1) Is this a new project at MCE or does the Agency have a present contracting incumbent?
   It is not a new project, there is no active incumbent. The incumbent left in November.
2) Attachment2 – Price Proposal Form indicates evaluation of pricing will be completed based on 1000 hours. However, the duration of the assignment listed on page 1 of the subject request indicates the effort will take 12 months with two, one-year optional periods on a month-to-month basis. Are potential vendors to understand that this project will only require part-time support?
   No, it is full time based on Annual Labor rate. The Attachment 2 Price Proposal has the formula for the Evaluation Price.
3) Could you clarify the requirements of the successful contractor from a staffing/on-site presence perspective?
   MCE expects the contractor to work on site on a full-time basis 40 hours per week. The project will continue until completion or MCE accepts the ERP.
4) The Place of Performance of this initiative will primarily be at the MCE offices in Jessup, MD. This section of the request also alludes to other state-wide locations with Correctional Facilities. How many locations does MCE currently operate?
   MCE has approximately 30 business units in 11 State facilities.
5) What percentage of this effort will be completed in locations other than the primary offices in Jessup?
   The installation, configuration and training will be conducted in the facilities as well as HQ. More information about MCE is available on the webpage www.MCE.MD.GOV .
6) Will MCE offer T&L expenses for work at these alternate locations or must these expenses be accounted for in any pricing proposal?
   No T&L expense is included. Contractor can ride with MCE IT Staff if desired who will provide escorts.
7) The project background section states that the ERP TORFP has been developed. Is this procurement currently on the street or has the Agency determined the ERP COTS system it prefers to implement?
   The TORFP is not on the street yet. The COTS system to be selected is unknown. It will be selected based on vendor responses.
8) Does the proposed consultant or master contractor need to have specific experience with the selected COTS package and, if so, which one was selected?
   The specialized experience does not ask for experience in the selected COTS package. It has not been selected. In addition to the other qualification requirements; manufacturing, production and service industry experience at multi location settings is listed.
9) Is this a re-compete of RFR Q00R3401463 from CATS II?

It is for the same MCE ERP. Phase 1-4 are effectively completed at this point. Phase 5-9 is for the implementation of the plans.

10) Can we submit more than one candidate or should we just stick to our top candidate?
Respondents should submit their best candidate they feel will assist MCE's project, only one candidate per company.

11) Since there is no Project Manager (Senior) designation in the list of labor categories for CATS + - only Project Manager - which labor category rates should we use for submittal? Should we choose Project Manager or something more advanced such as Program Manager?
Project Manager is the appropriate category.

12) Are you able to interview by phone for candidates, who live outside MD/VA/DC/DE?
The first round of interviews will be by phone for qualified candidates.

13) Can you tell us, when you could make this award and anticipated start date?
The anticipated start date is 5/19/14 as stated on the RFR.

14) Is this a new requirement, or a re-bid of an existing contract?
Not relevant.

15) If re-bid, who is/are the incumbent vendor (s)?
Not relevant.

16) What are the ERP applications/modules in place & operational?
The current MAPICS software has: Customer service, Shipping, A/R, A/P, Purchasing, Fixed Assets, GL, Sales

17) What are the technical stacks that used by ERP applications?
Unsure of question.

18) If a candidate has the experience, a PMP certificate is not required, correct?
Not correct, a PMP Certificate is required.

19) Are all interviews required to be in person, or are telephonic and Skype interviews possible?
The first round of interviews will be by telephone for qualified applicants. Subsequent interviews will be in person.

20) Is an incumbent to this RFR and how many years are they in this position?
Not relevant.

21) Are you able to elaborate if an ERP solution has been selected or if you are looking for the Sr. Project Manager to evaluate various ERP solutions and make a recommendation?
An ERP Solution has not been selected. The PM will work with the MCE selection committee and make their recommendation.

22) Are you able to share information regarding the ERP package that MCE is planning to implement?

The TORFP is currently pending approval from DoIt to publish. It is seeking a COTS ERP with some customization to allow it to interface with FMIS. It will be issued under CATS+ FA8. MCE is a robust manufacturing and service operation with sales $50M per year.

23) During review of RFR Q00R4402013, we noted that 1000 hours is provided for the base year and each of the 2 option periods. (Attachment 2 – Pricing Proposal). The description of the responsibilities, tasks and deliverables for the Senior Project Manager would not appear to match with the 1000 hours (i.e., 0.5 FTE). Is the 1000 hours correct? Is the Senior Project Manager to be a 0.5 FTE or a 1.0FTE?
The PM is to be 1.0 FTE. The Price proposal is to be completed for the (A) Fully Loaded Annual Labor Rate* based on a minimum of 1920 hours worked annually. The (B) Fully Loaded Hourly labor rate and (C) 1000 Evaluation hours are for evaluation only (D). Refer to the footnote*. During the subsequent periods (if needed) the Fully Loaded Annual Labor Rate will also be used with 1/12 monthly payments on a month to month basis.

24) Is there any rate flexibility to go over $86.15 max bill rate for the RFR?
There is no reference to the Max Bill Rate of $86.15/hr in the RFR.