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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
TORFP NO. R00B4400117
PCS Annual Report Website Development

DATE: April 11, 2014

**YOU SHOULD RECEIVE 25 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, March 26, 2014;
2. Questions received before and after Pre-Proposal Conference; and
3. Attendance Sheet.

NEW PROPOSAL DUE DATE

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, Tuesday, April 22, 2014**

MARYLAND STATE DEPARTMENT OF EDUCATION

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

TORFP NO. R00B4400117

PCS Annual Report Website Development

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

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MS. RICHBURG:

Okay. Good morning and welcome to our Pre-Proposal Conference for the Private Career School Annual Report, Website Development TORFP.

For those of you who do not know me, I'm Dorothy Richburg. I'm the Procurement Officer, one of the Procurement Officers here at MSDE. And I'm going to give an overview of how we will conduct our Pre-Proposal Conference.

We will first have our introduction, after which I will have Gary Kenney who is a Project Manager for this Procurement to give us an overview of this TORFP. After which we will go around the room, round-robin style and ask each person to ask one question, unless it's a follow-up question, and we're small in number today, so we just go around the room as many times as you'd like to ask all those questions and we will try to answer them.

If there's a question that you ask and we do not know the answer, we will have it in the printed minutes which you will receive hopefully next week. The proposals are due on April the 14th. If for some reason we're late in getting you the minutes or something comes up and we have to extend that date, we will advise you via email.

If you get back or back to your office and you have additional questions, please email me. I would like to have them by this Friday. So we can get them in the printed minutes so everyone will get them at the same time. But if you have a question on April 13th, email me and I will answer it. So with all that said, before I go any further, we have Doug with us today. He's from the Conference Reporting Services and he's here strictly for the purposes of taking our minutes. If at any time he cannot hear you or understand you, he will ask you to repeat your question. So we're going to start with introductions to my left and we'll go right around.

MR. DELGAUDIO:

Dave Delgaudio. I work with the Maryland Higher Education Commission and I'm here to support these efforts with the website development and for the technical requirements and security requirements that are involved at the website, as well as ensuring that whatever

questions you have we can meet as far as from a security aspect or implementation on the web server.

MS. RICHBURG:

Very good.

MR. KENDALL:

I'm Dean Kendall. I'm the Associate Director for Career and Work Force Education at the Maryland Higher Education Commission, and I'm the overview guy for this whole thing, for the private career schools. It says in here we have 154. That number varies depending upon how many get approved within any month stretch or how many are removed from approval. So it's a dynamic number, but 154 is a really good solid, consistent number.

Yeah, that's me.

MR. KENNEY:

Good morning, everyone. My name is Gary Kenney. I'm the Project Manager for this procurement.

MS. RICHBURG:

Okay. We're going to start with Dean and go, work our way around.

(Introductions)

Okay. We're going to turn this over to

Gary Kenney and ask him to give us an overview, please.

MR. KENNEY:

Okay. Good morning, everyone. I'm going to give you an overview of this procurement. Right now this team here that's sitting in front of you, we've worked on this TORFP and we've been probably for the last 6 months to a year and what we've done is we've completed the first four

SDLC phases. We've done the initiation, the concept proposal, the planning and the requirements, and we put those requirements in Section 2.6 of this TORFP. And what we're looking for is a vendor to collaborate with us, to work on the design, development, integration and tests and implementation phases of the SDLC. To create a new website for us, to do electronic collection of data from the private career schools that Dean mentioned. And then after the vendor engagement, we would expect them to turn over the system to us, turn it over to MHEC OIT, which Dave is a member of, and then they (MHEC) would run the operations and maintenance. So the deliverables for this procurement, in addition to developing the website, are to create any of the user documentation for sustainability and to also procure and install the hardware jointly with Dave and his OIT team.

So basically we started the SDLC, we did the planning phases. We're looking for a vendor partner to help us with design, development, and implementation and turn it back over to us for O&M. So it's a short engagement. I've estimated it's about 6 weeks, and I think that is probably a long time period actually. We looked at it. We thought it was about 160 FTE hours to complete this work. But also keep in mind, there's procurement of some HP hardware involved. Basically I'll give you an overview of the "as is" environment now. What happens now is that there is PCS reporting period that starts beginning in July and the data collection goes through September. Right now the PCS schools, they're sending that information to Dean and his team, and it's on various media like flash drives, CD's, paper form.

What we're looking to do is create a website that the PSC schools can go into the website and they'll be able to log on with their log-on credentials and either input the information via a web form or to upload Excel and Word templates, it's mostly Excel. Excel templates. So it's really a front-end data collection or upload, a file upload utility along with some security and log-on credentials for the user. The back end database where this information is stored is unchanged. So it's a web interface and the development of the website to collect these forms. And also, I want to mention, this is not in the TORFP (new requirement), but we also want to

have a capability that virtualizes this website (MS Hyper V), and I think that's a broad-based overview. Did I miss anything?

MR. DELGAUDIO:

No.

MR. KENNEY:

Just to define our roles a little further, the four of us worked on this TORFP. We actually did it in pretty quick order around the Christmas holidays and we got our first time pass from DoIT which was really nice. So we're on a pretty fast time line, but Dorothy, she's managing procurement and Dave has given us the technical requirements, and the IT technology infrastructure has also specified the hardware, and Dean has helped with all the business and functional requirements. You'll see some of the attachments where they had mock-ups or just overviews of the process. So it's a fairly stable and mature process. What we're looking to do is just create an electronic data collection front end to our current manual process. So we're taking something that's existing and stable, and just trying to automate the front end of it.

MR. KENDALL:

And just as a matter of point, whether it's important or not, two years ago we did it all by paper. It was all hard copy. Then we implemented this half-way thing where they could submit some of it on electronic format and mail the things in. And now we're looking at this strictly on-line process. So we move quickly as far as the state is concerned on things like this.

MS. RICHBURG:

Okay. You just came in. We're just having our overview and questions and answers. Would you state your name and and the company you're representing?

MALE VOICE:

Tacoma (phonetic) Corporation and I'm Terrence Brown, CEO.

MS. RICHBURG:

Okay. Terrence, glad to have you. We're just getting ready to start our questions and answer period. Did you have a question about the overview?

MR. BROWN:

Yes, ma'am. I was trying to, I didn't hear it clear, what he said about the back end, something about a back-end system, so I wanted him to state that.

MR. DELGAUDIO:

This will be developed in SQL server, 2012.

MR. KENNEY:

Yeah, it's requirement 2.6.2.1. So I'll just read this paragraph for clarification since I mentioned. The TO contractor shall perform all development in a Windows 2012 with IIS8 and SQL server 2012 environment and the preferred application development language is ASP.net using visual basic and visual studio, and the data will be uploaded to the database requiring editing and stripping because it will be input via Excel and Word file uploads. And the web entry form, so that defines that type of our requirement, 2.6.2.1.

MR. DELGAUDIO:

And it's also listed on page 26 of this document and documented 2.9.1. It's like a bulleted list, numbered list.

QUESTIONS – ANSWERS--CLARIFICATIONS

MS. RICHBURG:

Okay. So with all that, we're going to get ready to start with our question and answers. I'm going to go ahead and get started with Dean and we'll work our way around.

Q. The AP platform that's been defined, is that, the acquisition would like to acquire equipment as well as have it configured for the contractor to then be able to do development on.

A. Yes.

Q. Is the AP defined as the absolute or are we accepting of alternatives... such as Dell or ...

A. We prefer HP.

MS. RICHBURG:

Okay. Kia?

Q. Yes, ma'am I understand that this is a data entry system. At any point in time will there need to be any interfaces from this website portal to any other databases in the organization?

A. I don't think so.

Q. For data. So it would just be individuals that have the same sign-in.

COURT REPORTER:

Gentlemen, answer; don't shake your head.

MR. KENNEY:

So my answer is no, this isn't a stand-alone system for the PCS, part of Career School Data Collection, specifically for their annual report.

MS. RICHBURG:

Thank you. Brandon? Okay. Kelsey?

Q. I don't have any questions.

MS. RICHBURG:

Amber? Mike?

Q. No questions.

MS. RICHBURG:

Brian?

Q. Let's see. If there's any software that has to be purchased for development, can we propose that it's purchased by the state since you have a licensing?

MR. DELGAUDIO:

Do you have any examples of software that you might proceed?

Q. No.

MR. DELGAUDIO:

Well, as far as the Window environment, we have all the licenses for that, Windows 2012, SQL server, IS, so.

Q. Okay.

MR. DELGAUDIO:

It should be covered.

Q. Maybe a couple.

MS. RICHBURG:

Well, we'll ask you to one at a time.

Q. Okay.

MS. RICHBURG:

Okay.

Q. The first question is will there be any need for the individuals to access the website outside of the government network if they're doing offsite work for the school systems?

MR. KENDALL:

No.

Q. I mean they're doing all the work inside of the buildings or –

MR. KENDALL:

No, decentralizing schools or outside of their domain, so to speak, so they should be able to log on remotely with the URL and their log-on credentials to access it. So the answer is yes. This is external to our Intranet. So they're just accessing a website to do what they need to do to the web portal web application. As far as working remotely, what other means for which the employees can do that type of work, should they want to access the system remotely. So that's kind of separate.

MS. RICHBURG:

Let's come back up here to Dean?

Q. No questions.

Q. So going from the paper to what you have today ... is there an incumbent for the work that's been done to date?

MR. KENDALL:

No. I mean that was done internally on an internal link.

Q. So there is no incumbent?

MR. KENDALL:

No.

Q. This is new development?

MR. KENDALL:

And if it matters, the person who did develop it internally is no longer here.

Q. Okay.

MS. RICHBURG:

Amber?

Q. So if the performance is here, would you just have development offsite and present it to you in either a Project Management style?

MR. KENDALL:

Yeah, but it may be preferred from an efficiency standpoint.

MS. RICHBURG:

Back to you.

Q. My second question is, are the (inaudible) on the Visual Basis language is an acceptable, more of a Visual Basis? (NOTE: answer is yes)

MR. KENNEY:

Good question. We're going to try and get back to you on that one.

Q. From a security standpoint.

MS. RICHBURG:

Dean?

Q. No questions.

MS. RICHBURG:

Kelsey, Amber? Okay. I'm going to open up the floor for any additional questions.

There is a 10 percent MBE goal as procurement. We encourage MBE's to respond even as a prime.

MR. DELGAUDIO:

Can I propose a question to see if ...

MS. RICHBURG:

Yeah.

MR. DELGAUDIO:

Does anybody have any questions on how to protect the data, log-in information for the data as it transfers through the database, the internal database and the website itself?

Q. So because this is a stand-alone system, the security doesn't have to integrate with any security parameters as other state agencies or not other state agencies, but within the education department. So it will be unique to the databases?

MR. DELGAUDIO:

Yes.

MS. RICHBURG:

You're welcome to ask questions. Dean...

MR. DELGAUDIO:

That's my big thing is security and making sure that all data in transit or personally identified information doesn't reside on web servers or needs to be encrypted during transit from the outside all the way to the database.

Q. Is there a repository that this is going to –

MR. DELGAUDIO:

Could you speak up a little bit?

Q. Is there a repository this date is actually going to?

MR. DELGAUDIO:

The information that's collected should pass through the web server by whatever means if it needs to be processed on the front end, IS of the server first before it's actually put into the database. But ultimately we want all the information to reside in the SQL server database.

Q. Okay. So the attachment, they're going to, is that file server has some type of repository like SharePoint or OnBase?

MR. DELGAUDIO:

That's what we're hoping you'll have developed for us. A repository on that database server.

Q. So is there going to be a restriction on the uploads, because I know that some of these files can be pretty big, so are there restrictions on the uploads? That's why I was asking.

MR. DELGAUDIO:

There should not be. We have sufficient bandwidth to handle any kind of uploads.

MR. KENNEY:

And it should be noted that these Private Career Schools, they don't have thousands and thousands of students, so file uploads are going to be, you know, Excel spreadsheets, what would you say would be the average?

MR. KENDALL:

I think the largest spreadsheet as far as total number of students would be right around 2,000 students. Most of them would be under 500.

Q. You talking about file size somewhere less than ...

MR. KENDALL:

Oh, yeah.

Q. You mentioned Microsoft Word documents and in addition to Excel spreadsheets. Are they creating the spreadsheets in Microsoft Word?

MR. KENNEY:

Just Excel.

Q. Okay. But they will be in Microsoft Word documents too?

MR. KENNEY:

Yes.

MR. KENDALL:

There are some forms that are Word templates we have identified in the Business and Functional requirements. So Form 5 is Excel; Form 6 is Excel; Form 7 and 8 are Excel; Form 9 is Excel. Form S5 is Excel; Addendum A is Excel. And then for the annual report page, that's in Word. And it could also be a pdf for uploading. So with the exception of the report, all the forms have data fields and they're in Excel.

MR. KENDALL:

Our preference would be if the report is actually inputted by the schools anyway, so they wouldn't have to upload anything. They just put the information in. That is our desire for all of them, but we have to allow them that other option.

Q. In other words are there educational credentials...

MR. KENDALL:

I think we're going to have the users create their own for the information that's going to be maintained within the system itself, not with an active directive.

MS. RICHBURG:

Any other questions? Any more questions, please?

Q. Can we propose a solution? We could propose a solution of our timing it to the active directive. This thing about managed credentials, would you oppose time assisting ...

MR. DELGAUDIO:

I would prefer but it's always contained under the system, log in information, their data. We have active directories here and I prefer that. Those users from the colleges maintain separately in a database.

Q. So there would need to be an administrator and that would be a state person, so documentation created for...

MR. DELGAUDIO:

They would administer.

Q. How do you maintain levels of security...

MR. DELGAUDIO:

Like from a system point of view the customer should be able to come in and log in with their credentials to upload their data. And then on the back end, should someone forget their password, if there's not some kind of, type in some information to get their password reset, then Dean's group would be able to go in there and reset their password or send them out a new one.

Q. Passwords is also assigned on access levels if you want to have levels of access. Everyone has the right to do all the same thing at every level.

MR. DELGAUDIO:

Yes. We have no intention of their being levels.

Q. Okay.

MR. DELGAUDIO:

The school has access through its own user ID and password. It has not if they don't know it. Anybody who has that user ID and password has access to the whole thing.

Q. For that school, for that school, so there's levels.

Q. A school shouldn't be able to see another school.

MS. RICHBURG:

Okay. Dean?

Q. Not so far off the line, the level of security that's been requested, that was a stand-alone system. How will the database then be administered if it's not tied to an existing system? How would you like it to be administered. Because if it's standing alone and there is not hiring someone for it to be supported, they would be acknowledged or notified of something happening. How would this system be administered? It's almost like it's sitting by itself. You can have somebody sitting there and maintaining it only. That's why I was trying to follow directions.

So we've defined administration to go along with their point. If each school is going to be responsible for maintaining their own credentials and/or being able to request a new reset of their passwords, how will that tie in to existing network that is managed by MSDE. So if a password needs to be reset, someone is able who's administering that database able to then be alerted to do the reset. Otherwise what I'm hearing is sounds like a self-contained, self-administered system.

MR. DELGAUDIO:

Yes, they can close the back door where we can help if somebody simply cannot do it. Like one of these schools can't log in. Remember there are three questions in order to have that password reset or have sent some kind of back end administration tool.

MR. KENDALL:

Merely send them an email or generate a password and send it to them. And we do have a unique email for annual reports. So if they always email us and say I don't know my password, I mean an individual and there are four of us that have access to that email. So any of us could do that response. Does that answer your question or not? I mean we are in this, in this overview we are asking for a certain automatic edit checks so that they would be receiving it in standard email responses.

MR. KENNEY:

So I will add, I think the intent here is that since we have, you know, approximately 150 of these private career schools that we would want the first effort with their password and log-in, there's an IT group. Just like other state agencies, they're very lean organizations so they don't want 75 emails needing the password to be reset. So that's the intent. You know, we also, Dave's group will be the system administrator and there's probably going to be some link there if you can't self-recover a password, you can contact the system administrator for help. But we certainly don't want that to be the first option, or if there is maintenance that needs to be performed on the SQL database, we'll take care of that.

I wanted to add also, I think Dean was talking about the deliverables, there are several deliverables in this. At the end of the implementation, after we've signed off on the Master Contractor hands it over to (inaudible) we would expect a User Manual, a System Administration Manual to include a Security Operations Manual and Maintenance Manual.

Q. Thank you.

MR. KENNEY:

So just to clarify that. We will be coming in at the beginning of SDLC Phase 5 for design, confirm the requirement and then proceed to development, integration and tests, and hand it off to Dave's team.

MS. RICHBURG:

There was no training requirement?

MR. KENNEY:

No there is some training but it's not going to be...

MS. RICHBURG:

I'm talking to you about the manuals and questions and answers of this, there's not a big training to do.

MR. KENNEY:

We might need two or three people, I would imagine that would go through the training and it wouldn't be a lot of people... three to five.

MR. KENDALL:

At the most five.

MR. DELGAUDIO:

There would be some kind of a demonstration of how your system is working.

MR. KENNEY:

And we would have the training covered in Requirement 2.6.3.2, and it's a train-the-trainer approach. Hand over these artifacts, train the team which would be up to five people and then they would be responsible for training the private career schools in how to use the system.

MS. RICHBURG:

Sir, we were just having our question and answer period. Do you have any questions. You want to introduce yourself?

MR. HARJANI:

Sandeep Harjani from Infojini, Inc. My question was about the time line for, this is less than 6 weeks. Is there a specific deadline or something that you have that you want to have the system from or is it 6 weeks from we start?

MR. KENNEY:

That's a good question, Sandeep. I would say, you know, the reporting period starts in July and we're hoping that I have this system available for some pilot schools. Also just based on the timing of the award, we might miss that window. So we don't have a big milestone. It's not like we're going to implement with all 154 schools this year, but I really hope that the time line progresses and the time line for this procurement has gone very quickly and we hope that it continues to go at a fast rate so that we have it available and we'll do some piloting. But it's not a real critical milestone. If we miss that in July, we can do some internal testing, I mean that's definitely there.

MS. RICHBURG:

So when will we go out? September?

MR. KENNEY:

I would say sometime this summer, Dorothy.

MS. RICHBURG:

Summer.

MR. KENNEY:

Yeah.

MS. RICHBURG:

We're going to make July. Okay.

MR. KENNEY:

This is a lucky procurement so far.

MS. RICHBURG:

It's moving forward.

MR. KENNEY:

Thank you.

MS. RICHBURG:

Sandeep, anything else?

MR. HARJANI:

No, that's it.

MS. RICHBURG:

Okay. With all that said, all minds and hearts are clear, we have the room till 12 o'clock.

You're more than welcome to remain. There is a sign-in sheet that's up front. Here, you can pass that in the back to these two gentlemen so they can sign it. Also get you three to sign it.

I wish you all safe travel and back. I know one is going back home out of town so hope you have a safe trip and hope the rest of you have a safe trip to your destination. How's your March Madness coming? Is your team winning?

Okay. Well, everyone be safe and it's going to get warm this weekend. Have a good weekend. Well, thank you all for coming and if you have any questions be sure to email me.

Take care.

GROUP: Thank you.

MS. RICHBURG:

Thank you.

(Whereupon, the MSDE Pre-Proposal Conference held on Wednesday, March 26, 2014, was concluded.)

**PCS Annual Report Website Development
TORFP R00B4400117**

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

1. We like to know if there is an incumbent for this project? If yes, kindly provide the details of the same.

This is a new project.

2. Does MSDE have a Microsoft enterprise license for Windows, SQL Server 2012, and Front Page or should the Offeror include in the proposal response procurement costs associated with licensing?

MHEC has all of the Microsoft licenses for Windows 2012R2 Server, SQL 2012 Server and Web Expressions (formerly FrontPage).

MHEC does require that the vendor implement FrontPage Server Extensions (FPSE) into the IIS8 Windows 2012R2 server. The license purchase must be coordinated with MHEC IT Staff and shall be integrated into the Web Server upon final delivery. See <http://fpse.rtr.com/> for more information.

Private Career School (PCS) Annual Report Website Development TORFP R00B4400117

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

- 1) Could you please provide design creative requirements or a primary home page and a secondary page. The RFP does not seem to indicate any custom icons, colors schemes or extensive photo manipulation.

Answer: See <http://doit.maryland.gov/webcom/Pages/Standards.aspx> for State web page standards. Only the public first/home page needs to adhere to State branding requirements, but all pages should have at the top the MHEC name, logo, and "Private Career School Data Web Center" on them (see <http://www.mhec.state.md.us/>).

- 2) Will the State be providing all Stock Imagery?

Answer: see answer to #1 – stock imagery can be found there. Other than on the public first/home page, no imagery is necessary. MHEC Logo attached.

- 3) Instead of MHEC_2013_Annual_Report_Package.exe as a downloadable packet of multiple files, this looks to be replaced by a page to provide download and upload of a just one Word file. Is this correct?

Answer: The Annual Report is one document within the Annual Report Package. Annual Report information can be submitted by completing the individual fields online, or by uploading and entire Word doc. The Annual Report Package consists of all items noted on the PCS Annual Report page being bid.

- 4) In section "2.6.1.10, the website shall be designed so the form pages are tabs on the PCS

Annual Report first page header that can be selected by the user. On the left, PCS Annual Report tabs are duplicated as links, with help menus, supplementary information links (e.g., COMAR), a link to the public MHEC web site, and return to home/main page ~~shall be~~ displayed ~~on the left side of the screen.~~"

- 5) Should the new PCS AR website include the exact contents (and appearance) of the current MSDE left navigation in addition to any new navigation items?

Answer: The MSDE web page should not be used as a template. The MHEC home page is a better reflection of the public first/home page of the PCS Data Web Center.

- 6) The text of requirement 2.6.2.11 states "Associated hardware, including three-year warranty, and software/ licensing costs to be procured and implemented by the TO Contractor."

The Specs for the servers in section 2.6.8.1 and .2 state both 3 year standard warranty and 5 year 24x7 procure service. The HP Standard Limited Warranty - 3 Years Parts and on-site

Labor, Next Business Day HP 5y 4h 24x7 ProCare Service. Would the State please confirm the duration of the specifics of what is required?

Answer: MHEC would prefer the HP 5y 4h 24x7 ProCare Service on the hardware purchase.

- 7) In regards to the Software licensing, does MSDE already have the necessary licensing through the State of MD for an enterprise agreement for MS Windows and MS SQL Server? If so, does the pricing proposal need to include the software licensing costs?

Answer: Yes, MHEC has the MS licenses, and No, it does not need to be part of the vendor price proposal.

- 8) Please confirm if the "internal SSL" certificate specified in 2.6.2.4 means a self-signed certificate?

Answer: We will leave this up to the developer of the website. The purpose of this certificate is to encrypt any data and/or user authentication that passes between the web server and the database. If there are other ways to encrypt these data transmissions we are open to proposed solutions.

- 9) Does the test site require a commercial SSL certificate, similar to the production site? Will there be a public facing URL for the test site as well as the production site?

Answer: The test site does not require a SSL certificate. The site requires only one site certificate for the production website URL. The test web, should be a subweb to the production site.

- 10)The TORFP states a period of 5 years for the SSL certificate, but Verisign sells certificates only up to 3 year validity. Could the State please confirm that a 3 year term is acceptable?

Answer: Yes, three years is acceptable.