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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
TORFP NO. R00B4400011
EDUCATION DATA WAREHOUSE SUPPORT AND MAINTENANCE

DATE: December 20, 2013

YOU SHOULD RECEIVE 11 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, December 12, 2013;
2. Questions received prior to the Pre-Proposal Conference;
3. Service Level Agreement;

PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, TUESDAY, JANUARY THE 28, 2014

Enjoy your holidays!

MARYLAND STATE DEPARTMENT OF EDUCATION

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

TORFP NO. R00B4400011
EDUCATION DATA WAREHOUSE SUPPORT
AND MAINTENANCE

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
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MS. RICHBURG:

Good morning, everyone. It's cold outside and it's cold in here.

Let me take this opportunity to say welcome to our Pre-Proposal Conference. This is for the Maintenance and Support for the Education Data Warehouse System, better known as EDW. We're here today for you to gather more information about this procurement. We will start with our introductions, after which we will have an overview. The overview will be given by Marc Allen, after which we will have our question and answer period. We will conduct a question and answer period, round-robin style and we will go around as many times as you like. And I know you don't want to go back outside because it's cold, so you can stay in here as long as you like. If there are any questions that you ask and we do not know the answers to today, it will be answered in the written minutes that you will receive. Hopefully you will get the minutes next week. I hope to go on vacation after next Friday for a couple of weeks. I'm keeping my fingers crossed. But you all give me so much work to do, it's hard to get away. So that's where we are, and as you know, we have several procurements that's coming out. And the suggestion came to me and they said, why can't we have a couple of one-on-one day, and we tried that before and I think it got a little confusing. But with everything that's coming out, we may just try to do that again. You know, due to the weather I had to cancel one Pre-Proposal Conference on Tuesday, and I apologize for that. But I was looking at our safety. The weather person was talking about bad weather. So that will be rescheduled hopefully for next week. So with all of that said, I'm going to start with our introductions and I want to introduce Doug. He's from the Conference Reporting Services and many of you have seen him or Bill here. And they're here strictly for the purpose of taking and transcribing the minutes. So now with all of that said, we're going to get started with our introductions. I'm going to start with Marc and I'll work all the way around.

MR. ALLEN:

Hello. I'm Marc Allen. I work in the Division of Curriculum Assessment and Accountability.

MS. RICHBURG:

Dorothy Richburg, Procurement.

MR. BLACKBURN:

Hi, I'm James Blackburn, I'm in Procurement.

MS. RICHBURG:

Ryan?

MR. ATHREYA:

Ryan Athreya, i-Cube Systems.

MR. COLE:

Bill Cole with the Coleman Group.

MS. RICHBURG:

Uh-huh.

MR. CHESLEY:

Kyle Chesley with Analytica.

MR. MATTOLA:

Ken Mattola, Software Consortium.

MS. SCHAD:

Amber Schad, Gantech.

MS. CERASI:

Fran Cerasi, Wood Consulting.

MS. RICHBURG:

What was your name again?

MS. Cerasi:

Fran.

MS. RICHBURG:

Okay. Now with that said we're going to get started with our overview from Marc.

MR. ALLEN:

Okay. Hello, everyone. We're looking to acquire the services of not two full-time, but one full-time senior information technology architect, data warehouse, data modeler, and a project manager. These two positions will be awarded to one master contractor as stated in Section 2.1.

Okay. The duties and responsibilities of these two positions is stated in Section 2.6 for each position. I'm not going to go through and read each duty and responsibility, but I just wanted to point out what section they're in.

The deliverables, description, acceptance criteria are stated in Section 2.72 for each position.

And finally, the personnel minimum requirements are in Section 2.9, stated in 2.9 for both positions.

MS. RICHBURG:

When the TORFP was issued, I erroneously left off the service level agreement. So I passed you out a copy of that today. And that will be in the written amendment that you receive next week as well.

QUESTIONS – ANSWERS--CLARIFICATIONS

And now with all of us here, we're going to get started with our question and answers. I'm going to start it on Ryan and keep on going around to Bill and keep going around.

MR. ATHREYA:

Last year you had a TORFP, R00B9200195, the number.

MS. RICHBURG:

195, yeah, that was it.

MR. ATHREYA:

That was about 30 people.

MS. RICHBURG:

That was a mass.

MR. ATHREYA:

And that TORFP had similar positions, PM and an architect.

MS. RICHBURG:

There was two just like, that was a Race to the Top procurement.

MR. ATHREYA:

So this is not a rebid of those...

MS. RICHBURG:

No, not of that one.

MR. ATHREYA:

Is this for Race to the Top?

MS. RICHBURG:

No, it's not. Bill?

MR. COLE:

I don't have any questions on this one. Is there a current incumbent?

MS. RICHBURG:

Yes, there is. Gantech is the incumbent.

MR. COLE:

Is the State satisfied with the performance of Gantech?

MS. RICHBURG:

Yes, we are. Okay. Ken?

MR. MATTOLA:

One second, Dorothy.

MS. RICHBURG:

Sure.

MR. MATTOLA:

In regards to the team that the Project Manager and the architects kind of work with, could you describe the other skills of the team and how the interaction would happen between the teams?

MR. ALLEN:

Interaction, what the team would be probably myself, well, other members of DCAA working with the data modeler on like different subject areas of the educational data warehouse. I mean communication could be over the phone. Email. There are periodic meetings, maybe weekly, bi-weekly meetings of these personnel covering a variety of topics concerning the DBW.

MS. RICHBURG:

Amber?

MS. SCHAD:

No questions.

MS. RICHBURG:

Okay. We're back to you, Ryan.

MR. ATHREYA:

I forgot the question I wanted to ask.

MS. RICHBURG:

Okay. Bill?

MR. COLE:

On the service level agreement, two things. I just wanted to verify. You're saying off-site work but on-site grades(?), is that correct? It says work

MR. ALLEN:

There's additional funding for other direct cuts such as travel expenses.

MS. RICHBURG:

So when you say what your cost is going to be, a formulated rate which will include direct and indirect costs.

MR. COLE:

Okay. And the second part of that, are there, maybe I missed them here. Are there any requirements for the off-site location in terms of security or anything like that?

MS. RICHBURG:

We provide all that.

MR. ALLEN:

Well, they have to be able to be DPNN and I mean hopefully their commuter has like virus software and a secured network where they're located.

MR. COLE:

Okay. Very good. Thank you.

MS. RICHBURG:

Kyle?

MR. CHESLEY:

Will there be additional needs, resource-wise throughout the duration of the contract.

MS. RICHBURG:

We don't anticipate it to be.

MR. CHESLEY:

Okay.

MS. RICHBURG:

Ken? Ken?

MR. MATTOLA:

Are there any specific federal or state deadlines associated with any deliverables that we would need to account for?

MR. ALLEN:

Yes. I guess I should have printed them out. There are a couple, let's see, appendixes in the TORFP. Yeah, these are part of the deliverables: Appendix A, Appendix B of the TORFP, those are deliverables.

MR. MATTOLA:

Okay. Good. Thank you.

MR. ALLEN:

And the dates associated with them.

MS. RICHBURG:

Amber?

MS. SCHAD:

No questions.

MS. RICHBURG:

Ryan? Did you remember your question?

MR. ATHREYA:

Yes. When does the Gantech contract expire? Is it a CATS II?

MS. RICHBURG:

It's a CATS II.

MR. ATHREYA:

So May 31st?

MS. RICHBURG:

Yes, May 31st. Bill?

MR. COLE:

None right now.

MS. RICHBURG:

Kyle?

MR. CHESLEY:

None right now.

MS. RICHBURG:

Ken?

MR. MATTOLA:

Are you requiring us to name both candidates for these positions?

MS. RICHBURG:

Yes. We're asking you to submit the resumes for these candidates.

MR. MATTOLA:

Yeah, that's what I'm saying.

MS. RICHBURG:

Yes.

MR. MATTOLA:

And if the contract doesn't start till say June 1st, we have to have these folks available, even though the aware might happen soon after.

MS. RICHBURG:

We may terminate the current contract and we may start sooner than June 1st.

MR. MATTOLA:

What would be the chances of that happening?

MS. RICHBURG:

It's very likely.

MR. MATTOLA:

Okay.

MS. RICHBURG:

We just have so many different contracts right now, so we're staggering them when we're going to try to start them. Amber?

MS. SCHAD:

No questions.

MS. RICHBURG:

Ryan? I'm just coming back around, just to answer your questions. Kyle?

MR. CHESLEY:

And just to piggyback on what you just said, was there any additional reason for the cancellation of the current contract?

MS. RICHBURG:

Um.

MR. ALLEN:

It hasn't been canceled.

MS. RICHBURG:

It may be, you know, it depends on when we need to start this one.

MR. CHESLEY:

Okay.

MS. RICHBURG:

Because just as Ken was saying, if we award this in March of April, I know they can't keep that person around till June.

MR. CHESLEY:

Okay.

MS. RICHBURG:

So that's why we may have to start it soon than the expiration date. And also it may be some knowledge transfer with the two. So it may be they'll work together for a while.

Questions?

MR. MATTOLA:

With regard to the data bases, are the data base, was the state previously on a 10-G data base that was migrated to 11-G?

MR. ALLEN:

Well, at one point in time, yes. But it's 11-GR2 and it's been that way for like two years.

MR. MATTOLA:

Okay. So there's no need to migrate, there's not an additional migration.

MR. ALLEN:

Well, support for 11-G will end at some point in time and then an upgrade will have to take place to 12-I or whatever it's called.

MR. MATTOLA:

Okay.

MS. RICHBURG:

Additional questions? Good morning. How are you?

MR. ZERNHELT:

Hi Dorothy.

MS. RICHBURG:

How are you doing?

MR. ZERNHELT:

I'm well.

MS. RICHBURG:

Good. We're just going around with some questions and answers. Do you have any questions? You want to introduce yourself and —

MR. ZERNHELT:

Brian Zernhelt with Software Consortium.

MS. RICHBURG:

Software Consortium.

MR. ZERNHELT:

And I don't think we got an answer to this. As far as the Project Manager, the 208 hours, did anyone ask that question?

MS. RICHBURG:

Was that number of hours a mistake?

MR. ZERNHELT:

Well, no, it means, is this kind of a rough estimate number or is it just a number that's being used as apples to apples.

MR. ALLEN:

It's a part-time position.

MR. ZERNHELT:

Okay.

MR. ALLEN:

Maybe two to four hours a week.

MS. RICHBURG:

But I had the question was that a mistake. Should it have been 2080?

MR. ZERNHELT:

I really didn't mean mistake. I just wanted to know what the logic was.

MS. RICHBURG:

Ask your question.

MS. RICHBURG:

Okay. Going once, going twice. Now you know, when you get back to your office, if you think of any additional questions, you feel free to email me. If Monday night you're sitting there watching the game and watching the Ravens win, you know, you can email me your questions and I'll answer them after I finish the game, I won't do it that night.

MR. ATHREYA:

That is fine. That implies something. Is the result is the Ravens we are at a loss so you're not going to answer anything?

(Laughter)

MS RICHBURG:

At this time, if there are no other further questions, we will consider this Pre-Proposal Conference adjourned.

Okay. The proposals are due, it will be Tuesday, January the 28th no later than 2:00 p.m. And if something comes up, if you don't get the minutes next week and we need to extend something, I'm always gracious and I will try to do that.

So I thank all of you for coming out. I think it was a well-written procurement. If you have any additional questions, please feel free to email me.

Be safe in your travels. We are expecting additional inclement weather this weekend. You know this is winter now. What is it the 22nd? The 21st? Okay. So everyone, you're welcome to stay in here for a while and network. You don't have to leave the room. Please sign in, there's a sign-in sheet.

(Whereupon, at 9:20 a.m. the proceedings were adjourned.)

TORFP #R00B4400011

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

1. Are you able to interview by phone for candidates, who live outside MD/DC/VA/DE?
No, telephone interviews are not permitted.
2. Can you tell us, when you could make this award?
We hope to make this award no later than April 1st.
3. Is this a new requirement, or a re-bid of an existing contract? If re-bid, who is/are the incumbent vendor(s)?
This is a rebid. The incumbent is Gantech.
4. We find various skills mentioned in your requirement. Could you classify those as primary and secondary etc?
Mandatory requirements are covered in section 2.9. Other contractor personnel other requirements are covered in section 2.10.
5. Will a contractor able to submit one resource instead of two?
No, the contractor must submit resources for both position.
6. Your spec says “Five (5) years of Informatica9.x ETL development and administration ” for Senior Information Technology Architect DWH Data Modeler: resource. As per industry, Informatica9.x ETL administration performed by a different resource/role. Why does it show up in this requirement?
Do not understand the question. Please refer to sections 2.9 for mandatory requirements and 2.10 for other contractor personnel other requirements.
7. Will there be an extension of due date?
No.
8. I would like to check with you if we have a suitable resource who would like to work on this project remotely, and come in for meetings occasionally, would MSDE consider such a candidate? Would a consultant have the remote performance option? What is the remote/onsite mix for this TORFP?
Please read Service Level Agreement (SLA) addendum. Off-site work is covered.
9. As per the document Sr Architect position is for Full-Time (2080 hrs/year).. But the other position (Project Manager) is only for 208 hrs /year. Please confirm the duration of the PM position, is this a part time position?
Question asked and answered during pre-proposal conference. Please review minutes.

**EDUCATION DATA WAREHOUSE SUPPORT AND
MAINTENANCE
R00B4400011**

ADDENDUM

SERVICE LEVEL AGREEMENT

- (A) The TO Contractor shall provide experienced, Senior Information Technology Architect DWH Data Modeler under the direction of MSDE' Task Order Manager on tasks described in this TORFP.
- (B) The TO Contractor staff assigned to the TO shall work off-site, but are required to attend in-person work sessions for one week on a quarterly basis. Hourly rates provided are fully loaded for on-site work with no additional funding for other direct costs such as travel expenses.
- (C) The TO Contractor staff assigned to the TO shall adhere to MSDE policies regarding the use of telephone, internet, email, and Human Resources Employment Policies.
- (D) MSDE will provide an on-site desktop with associated software tools for the TO Contractor to perform the tasks assigned while on-site at MSDE.
- (E) The TO Contractor's personnel shall provide weekly, monthly, and upon request, reports on the status of all active assignments, and hours worked, to include work accomplished and work planned according to the project plan.
- (F) MSDE's internal policies governing change management, documentation, maintenance, privacy and security, testing, training, disaster recovery, and data management will apply to all work under this TO. TO Contractor staff assigned to the TO shall adhere to these policies as directed by MSDE Management.