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State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I – RACE TO THE TOP – EXPAND EDUCATOR INFORMATION
SYSTEM TORFP #R00B4400004

DATE: August 8, 2013

YOU SHOULD RECEIVE 15 PAGES
In addition to the attendance sheet
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628
OR EMAIL drichburg@msde.state.md.us
THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Thursday, August 1, 2013;
2. Questions received before and after the Pre-Proposal Conference; and
3. Attendance Sheet from the Pre-Proposal Conference (in person and telephone)

**PROPOSALS ARE DUE FRIDAY,
AUGUST 16, 2013 NO LATER THAN
2:00 PM ET**

MARYLAND STATE DEPARTMENT OF EDUCATION

200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
410-333-2017 (Fax)

**RACE TO THE TOP – EXPAND EDUCATOR INFORMATION SYSTEM
TORFP R00B4400004
ADDENDUM I**

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

**Dorothy M. Richburg, Procurement Officer
MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
drichburg@msde.state.md.us
410-333-2017 (Fax)**

MS. RICHBURG:

Hello.

VOICE:

Hi. This is Patricia Whitman, (inaudible) Corporation.

MS. RICHBURG:

Okay. Give us a couple of minutes, everyone, and we'll be getting started and we'll have you introduce yourself.

VOICE:

Sure. Thanks.

MS. RICHBURG:

Good afternoon, everyone.

GROUP:

Good afternoon.

MS. RICHBURG:

For those of you who don't know me I'm Dorothy Richburg, Procurement Officer here at MSDE. Let me take this opportunity to say welcome, we're glad to have you.

Some of you I know; some of you I think are new to me. But we're going to go ahead and get started with our Pre-Proposal Conference.

I'm going to give you some instructions of how we will conduct our Pre-Proposal Conference. We will first have introductions of which I will ask each of you to introduce yourselves and the company that you're with, after which we will have an overview of this TORFP from Kumar, not Kumar, I'm sorry, from Chima. Kumar may join in, but Kumar -- he's our Project Manager; Chima is our Project Manager.

And he's going to give us the overview and we may be assisted by Kumar or Donnell or Beth. And those persons will introduce themselves as well.

After our overview, each of you will have an opportunity to ask as many questions as you like, but we ask that you be courteous and ask one question at a time, unless it's a follow-up to that one question.

Then you can continue back to that one. We'll go around the table round-robin style. We also have some persons on the telephone who will be joining us. And they will be given an opportunity as well to ask questions.

If we do not know the answer to particular question today, it will be in the minutes. We hope the minutes will go out to you next week, the middle of next week. I believe your proposals are due on Friday, August the 16th, no later than 2:00 p.m. They will be emailed to me.

If you have any additional questions that need to be answered prior to that time, please email me. I would like to have any additional questions by this Monday, so we can get them all in the minutes as one set.

But if you email me a question on August the 15th we'll answer it. But hopefully you'll have your proposal in by that time.

So with all that said, we have our printed agenda that's before you, so we'll follow that agenda. I'm going to start with introductions with Kumar. He is on my far left, and we'll work around the table. Then we will ask those persons on the telephone to introduce themselves as well.

MR. GUJJARLAPUDI:

I'm Kumar, working as an Senior IT Specialist for education...

MR. JOSIAH:

I'm Donnell Josiah, the Technology Program Director for Race to the Top.

MR. OBINNA:

I'm Chima Obinna, the Project Manager for Race to the Top.

MS. RICHBURG:

Dorothy Richburg, Procurement Officer.

MS. PERLMAN:

Beth Perlman, Chief Information Officer.

MR. CHESLEY:

I'm Kiel Chesley with Analytica.

MR. DRUC:

Harry Druc with Trecom Systems Group.

MS. SCHAD:

Amber Schad with Gantech.

MR. BOYLE:

Mike Boyle with TCC.

MR. BARNES:

Tracy Barnes with Amtech.

MR. TICHLER:

Brian Tichler, Stratus Federal.

MR. LEE:

Robert Lee, FT Technologies.

MR. SAYARS:

Randy Sayers, Infotini.

MS. STRASKI:

Fran Straski, Wood Consulting.

MS. O'NEAL:

Paula O'Neal, Wood Consulting.

MR. HUSSEY:

Leo Hussey, Computer Aid, Inc.

MS. WOOD:

Margaret Wood, Wood Consulting.

MR. DAVE:

Manish Dave, GRPA.

MS. RICHBURG:

Sarah?

DR. CHARITABLE:

Dr. Charitable, MDSS Technologies.

MS. RICHBURG:

Okay. Also we have with us, Doug, he's here with Conference Reporting Services, and he's here strictly for the purposes of taking the minutes.

Now at this time we're going to ask the persons on the phone if they would introduce themselves and the company they're with. I would also ask if you would email me the name and the company you're with. So once we're finished, or you can do it now while you're sitting there, please email me your name, so we can put that on the attendance sheet.

You may proceed. Hello? (More than one person talking at once.)

MS. RICHBURG:

Not everyone at once. I wish we could take numbers. (Laughter) Could someone start, please?

MALE VOICE:

(Inaudible) from Technology Strategies.

MALE VOICE:

Hi Dorothy. This is Robert Fatima from Dataman(?) USA.

MS. RICHBURG:

Okay.

MS. TRAVITA:

This is Jessica Travita from Travita Consulting.

MALE VOICE:

(Inaudible)

MS. RICHBURG:

Okay.

MALE VOICE:

(Inaudible)

MS. RICHBURG:

Is that all we have on there with us?

MS. VERBOSING:

No, this is Patricia Verbosing with Mansi Corporation.

MALE VOICE:

This is Brian with HGGI Hartford.

MS. RB:

Okay. Hi, Brian.

MALE VOICE:

Hi there.

MS. RICHBURG:

Okay. I think we're finished. We may have some more joining us as we go along. Just before I turn this over to Chima, I just want to put a little emphasis on our MBE requirement.

As you know, there is an MBE requirement of 25 percent for this procurement. GOMA has instituted a new policy and that is MBE liquidated damages.

So I want each of you to pay close attention to that and if you have any questions, our MBE liaison, she's not here with us today, but you know, feel free to ask a question. If I'm not able to answer it today, I will have it in the written minutes.

So I just want you to pay attention to that, MBE liquidated damages.

Also, there were some questions that were received prior to this Pre-Proposal Conference. Please feel free to ask them. If you submitted a question, please ask it today, and if not, it will be submitted in writing.

Again, if there is a question and we do not know the answer to it, it will be in the written minutes that will go out. I'm going to ask also, once you state a question, I'm going to ask someone here from the table to repeat it, so our colleagues on the phone can hear what we're saying. Is that okay?

SPEAKERS:

Yes. Thank you.

MS. RICHBURG:

We'll repeat it again so they can hear it. Okay. Well, that's it. I'm going to turn it over now to Chima.

MR. OBINNA:

Hi. I'm Chima Obinna. I'm the Project Manager for this particular project, which is the Educator Information System which is part of the Race to the Top grant. One of the projects under

the Race to the Top grant.

The EIS, Educator Information System is already a system owned by MSDE, but part of this grant project is to upgrade this system and expand it to accommodate the federal requirements to improve reporting and to increase the data sets within the system.

The Educator Information System is used for the certification of all educators within the State of Maryland. The particular system currently in flight was a previous version, which was Version 3.0. That is in production under Operations and Maintenance.

We have upgraded this system to the current version of Microsoft CRM. We're expanding it to Microsoft Dynamics 2011.

Part of this expansion includes a new Educator portal which will be built in SharePoint. Part of this expansion also will be expanded in the data model on the data base to accommodate additional data.

Also as part of this TORFP, there's a portal that is required to be built. That is not necessarily a part of the EIS piece of it, but its part of the overall RTT portal, to accommodate all the systems and resources under the Race to the Top grant.

MS. RICHBURG:

Okay.

MR. JOSIAH:

Just to add one piece that Chima had mentioned on the portal, the portal will be the one stop shop, if you will, where all RTT technology systems would have an Internet presence. We have been (inaudible) on the technologies we have available today.

We are looking at SharePoint technologies, but this would integrate other applications, some hosted, some home-grown, and all consolidated within one landing area within our environment.

Our environment is hosted in two locations. We do have a data center here within the building. We also have a remote data center as well, where most of our RTT applications are commonly hosting as well.

So there will be a degree of working costs to the centers to ensure that all systems are talking to each other. But the portal in question would be the main landing page where all educators across the state would go for all RTT systems.

This includes our learning module system and includes all curriculum sources. It includes all educator systems and content which support the systems as well.

So it is a pretty formidable project that we can have these two co-components satisfied in this one TORFP.

MS. RICHBURG:

Beth and Kumar, anything you'd like to add?

(Negative response.)

MS. RICHBURG:

Okay. With all of that said we'll get started with all the questions and answers. I'm sorry. What was that, sir?

QUESTION:

He mentioned the two sites. Are those replicated sites?

ANSWER:

Right now they're not fully replicated. In the future they will be. That's the vision that you can expand upon ... But in the future we can anticipate that they will be replicated into our data system.

QUESTION:

How do they become updated then? How do you keep them in sync or don't you currently?

ANSWER:

At this point we do not keep those two data centers in sync in terms of the set infrastructures. That would be something that is forthcoming. But in terms of the sites, we have hosted sites, one of which being our Learning Management System. That would not be a replicated system. Our curriculum system, that also would not be a replicated system.

QUESTION:

Define what you mean, replicated system. We have business continuity, disaster recovery, but the system runs on one data center.

QUESTION:

That's exactly where I was going.

ANSWER:

Okay. So you're not having to architect something. First of all, let me tell you that the system is not a mission critical system. People are not going to die if the system's not up. Okay.

So there's only, we don't want to over-architect it either, okay.

QUESTION:

Uh-huh.

ANSWER:

So it doesn't have any of these, I mean chances are it will be in a virtual server environment so that it will have a redundancy that way, but it's not like you're going to be updating data in two different data centers with —

QUESTION:

Okay.

ANSWER:

But that's what you meant?

QUESTION:

Yes.

MS. RICHBURG:

Okay. Well we're going to get started with our questions. We're going to start with you, Tracy, right?

MR. CHESLEY:

Kiel.

MS. RICHBURG:

Kiel. Okay, sir.

QUESTION:

What's the location of the remote data center? There's one in the building of this location and there's a remote with that location?

ANSWER:

That's located at the Department of Public Safety & Corrections, the DPSCS.

ANSWER:

This is the test environment and the production environment is up at the Department of Public Safety and Correctional Services.

QUESTION:

Just a clarification. You said this project is to upgrade from CRM 3.0, I believe, to 2011?

ANSWER:

Dynamics.

QUESTION:

Dynamics. Okay.

QUESTION:

And sir, could you please repeat the question?

MS. PERLMAN:

The question was if this system was to upgrade from Microsoft CRM 3.0 to 2011 and you said yes, it's to go to Dynamics.

QUESTIONER:

Thank you.

(No questions.)

MS. RICHBURG:

Leo?

MALE VOICE:

All of the smart people ask questions.

MS. RICHBURG:

What is your question?

(Laughter)

(No questions)

MS. RICHBURG:

Leo?

QUESTION:

What is the target start date for this engagement?

MS. RICHBURG:

As soon as possible.

QUESTION:

So what's the target start date for this, is as soon as possible.

MS. RICHBURG:

But we would like to, realistically I would say mid to the end of September.

ANSWER:

I need to stress something, what this is. This is not a staff augmentation. This is work will be grouped per work orders and that there's an activity that has to be performed. So you have to be able to have a staff that can expand and contract according to the work demands. So there might be a big demand to do testing at some point in time that will need focus.

There might be development of the portal. The way this will work is there's actually documents that are scanned and sent to this SharePoint portal which then have to be parsed and used as information that matches the certification system, right.

And so that work which could be very different resources might be bundled and say we have to do that work. Then we might take a break and then we say, okay, now we need testing resources.

So you have to understand the nature of this request.

MS. RICHBURG:

Miss Wood?

MS. WOOD:

No.

QUESTION:

Following up on what you just said and reading from the RFP, is the expectation that the staff, the four resources that are being asked for here, are they required to be on site?

MS. PERLMAN:

And the question is, is the staff required to be on site?

ANSWER:

No, the staff is not required to be on site.

MS. PERLMAN:

No, the staff's not required to be on site.

QUESTION:

Okay. So if they are available to work from any outside location, that's perfectly fine, right?

MS. RICHBURG:

Uh-huh.

QUESTION:

And is there any expectation of periodic meetings that they would be required to obtain outside?

ANSWER:

Any meetings probably could be done by the phone.

QUESTION:

By phone.

ANSWER:

But remember, you're being held accountable to deliver to a statement of work.

QUESTIONER:

Yes.

MS. RICHBURG:

Sir?

QUESTION:

Yes, can MBE submit only one resource or two resources?

MS. RICHBURG:

Can an MBE submit only one or two resources? Now you're speaking as if you're going to submit as a prime, as a sub contractor. The MBE can be a prime. But if you're going to be a sub, that would be between you and the prime contractor.

QUESTION:

Can it be already filed, we don't have the resources, all the resources on -- my question is can we submit that to ...

MS. RICHBURG:

No, sir. It has to be a complete package.

ANSWER:

As Beth mentioned, it's not a staff augmentation, so you can't submit one and then, no.

MS. RICHBURG:

But we encourage you to partner with a prime contractor. Okay.

Now, I'm going to come to those who are on the telephone and let's not jump out all at once. Are there any questions?

TELEPHONE QUESTION:

Patricia, Mansi Corporation. Just a follow-up question. With telecommuting, after the initial stage, what percentage is necessary?

MS. RICHBURG:

What percentage is necessary for telecommuting, is that what you asked?

TELEPHONE QUESTION:

Yes.

ANSWER:

It's 100 percent. It's not necessary for any personal personnel to be here. You're responsible for the work, so.

TELEPHONE QUESTION:

Okay. Thank you.

MS. RICHBURG:

Is there another question from someone on the phone?

TELEPHONE QUESTION:

Is this a single source of award?

MS. RICHBURG:

Yes, it is.

TELEPHONE QUESTION:

It is. Okay. Thank you.

MS. RICHBURG:

Is this a single source for award, yes. Okay. Is there another question?

TELEPHONE QUESTION:

Yes, this is Jess Travita. Is there a vendor who you worked with on your last expansion?

MS. RICHBURG:

Yes, it was.

TELEPHONE QUESTION:

Okay. Thank you.

MS. RICHBURG:

Is there another question?

TELEPHONE QUESTION:

This is Jess Travita again. I just have one more. You mentioned that you were deciding on some of the software and/or technologies for a larger portal. Did I understand that correctly? That SharePoint would be used for the Educator portal but the integration might use additional technology?

ANSWER:

It's possible, Jess. I will tell you we'd want to keep it within two technology, SharePoint or Oracle Web Center, because those are the two we have and I'm not sure I want to introduce yet a third.

ANSWER:

I agree.

ANSWER:

Okay. So we are not wed to one or the other, but it has to be one or the other.

QUESTION:

Makes sense. Thank you so much.

QUESTION:

(Inaudible)

Yes, in the Section 2.11, the contract with minimum qualification, at that point, are we required initially?

MS. RICHBURG:

Say that, could you repeat that, in Section 2.11?

TELEPHONE QUESTION:

Yeah. That your contractor, the minimum qualification section here.

ANSWER:

Yes.

TELEPHONE QUESTION:

Yeah. And in that, there's a third point. A minimum of five years of work experience with Section 5.08. So is it essential or not where we can just go in.

ANSWER:

No, you need that five years of experience. Five years of work with ...

ANSWER:

All of our systems have to have accommodations and so you have to have the experience of working in that environment.

TELEPHONE QUESTION:

Okay. Thank you. Thank you for the answer.

MS. RICHBURG:

You're welcome.

TELEPHONE QUESTION:

I'm not sure whether I heard clearly and someone maybe asked a question about as an MBE, as a prime, is it necessarily as a subcontractor and MBE certified as well?

MS. RICHBURG:

Can you repeat that? I think I heard about what the understanding again. Can you repeat your question?

TELEPHONE QUESTION:

Okay. My question is as a prime being the MBE, this is what contractor necessarily has to be an MBE also?

MS. RICHBURG:

Yes, it does, yes.

TELEPHONE QUESTION:

Okay. Thank you very much.

MS. RICHBURG:

You still have to fulfill your MBE requirements.

TELEPHONE QUESTION:

Thank you so much.

MS. RICHBURG:

You're welcome. Are there any other questions from the phone? Because I'm going to go back to the floor here. Okay, sir? Sir, right here.

MALE VOICE:

Oh, I'm good. Thank you.

(No questions.)

MS. RICHBURG:

Leo?

QUESTION:

Did you say that this was a new requirement or a rebid of an existing contract?

MS. RICHBURG:

I didn't say but this is, this is a new requirement. We're expanding our current system.

Ms. Wood?

QUESTION:

Kind of related to that and something that you mentioned earlier was, you did mention

that there was a vendor who was or is involved in the support of this application. Is that vendor still supporting this application?

MS. RICHBURG:

Yes, he is. Yes, they are.

QUESTION:

Okay. And can we know the name of the vendor? MS. RICHBURG: Yes. TCC.

ANSWER: Now that is not the original vendor that created the application. This is the O&M vendor

QUESTION:

TCC?

ANSWER:

TCC.

QUESTION:

Are they eligible to bid on this?

MS. RICHBURG:

Yes, they are. Sir? We're going to come back to you.

Are there any more on the phone, any additional questions? Did you hear those last questions? They were asking about the incumbent. We said there is a vendor who provides operations and maintenance support, TCC, and they are eligible to bid. Are there any additional questions from anyone on the phone?

Are you still there? (Laughter)

TELEPHONE SPEAKER:

Still there. No questions.

TELEPHONE SPEAKER:

No questions.

MS. RICHBURG:

Okay. Okay. I'm going to open the floor now for questions from all the smart people.

FEMALE VOICE:

Well, I'm leaving the room.

(Laughter)

MS. RICHBURG:

You have to answer them.

FEMALE VOICE:

That means I have to be smarter than them.

MS. RICHBURG:

Well, let me take this opportunity to say to each of you here in person and on the phone, I appreciate your taking the opportunity and the time to come out this afternoon.

Please, if you have any additional questions, please feel free to email me. Again, proposals are due on Friday, August the 16th, no later than 2:00 p.m.

We hope to have this, the minutes out to you, keeping our fingers crossed, by next week. But I think all the questions have been answered, even the questions that were submitted in writing. I believe all questions have been answered.

So please start preparing your proposal. We look forward to getting your proposals back and have a safe week, the rest of the week, a safe weekend and safe travels back.

GROUP:

Thank you.

MS. RICHBURG:

Thank you everyone on the phone. Don't forget to send me your name and company.
Thank you. Bye-bye.

I have this room until 4 o'clock. If you'd like to stay here for a few minutes and
network amongst yourselves, you may.

FEMALE VOICE:

That looks like speed dating.

FEMALE VOICE:

Although that could take longer.

MS. RICHBURG:

That was a good proposal.

**RACE TO THE TOP (RTTT) PROJECT #49 EXPAND EDUCATOR INFORMATION
SYSTEM TO ACCOMMODATE ADDITIONAL REPORTING REQUIREMENTS
TORFP# R00B4400004**

The following questions were received prior to the Pre-Proposal Conference:

1. Is the primary place of performance required to be at MSDE? Would the state consider offsite resources?
The place of performance is not required to be at MSDE and would consider offsite resources
2. Is the expectation that all four resources will work full time through the duration of the contract? **No**
3. What version of BizTalk will be used on this project?
The very latest version
4. The RFP states that work is underway to move from CRM 3.0 to 2011, can MSDE elaborate on how far along they are with the internal work?
70% of the development and upgrade work has been completed. The work completed includes the move from 3.0 to 2011
5. Will offsite resources VPN into the MSDE development environment? **Yes**
6. Can MSDE elaborate on the intent/purpose of the SharePoint portal work? Who would be the users of the portal?
The purpose of the SharePoint work is to provide access to all the educational resources provided to parents, students, educators and administrators under the Race to the Top grant.
7. Is the Prime required to have the mandatory experience mentioned in the section 2.1.1 TO Contractor Minimum Qualifications? **YES**
 - Minimum of ten (10) years work on Microsoft related development. This includes SQL Server, Microsoft CRM, SharePoint, BizTalk, etc
 - Minimum of ten (10) years of work with Internet/Intranet web application design, development, maintenance and support.
 - Minimum of five (5) years of work with Section 508 and related non-visual access analysis and remediation
8. Total Class Estimated Hours Annually in attachment-1 say 1000 hours. Does it mean part-time work? If so, how many hours a day? **It does not mean part time**
9. This seems to be a staffing requirement where the agency requires resumes for the respective 4 labor categories. Is it still required to provide Proposed Solution, Draft Work Breakdown Structure (WBS), Draft Project or Work Schedule, Draft Risk Assessment, Assumptions and Proposed Tools as per the section 3.3 Technical Proposal, (A) Proposed Services?
This is not a staffing requirement. The TORFP request that the resources proposed to do the work required have the experience stated. When work is proposed contractor is required to deliver on the deliverables requested

10. Will the agency accept all the 4 resources from just 1 Master Contractor or can it choose more than 1 Master Contractor for providing resources? **1 master contractor**
11. Is there an Incumbent? If yes, is the Agency satisfied with the incumbents performance? **No incumbent for the project**
12. Section 2.5 on page 8 of the TORFP indicates that the goals of this effort include “enhancing current business process that improve the reporting requirements and data quality; and expanding the EIS to support RTTT reform initiatives.” Has MSDE created specific Task Orders or a Functional Requirements Specification that define the enhancements to current business processes, improvements needed to data quality and reports, and new functionality needed to support RTTT reforms? If such specifications do not yet exist, is it the expectation that the personnel acquired in this TORFP procurement will develop them? **Functional requirements are already defined for work pertaining to EIS expansion but Requirements will still need to be defined for the Portal development and the personnel acquired in this TORFP procurement will develop them**
13. The Technical Proposal submission requirements in section 3.3 on page 18 instruct us to provide “a comprehensive schedule of tasks and times frames for completing all requirements and deliverables” and a “Gantt or similar chart containing tasks and estimated time frames for completing the requirements and deliverables”. However, the TORFP does not give any guidance on the quantity, size, and complexity of the enhancements to be implemented. Please clarify what the requested estimates should be based on. **The requested estimates would be based on work requested. For example, if the work requested is to build certain portal pages, then Gantt or similar chart containing tasks and estimated time frames for completing the requirements and deliverables” will be required.**
14. What is the target start date for this engagement? Summary sheet just says NTP until 9/30/14. **September / October 2013**
15. Are each of these four positions expected to be full time? Attachment 1 – Price Proposal lists 1000 hours per resource. Is this for evaluation purposes only? Or is this a best estimate of expected hours for each? We need this information in order to deliver a draft WBS and Project or Work schedule. **This is best estimate of expected hours. It is not expected that these positions be full time**
16. Is this a new requirement, or a re-bid of an existing contract? **New requirement**
17. If re-bid, who is the incumbent vendor? **Not a re-bid**
18. Is MSDE happy with their performance? If yes, why is this being re-bid? **Not a re-bid**

The following questions were received after the Pre-Proposal Conference:

1. It was mentioned in the pre-proposal conference that the incumbent is The Consultants Consortium, Inc. (TCC).
 - Till when is the current contract valid until?
 - How many resources does the incumbent contractor currently deploy for the project?
 - Is there an MBE company under TCC for the ongoing project? If yes, can MSDE identify the MBE company?
 - Is MSDE satisfied with TCC's performance?

TCC is on an O&M contract for the old system and not part of the new development

2. Will MSDE ask for an Oral Presentation from the Offeror (without the resources being present), as part of its evaluation? **YES**
 - Or will the resources who have been proposed (IT Professional, Software Engineer, Web Portal Developer, and Testing Specialist) be required to be present during the Oral Presentation? **Not required**
 - Will the resources being proposed be interviewed separately? **NO**
3. What is the version of SharePoint that will be used for the EIS portal? **The latest version of Sharepoint**