time we cannot predict the number of Task Orders for this engagement.

Questions and Answers No. 1

TORFP P00B54000010 DLLR-FY2015-004

August 15, 2014

Page Two

Question # 5: Section 2.7.1 of the RFP indicates that additional task orders will be bid on a Time and Materials basis, while Section 2.7.3 indicates that additional TO services would be performed on a Fixed Price or Time and Materials basis. Please provide clarification on this issue.

Answer # 5: The last sentence of Section 2.7.1 clause 2 reads “Unless stated otherwise in an individual Work Order, additional services (Section 2.7.3) are anticipated to be invoiced on a Time & Materials basis.” The Consortium anticipates that Work Orders will specify a Time and Materials basis, but reserves the option to specify a Fixed Price basis.

Question # 6: Is it correct to assume that the PMO vendor could not also have the architect position on the project?

Answer # 6: No, that is not correct. The PMO contractor may be asked to staff an architect position once the engagement is underway. Such a request would be via a Work Order from the Consortium. However for purposes of submitting a bid in response to this RFP the Consortium is requesting that the Offeror provide the services of one (1) full time project manager as described in sections 2.10.3 and 2.11 of the RFP.

Question # 7: Is it correct to assume that since the PMO has a management component that requires monitoring and review of work done on the project that the PMO vendor would be excluded from performing any tasks on the project that have deliverables outside of Standard PMI Project Deliverables?

Answer # 7: For the PMO who is awarded this contract it is expected the deliverables will fall within the scope of the Standard PMI Project Deliverables. In addition to a contract for PMO services (as described in this RFP) the consortium will be issuing another RFP for design, development, and implementation (DDI) services for the UI modernization project. The selected PMO contractor will participate in the review of the work products of the DDI effort. However, the PMO vendor is prohibited from having any financial interest in the DDI effort. For resources brought on via the work order process it is expected that the deliverables required will fall outside the scope of Standard PMI Project Deliverables.

Question # 8: During the bidders conference it was mentioned that there would be one project manager role versus the original solicitation; however, on one of the diagrams, another type of project manager is still shown. Is it correct to assume the diagram was just not updated?

Answers # 8: Yes. The VMW PMO diagram in attachment 23-Governance is **incorrect**. The “Junior Project Manager” position shown in that diagram is no longer applicable; an addendum with corrected diagram will be posted.

Questions and Answers No. 1
TORFP P00B5400010 DLLR-FY2015-004
August 15, 2014
Page Three

Question # 9: Team members who are doing this project in other states have identified there are a number of ways to do the project and therefore, resources depending on the approach could vary when they are introduced. Could more specific information be provided so that we can provide the information requested in the vendor conference as to the approach to staffing as it relates to timing and the project?

Answer # 9: The consortium has a set of approved high level requirements and approved use cases. We expect each Offer to provide a staffing plan and schedule that they believe best supports their individual approach to implementing a project of this nature. VMW understands that as the DDI contract is executed the development methodology will be further defined and the PMO vendor proposed staffing plan will be subject to revision to best match that methodology.

Question # 10: Page 37, paragraph (g) references a page limit for the Technical Proposal, as in, "The Offeror may submit State of Maryland Experience as an attachment if its Volume I - Technical Proposal will otherwise exceed thirty pages." Can you confirm that the Technical Proposal has a 30 page limit, with attachments not counting toward the 30 page limit?

Answer # 10: There is no limit on the number of pages accepted in the response. Page 37 paragraph (g) states that in the event the Technical Proposal exceeds 30 pages a separate attachment that describes additional State of Maryland experience may be provided.

Question # 11: Page 37, paragraph (h), ii, it asks that MBE, SBE Participation and VSBE Participation forms D-1 and D2 be completed. Can you confirm that this is the case, even though there are no MBE goals for this project?

Answer # 11: Section 3.41 h.iii regarding the MBE, SBE, and VSBE participation was included in error. This clause should not have been in the RFP. This TORFP contains no MBE, SBR or VSBE goals, an addendum will be posted.

Question # 12: Page 34, 3.2, can you clarify that you are expecting 1 printed copy for each volume (technical and financial) and 12 CDs for each volume containing an electronic copy of the relevant volume?

Answer # 12: Yes. That is what we expect.

Question # 13: Will a transcript of the bidders' conference be provided, as was done previously?

Answer # 13: Yes the transcript of the bidder's conference will be posted.

Issued: August 15, 2015

By: *Sandy Crisafulli*
Sandy Crisafulli
Procurement Officer

PHONE: 410-230-6026 • EMAIL: sandy.crisafulli@maryland.gov • INTERNET: www.dllr.maryland.gov