



Lillian M. Lowery, Ed.D.
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
TORFP NO. R00B4400086
SUBJECT MATTER EXPERT

DATE: January 30, 2014

YOU SHOULD RECEIVE 3 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 Wednesday, January 8, 2014;
2. Attendance Sheet.

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, FRIDAY, JANUARY 31, 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. R00B4400086
SUBJECT MATTER EXPERT

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)

**Subject Matter Expert to Support the Learning Management System
TORFP #R00B4400086
January 8, 2014**

MR. BLACKBURN: Welcome. Thank you for coming. An overview of the TORFP was given. Introductions were done (see attached attendance sheet).

The following questions were asked:

- 1. Is MSDE satisfied with the work of the current incumbent?**

Yes, MSDE is very satisfied with the current incumbents' work at this point.

- 2. Are the responsibilities of the Subject Matter Expert compatible with responsibilities of the current incumbent?**

Yes, the responsibilities of both positions are aligned.

- 3. Does this position require you to travel?**

If you are asked to travel it will be very minimal.

- 4. For the system administrator, does MSDE want a more technical requirement such as DDA application?**

This position is a CATS+ designation that has a more functional requirement to oversee the application of the system. It does not have developmental requirements.

- 5. Who is the current incumbents' contractor?**

Infojini is the current contractor.