TO: MASTER CONTRACTORS

FROM: Dorothy Richburg
             Procurement Officer

RE: ADDENDUM I
             TORFP NO. R00B4400087
             WEB DATA COLLECTIONS SYSTEM MAINTENANCE AND SUPPORT

DATE: April 21, 2014

YOU SHOULD RECEIVE 27 PAGES AND THE ATTENDANCE SHEET

**IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-7156
OR EMAIL jblackburn@msde.state.md.us**

THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Tuesday, April 15, 2014;
2. Questions and responses received prior to the Pre-Proposal Conference;
3. Questions and responses received after the Pre-Proposal Conference; and
4. Attendance Sheet

Please note, the MBE sub-goals and VSBE has been removed from this procurement.

PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, WEDNESDAY, MAY 8, 2014

MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
410-333-2017 (Fax)

TORFP NO. R00B4400087

WEB DATA COLLECTION SYSTEM
MAINTENANCE AND SUPPORT

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
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MR. BLACKBURN:

Good morning, everyone. We're here today to discuss the TORFP Web Data Collection System Maintenance and Support, which is No. R00B4400087. And this will be due Wednesday, May 8th.

I'm glad everyone made it through and swam here this morning. We'll begin by introducing ourselves. That will be followed by a brief overview of this TORFP given by my friend, Mr. Smith here.

This is being transcribed, so initially when you introduce yourselves, could you please give the spelling of your last name for the transcriptionist. We would appreciate that.

Doug, would you like them to precede each question by stating who they are before they give a question, or do you think it's --

COURT REPORTER: That would be helpful. It's up to Dorothy.

MR. BLACKBURN:

Do you want them to say their name before they give each question?

MS. RICHBURG:

It's not necessary.

MR. BLACKBURN:

There's not that many.

MS. RICHBURG:

It's not necessary. It's okay.

MR. BLACKBURN:

It's not that many people here today. Okay. So simply we will start by introducing ourselves and why don't we start here at the head table with Mr. Smith and we'll work our way around clockwise and introduce ourselves.

MR. SMITH:

Good morning. My name is Leonard Smith and I'm the MSDE Project Manager for this Task Order.

MS. RICHBURG:

Good morning. I'm Dorothy Richburg and I am the Procurement Officer.

MR. BLACKBURN:
Hi. I'm James Blackburn. I too am in Procurement.

MS. RICHBURG:
Right on time, Brian.

MR. HANS:
Hi, good morning. I'm Harry Hans, H-A-N-S, with Sona Networks.

MS. GUDUDURI:
Mandita Gududuri, it's G-U-D-U-D-U-R-I with AP Ventures.

MR. JACONE:
Hi, I'm John Jacone, J-A-C-O-N-E with Gantech.

MS. STOLARIK:
Krista Stolarik, with Gantech, S-T-O-L-A-R-I-K.

MS. CERASI:
RheaAnn Cerasi, Wood Consulting. C-E-R-A-S-I.

MR. ZERNHELT:
Brian Zernhelt with Software Consortium. Z-E-R-N-H-E-L-T.

MR. BLACKBURN:
Very good. Now Mr. Smith is going to give us an overview of this TORFP.

MR. SMITH:
Okay. It's going to be brief and at a high level. Basically what this system is, Web Data Collection, we use it here at MSDE to maintain. We need identifiers for both students, professional staff.
We basically use it to collect data. This data is retrieved at various times throughout the year.
We do have a collection schedule. And the data consists of school information, attendance, classroom level membership, teacher quality and so on.
Basically, the locals upload that data to MSDE and then it's processed here. And we use it to design school improvement plans, school performance, preparation for federal reporting requirements and so on.
And I'm not going to go into a lot of detail because it's actually in Section 2.3 and I'm sure you've read it all.
Thank you.

MR. BLACKBURN:

Okay. Very good.

MS. RICHBURG:

Okay. Just before we begin with the questions and answers, I just want to say one thing about the MBE goal. The sub goals have been removed.
The sub goals and I believe the VSBE has been removed. So we only have a 30 percent MBE goal.

MR. SMITH:

What about the three percent for the VSBE?

MS. RICHBURG:

The VSBE, let me just confirm that. I think that has been removed also.   I'll just check it on my email, but okay. Okay, James, you can take it.

QUESTIONS – ANSWERS--CLARIFICATIONS

MR. BLACKBURN:

Okay. We'll work clockwise. We'll start with Ms. Cerasi and make a circle around the room going clockwise.

MS. CERASI:

Is there an incumbent for the contract?

MR. SMITH:

Yes, there is.

MS. CERASI:

And they are?

MR. SMITH:

Gantech.

MS. CERASI:

Thank you.

MR. BLACKBURN:

Mr. Zernhelt, do you have a question?

MR. ZERNHELT:
No question.

MR. BLACKBURN:
Mr. Hans?

MR. HANS:
No, thank you.

MR. BLACKBURN:
Ms. Gududuri?

MS. GUDUDURI:
Yes. I would like to clarify the key personnel. I had sent the questions in writing yesterday from our offices, and if you would be so kind to clarify what are the key personnel that you expect to be submitted with the proposal?

MR. SMITH:
Okay, did you, because I have, and I can answer your question, Mandita. Do you remember which one it was?

MS. GUDUDURI:
Yes. In Section 2.12.2, it lists --

MR. SMITH:
Okay.

MS. GUDUDURI:
It lists a separate category than in Section 2.1.

MR. SMITH:
Yes.

MS. GUDUDURI:
Which is the first section.

MR. SMITH:
Okay. Section 2.12.2 is correct. 2.1 is wrong. And we had made some changes throughout the

process and just didn't cover every page.
So 2.12.2 is correct.

MS. GUDUDURI:
Okay.

MR. SMITH:
2.1 is incorrect.

MS. GUDUDURI:
Thank you.

MR. SMITH:
You're welcome.

MR. BLACKBURN:
Very good. Mr. Jacone, do you have a question?

MR. JACONE:
I do not.

MR. BLACKBURN:
Ms. Stolarik?

MS. STOLARIK:
Yes. Will all four of the resources that are submitted need to be interviewed at an oral presentation, and will that need to be in person or can that be on the phone or site, or something other than that?

MR. SMITH:
In answer to the first part, yes, all resumes, those people will be interviewed.

MS. STOLARIK:
Okay.

MR. SMITH:
And on-site would be preferable, but you know, if you have someone working very remotely, we'll do it over the phone.

MR. BLACKBURN:

Okay. Very good.

MS. RICHBURG:
But we do prefer on-site.

MR. SMITH:
We prefer and that's why, preferably on-site. We really like that eye-to-eye contact.

MS. RICHBURG:
Uh-huh.

MR. BLACKBURN:
Okay. Thank you. Ms. Cerasi, do you have another question?   No. Mr. Zernhelt?

MR. ZERNHELT:
No.

MR. BLACKBURN:
No. Then Mr. Hans?

MR. HANS:
No, thank you.

MR. BLACKBURN:
Ms. Gududuri?

MS. GUDUDURI:
Yes, I do. So just to piggyback off of the last question. So the key personnel is the list at 2.12.2. Just to clarify, there are two internet site developers, senior. One QA and one Data Management Specialist.

MR. SMITH:
I think there are three internet.

MS. GUDUDURI:
2.12.2.

MR. SMITH:
I've got to look at the cost sheet because it gives me the exact number. Okay. There's three internet site developers. And what were the others? Senior IT, yeah, Database Management

Specialist.

But there's three internet site developers. That's the only position where there are multiple.

MS. GUDUDURI:
Right. So in the price sheet you have three internet site developers but I meant in the key personnel. So the differences in key personnel, you want to see those resumes.

MR. SMITH:
Correct.

MS. GUDUDURI:
And then you have additional internet site developers. Would you like to see resumes of those personnel also?

MR. SMITH:
Yes. Three resumes, yes.

MS. GUDUDURI:
Three resumes?

MR. SMITH:
Right.

MS. GUDUDURI:
And then in addition to the three Senior Site Developers, you have the QA person.

MR. SMITH:
Correct.

MS. GUDUDURI:
That's a fourth. And then you have Data Management.

MR. SMITH:
Yeah.

MS. GUDUDURI:
So that makes it five.

MS. RICHBURG:
Five resumes.

MS. GUDUDURI:
Three, four, five. Five resumes? Is that correct?

MR. SMITH:
It should be more than that, because it's four positions.

MS. GUDUDURI:
I mean key personnel.

MR. SMITH:
Oh, key personnel.

MS. GUDUDURI:
Key personnel.

MR. SMITH:
That's right.

MS. GUDUDURI:
So, Dorothy, just to piggyback, key personnel are the resumes you want to see?

MS. RICHBURG:
Those are the resumes that we want to see. And those are the persons who were expected to attend the oral presentations, if you're selected.

MS. GUDUDURI:
Right.

MS. RICHBURG:
So a total of three positions, but five people.

MS. GUDUDURI:
Okay.

MS. RICHBURG:
Because it's three Internet Site Developers.

MR. SMITH:
Okay. It's, yeah.

MS. RICHBURG:
Internet Site Developer, Quality Assurance Specialist, right.

MR. SMITH:
And a Database Management Specialist, that's right.

MS. GUDUDURI:
And then you have the Senior IT Architect in the price sheet.

MR. SMITH:
Yeah. This is not right, Dorothy. I got Internet Site Developer Senior twice. That's not right. That should be, one of those, that's why I was saying, no, there should be more than five. One of those should be the IT Architect. We made too many changes to this thing.

MS. RICHBURG:
Okay. So the people that want --

MR. SMITH:
I'll tell you. Right now let's get it straight. I'll tell you right now because this is confusing. Okay. What we want, the named person- nel. We want three Internet Site Developers, Three Senior Internet Site Developers, Quality Assurance Testing Specialist, Senior Database Management Specialist, and Senior IT Architect.

MS. RICHBURG:
So it's four positions?

MR. SMITH:
Right. Those are the four positions we want resumes for.

MS. GUDUDURI:
So a total of 6 resumes?

MS. RICHBURG:
A total of 6 resumes.

MR. SMITH:
Right. There will be a total of 6 resumes.

MS. RICHBURG:

And four positions. Senior Internet/Intranet Site Developer.

MR. SMITH:
The only one you don't have to name is the Project Manager.

MS. RICHBURG:
Quality Assurance. Testing Specialist. Database Management Specialist Senior, and a Senior IT Architect.

MR. SMITH:
Correct.

MS. RICHBURG:
Okay.

MR. SMITH:
Sorry about that.

MS. GUDUDURI:
It's all right.

MS. RICHBURG:
We made so many changes.

MR. SMITH:
We did. We went through a lot of edits on this, so we didn't get everything, but it's good to get it pointed out now and clarified, so thanks, Mandita.

MS. GUDUDURI:
Of course.

MR. BLACKBURN:
Okay to continue then?

MR. SMITH:
Yes.

MR. BLACKBURN:
Mr. Jacone, do you have a question for us?

MR. JACONE:
I do not.

MS. BARKER:
Ms. Stolarik?

MS. STOLARIK:
No.

MR. BLACKBURN:
Okay. We've had two new people enter the room. Could you folks introduce yourselves and give the spelling of your last names for the transcriptionist?

MR. DRAVIDA:
Yes, we're from a company called Dravida Consulting and my last name is Mani Dravida. The last name is D-R-A-V-I-D-A.

MS. GOLDBERG:
And I'm Kay Goldberg from Dravida Consulting, G-O-L-D-B-E-R-G.

MR. BLACKBURN:
Thank you. Very good. And I know you've just come in. Do you have any questions prepared or will you catch us in the next go-around?

MR. DRAVIDA:
The next go-around.

MR. BLACKBURN:
Okay. Very good. Ms. Cerasi, do you have a question?

MS. CERASI:
No.

MR. BLACKBURN:
Mr. Zernhelt?

MR. ZERNHELT:
The majority of the work can be done off-site?

MR. SMITH:

Correct.

MR. ZERNHELT:
Okay.

MR. BLACKBURN:
Mr. Hans?

MR. HANS:
No, thank you.

MR. BLACKBURN:
Ms. Gududuri?

MS. GUDUDURI:
I'm gathering my thoughts.

MR. BLACKBURN:
All right. We'll catch you on the next go-around then. Mr. Jacone?

MR. JACONE:
No.

MR. BLACKBURN:
Ms. Stolarik?

MS. STOLARIK:
No.

MR. BLACKBURN:
Okay. And again, back to Mr. Dravida.

MR. DRAVIDA:
Dravida.

MR. BLACKBURN:
Dravida. Very good. Thank you.

MR. DRAVIDA:
I'll go last in the cycle, if possible.

MR. BLACKBURN:

Well, we're going to work back around.

MS. RICHBURG:

Let's go back around. We'll be here.

MR. BLACKBURN:

Didn't give you much time. Sorry to slow you down. I think I'll jump ahead here to Ms. Cerasi.

MS. CERASI:

No.

MR. BLACKBURN:

No? Mr. Zernhelt? Mr. Hans?

MR. HANS:

No thanks.

MR. BLACKBURN:

Ms. Gududuri?

MS. GUDUDURI:

No questions. Thank you.

MR. BLACKBURN:

Okay. Mr. Jacone?

MR. JACONE:

I don't. Sorry.

MR. BLACKBURN:

And Ms. Stolarik?

MS. STOLARIK:

No.

MR. BLACKBURN:

No one can think of anything. We should take a coffee break and then...

MS. GUDUDURI:
Well, actually I do have a question.

MR. BLACKBURN:
I'm so glad that you do. Very good. And what is your question?

MS. GUDUDURI:
My question was we've been getting this email from GOMA about potentially having MBE primes with MBE goals?

MS. RICHBURG:
Yes. That's correct.

MS. GUDUDURI:
This is a five-year project. So would MSDE consider having this change? I don't know how that GOMA thing would start.

MS. RICHBURG:
That's not in effect yet. Hopefully by July 1 it should be in effect. And the way I understand it, the prime can fill 50 percent of the goal, of the MBE goal.
And to clarify my earlier statement, the sub goals, they have been removed from this as well as the VSBE. That has been removed. But it is a 30 percent MBE goal.
So the 30 percent MBE goal remains. However, the sub goals along with the VSB has been removed.
Good morning, Sandeep.

MR. HARJANI:
Good morning. How are you?

MS. RICHBURG:
Fine, thank you.

MR. BLACKBURN:
Okay. Very good. Mr. Jacone, do you have a question for us?

MR. JACONE:
I do not.

MR. BLACKBURN:
Ms. Stolarik?

MS. STOLARIK:
No.

MR. BLACKBURN:
No. Let me jump over to Ms. Goldberg. Any questions?

MS. GOLDBERG:
No.

MR. BLACKBURN:
Not yet?

MS. GOLDBERG:
Mr. Dravida?

MR. DRAVIDA:
No.

MR. BLACKBURN:
Not yet. Ms. Cerasi?

MS. CERASI:
No.

MR. BLACKBURN:
Mr. Zernhelt, how about you?

MR. ZERNHELT:
Maybe I do. The pricing proposal lists the Project Manager, but that's not one that you need to meet with to have come in on the interview. Or do we want to add that person as a key person?

MR. SMITH:
No, they're not one of the named personnel, no.

MR. ZERNHELT:
Okay. Thank you.

MR. SMITH:
But they are required minimum.

MR. BLACKBURN:
Okay. Very good. Over to Mr. Hans?

MR. HANS:
No, thank you.

MR. BLACKBURN:
And we've had a new vendor enter the room. Gentlemen, could you introduce yourself and spell your last name?

MR. HARJANI:
Yes. Sandeep Harjani, H-A-R-J-A-N-I, Infojini. So I'm sorry if it's been covered before. So you said about the named personnel being, so what are the four named personnel for this one, for the key personnel?

MR. SMITH:
Okay.

MR. BLACKBURN:
Or should he get that information from Ms. Gududuri, who's sitting next to him.
 (Laughter)

MS. GUDUDURI:
It's not an issue.

MS. RICHBURG:
No, we'll give you four. Let us name it again so these people –-

MR. BLACKBURN:
Get it on the record twice.

MR. SMITH:
Okay. Senior IT Architect, Quality Assurance Specialist, Senior Internet/Intranet Site Developer, and we need three of those, and Senior Database Management Specialist.

MR. HARJANI:
Thank you.

MR. SMITH:

You're welcome.

MR. HARJANI:
One question on that. The three, they would be the three named personnel or are the key --

MR. SMITH:
You'll submit 6 resumes.

MR. HARJANI:
Six (6) resumes.

MR. SMITH:
Right.

MR. HARJANI:
Okay. Thank you.

MS. RICHBURG:
Seven resumes.

MR. SMITH:
How is it 7?

MS. GUDUDURI:
Seven (7) including the Project Manager.

MS. RICHBURG:
Seven (7) resumes. Three for the Internet –-

MR. SMITH:
Not the Project, the Project Manager is not a named personnel. The four that I gave you are the four resumes that we want. It's three Internet Site Developers. I need three resumes for them. I need one resume for --

MS. RICHBURG:
Senior IT Architect.

MR. SMITH:
–- a Senior IT Architect. I need one resume for Database Management Specialist, and I need one resume for Quality Assurance.

MS. RICHBURG:
Six. I'm sorry, 6.

MR. SMITH:
So it's 6 resumes. I don't need one for the Project Manager.

MR. BLACKBURN:
Very good. Six.

MS. RICHBURG:
Okay.

MR. BLACKBURN:
And I've forgotten where we are now.

MR. ZERNHELT:
Right here.

MR. BLACKBURN:
Right here. All right. Well, then --

MS. GUDUDURI:
No questions. Thank you.

MR. BLACKBURN:
Okay. Mr. Jacone?

MR. JACONE:
No questions.

MR. BLACKBURN:
And Ms. Stolarik?

MS. STOLARIK:
No. No, thank you.

MR. BLACKBURN:
Ms. Goldberg?

MS. GOLDBERG:
Nothing.

MR. BLACKBURN:
Nothing. Mr. Dravida?

MR. DRAVIDA:
Qualifications. In terms of our qualifications, I mean it said five years with a local school, I mean a Montgomery-size School District kind of thing. Can we also do work for the state? I mean if we work in that Collection Data System for the state, can we use that experience?

MR. SMITH:
Yeah, that was just an example.

MR. DRAVIDA:
Okay.

MR. SMITH:
Of a size that we're looking for. You know, we didn't really want...

MR. DRAVIDA:
Okay. But you could use state experience, you could use other School District experience, things like that?

MR. SMITH:
Right.

MR. DRAVIDA:
Thank you.

MR. BLACKBURN:
Very good. Ms. Cerasi, do you have something for us?

MS. CERASI:
No, thank you.

MR. BLACKBURN:
Mr. Zernhelt?

MR ZERNHELT:

No.

MR. BLACKBURN:
And back to Mr. Hans?

MR. HANS:
No, thank you.

MR. BLACKBURN:
And Mr. Harjani?

MR. HARJANI:
No, nothing.

MR. BLACKBURN:
And Ms. Gududuri?

MS. GUDUDURI:
No, thank you.

MR. BLACKBURN:
Mr. Jacone?

MR. JACONE:
No thank you.

MR. BLACKBURN:
And Ms. Stolarik?

MS. STOLARIK:
No, thank you.

MR. BLACKBURN:
I think we're winding down. Let's come back to Mrs. Goldberg. Nothing? Mr. Dravida again.
Ms. Cerasi. I think we're running out.
Does anyone have any questions or any thoughts that they would like to express? Anything that
you folks would like to add?

MR. SMITH:
Now we wrap up? There's nothing that I want to add.

MR. BLACKBURN:
Doug, I think we're in good shape.

MR. HARJANI:
I'll ask one question.

MR. BLACKBURN:
Here we go.

MR. HARJANI:
Regarding the oral presentations, so you would have all the 6 people in the oral presentation or would it be ...

MR. SMITH:
Yes. We want to interview those 6 people.

MR. HARJANI:
Okay.

MR. SMITH:
Yes?

MR. HARJANI:
And I'm assuming they cannot be substituted prior to award?

MR. SMITH:
No. That's why we want their names.

MR. HARJANI:
Okay.

MR. SMITH:
They can't be substituted prior to award. If you give me a named personnel in this Task Order, you can't show up with different names, different people.

MR. HARJANI:
And will the work be performed on-site or off-site?

MR. SMITH:

Off-site mainly.

MR. HARJANI:
Thank you.

MR. BLACKBURN:
Very good. Anyone else? Any last thoughts? All right. Doug, I think we can call it a wrap.

…. Thank you again for coming.

(Whereupon, at 10:25 a.m. the meeting was adjourned.)

WEB DATA COLLECTION SYSTEM
TORFP R00B4400087

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

1.Can you please clarify which positions are part of Key Personnel, as section 2.12.2 lists Internet Site Developer (Senior), QA Specialist, Internet Site Developer (Senior) and Data Mgt Specialist? And SECTION 2.1 has Project Manager, Senior IT architect, Technical Lead and Internet Site Developer Senior as 4 named Key Resources.
Section 2.12.2 is correct. Section 2.1 is incorrect. The key personnel are as follows: Internet/Intranet Site Developer, Senior (3), Quality Assurance/Testing Specialist, Database Management Specialist Senior and Senior IT Architect.

2.If section 2.1 are the Key Personnel, The Price proposal does not have Technical Lead listed as a labor category.
As stated above Section 2.1 is incorrect and there is no team lead position on this TORFP.

3.GOMA is exploring allowing MBE primes to fulfill the MBE goals if they are priming, given this would MSDE consider removing the sub-goals for this RFP?
The sub-goals and VSBE has been removed. However, the new rule allowing MBE primes are not in effect and will not be applicable to this procurement.

4.THE Price proposal has 3 senior portal developers listed, should we submit 3 resumes with the proposal?
Yes.

5.It's unclear from the TORFP which position need to be submitted (it says 4 but then only seems to require 3). Can you please clarify?
See Section 2.12.2. The four named positions are clearly defined.

6.Do the submitted resources have to attend orals in person? Or can they attend via Skype or phone?
The submitted resources must attend the orals.

7.At the present, is there an incumbent on this program and who is the incumbent?
The incumbent is Gantech.

The following description for the Senior IT Architect should replace the duplicate Sr. Internet Site Developer position in 2.12.2 – Offeror's Personnel Minimum Qualifications on page 20 of the Web Data Collection System TORFP:

Senior IT Architect

Education: Bachelor's Degree from an accredited college or university with a major in Engineering, Computer Science, Mathematics or a related field.

General Experience: At least five (5) years of experience in planning, designing, building, and implementing IT systems.

Specialized Experience: At least four (5) years of experience in a K-12 educational web-based solution for the collection of local school system data.   The local school system shall be similar in size to Montgomery County Public Schools. At least three (3) years of experience using Oracle Application Server 10 or higher. At least two (2) years administration experience with Cognos Report Net 8 or higher. At least one (1) year of administration experience with IBM Rational Clearcase. At least two (2) years administrative experience HP Quality Center.

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

1. Please confirm the new requirement is for 6 Key Personnel, which are:
   3 Portal Developers, 1 QA and 1 Sr. IT architect, and 1 Database Mgt Specialist?
   Yes

2. Would MSDE like references for proposed personnel to be submitted with proposal?
   Yes

3. Would MSDE like to see resume of the PM be submitted too with the proposal while it is not part of the key personnel?
   No

4. Please confirm that the PM does not need to be PMP certified?
   No but definitely preferred

5. TORFP Section 3.2.1F – Are the required examples for the Master Contractor/Subcontractor or proposed resources?
   Master Contractor

6. TORFP Section 3.2.1C Staffing Plan – a) What is expected for the required history of the team; c) what supporting descriptions are required for all labor categories?
   Please refer to the information in theTORFP.