TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
                Procurement Officer

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

DATE: April 15, 2014

**YOU SHOULD RECEIVE 4 PAGESIF 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.   Additional questions

NEW PROPOSAL DUE DATE

PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, Friday, April 25, 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
ADDENDUM II

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)

PCS ANNUAL REPORT CARD WEBSITE TORPF R00P4400117

The following questions were recently received:

1. Does MSDE have an 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?
We have all the licenses for Microsoft and will purchase the front page server extension license. If there are alternative ways for active directory user and group authentication to limit access to production Web and test Web environments for internal user editing the site through web expressions we are open to suggestions. An example being Microsoft WebDAV.

2. In section 2.6.3.1, The TO Contractor shall provide all SDLC artifacts as per the State's SDLC, however, the comprehensive list of SDLC documents are not itemized in the list numbered 1-10.
   a. **Will the State require the comprehensive list of SDLC documents as deliverables fo this project?** **No, only the documents specified are required.**

   b. **Will the State require only the listed documents and issue a waiver for the remaining documents? If so, will the State be issuing a waiver for only the SDLC documents that are included in the RFP section 2.6.3.1?** **Yes, see response to 2 b above.**

3. There appear to be additional screens and requirements in the supplemental documentation that are not listed in the function / business requirements in section 2.6.1 of the requirements.
   - For example the "PCS Data Web Center School Page" doesn't appear in the requirements but it appears as a sample page in the supplemental documentation.
   - Also the example "PCS Annual Report" in the supplemental documentation lists reports that can be submitted via web input (as opposed to upload) while the requirements do not list any forms that can be submitted via web input. Also, there doesn't appear to be a 1 for 1 correlation to the reports listed on this page to forms listed in section 2.6.1 requirements.
   - There are other supplemental documents that don't appear to be referenced in the requirements section.

   Are all the above supplemental documents (listed above) that are not in section 2.6.1 part of the requirements? **YES – see the PCS Annual Report supplemental page example. If so, can we receive more clarification on their role in the project? See the PCS Annual Report supplemental page example – some documents will be online input only, and some upload only. The only document that could be submitted either by direct online input or by bulk upload is the Enrollment, Completion, Employment data document/form.**

4. Only 5 days appear to be given for testing and approval by the state. What happens if changes are required that would cause a delay to the project?
There is some flexibility in accommodating due to changes / delays.

5. Is there any flexibility on the schedule? It's stated the July 1st is the beginning of the submission cycle. Does this mean that the system MUST be live on July 1st?
Ideally, yes; but not necessarily. There is some flexibility with the July 1st LIVE date, since we will initially pilot test with select PCS schools in 2014 before full implementation for all 154 PCSs in July 2015.

6. **In section 2.6.1.1 Login Page/Admin Module:**
    a.   **Single sign on - is this integration with an existing system? NO. Is there existing Protocol/Documentation? NO.**
    b.   **Will forgotten user ID and password functionality be passed to separate SSO system or be purposely built for this project? Purposely built.**
    c.   **Only users have the ability to create logins? Yes.**
    d.   **No ability on admin pages to change logins? Yes – to re-set.**

7. For Sections 2.6.1.2 - 2.6.1.9:
    a. **Will there be a way for the user to download submitted forms and resubmit? We would like this - vendor to submit proposal.**
    b.   **Are the Word and Excel forms submitted by users stored in the database or on a file system? Database. Any resubmission of forms updates database.**

8. For section 2.6.2.1, could you please clarify and provide more details on what the State means by "Data uploaded to the database will require editing and stripping"?
Basic edit checks are being requested from vendors, such as required fields, field accuracy, missing data, etc. Stripping involves taking the submitted data and stripping it of unnecessary data so that it's all the same.

9. Will the State provide test data and completed forms for testing functionality during the development of the system? No. LIVE pilot testing will take place after July 1st.