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TO: MASTER CONTRACTORS

FROM: Dorothy Richburg  
Procurement Officer

RE: ADDENDUM 1  
TORFP NO. R00B4400121  
Applications Programmer

DATE: May 1, 2014

**YOU SHOULD RECEIVE 13 PAGES AND THE ATTENDANCE SHEET**

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**OR EMAIL [jblackburn@msde.state.md.us](mailto:jblackburn@msde.state.md.us)**

**THANK YOU.**

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Tuesday, April 1, 2014; and
2. Attendance Sheet

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

**MARYLAND STATE DEPARTMENT OF EDUCATION**

200 West Baltimore Street  
Baltimore, MD 21201-2595  
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TORFP NO. R00B4400121

Applications Programmer

Received By \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendor \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**PLEASE E-MAIL, FAX OR MAIL THIS TO:**

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**MR. BLACKBURN:**

Good morning, everyone. Welcome, thank you for coming. My name is James Blackburn, working Procurement on a contract myself to help with the heavy load that we have during this period.

And we're here today to discuss this TORFP for Oracle Business Intelligence Enterprise Edition, Applications Programmer.

This is #R00B4400121. It has a one-year period of performance with four one-year renewal options. There is no MBE goal, but there is a Small Business Reserve. And we can begin by introducing ourselves and then my friend here will give us an overview of what we need and we can begin with our questions.

So you know who I am, and Mr. Talley will introduce himself and we'll go around the room introducing ourselves. And for clarity for the tape, please speak clearly, give your full first and last name. And please spell your last name for the transcriptionist.

Okay. Greg? Just minute. We'll start with my friend, Mr. Talley, here.

**MR. TALLEY:**

Good morning, good morning. I'm Greg Talley. I'm the Telecom Manager here at MSDE in the Office of Information Technology.

**MR. MEHTA:**

I am Deepak Mehta. Last name is spelled M-E-H-T-A. I'm with Elicitek, MBE SBR based in Rockville.

**MR. BOURI:**

Jay Bouri, B-O-U-R-I, N-3 Technologies. MBE and SBR.

**MR. HUMPHRIES:**

Brian Humphries, H-U-M-P-H-R-I-E-S. Teculpa (phonetic) Corporation.

**MR. BROWN:**

Terrence Brown, B-R-O-W-N. Teculpa Corporation, SBR MBE.

**MS. CERASI:**

RheaAnn Cerasi, Wood Consulting. It's C-E-R-A-S-I. We are also an SBR and MBE.

**MR. BLACKBURN:**

Okay. Very good. You want to give us an overview of this?

**MR. TALLEY:**

I'll just take it from page 9 of the document. MSDE is issuing this CATS+ TORFP to obtain up to three on-site Oracle Business Intelligence Enterprise Edition Programmers to support educational performance and accountability, datasets, dashboards, alerts, analytics, KPI's

and BI publisher reports.

Given the sensitivity of the data associated with this work, the TO contractor personnel assigned to this project shall comply with the requirements of a CATS+ RFP Section 2.4.3.2, and sign a non-disclosure agreement as described in Section 1.7 of the overview.

The contract may be awarded to multiple Master Contractors.

**MR. BLACKBURN:**

We got to reach out on the end of the room for the transcriptionist. Could you introduce yourself and spell your last name?

**MR. HARJANI:**

Sandeep Harjani. Last name H-A-R-J-A-N-I. And the company name is Infojini.

**MR. BLACKBURN:**

Very good. Thank you very much.

**MR. TALLEY:**

We're all set with the overview.ring up under this weather.

## **QUESTIONS – ANSWERS--CLARIFICATIONS**

**MR. BLACKBURN:**

Okay. We can begin with questions. Let's go clockwise and start over here on my left with Mr. Mehta.

And let me interject one thing. Those of you who don't already know me, I'm here on this temporary contract to help support Dorothy in her very busy period of procurement.

And Dorothy is the Procurement Officer, so there very well may be questions pertaining to particular procedures which I don't know, but which we will get ...we will answer any questions that you do have. We have to get back with you and we have to defer to Dorothy and answer you by email.

Technical questions I'm sure Mr. Talley can answer. Hopefully.

**MR. TALLEY:**

This is a department that's separate from all Office of Information Technology and I understand that's a continuation of a previous TORFP, so any questions that I can't answer, you know, we will note and we will get the answers and we'll put them in writing and be able to respond back to you, if you need further clarification or detail. But I'll do the best I can based on what I have here in the document.

**MR. BLACKBURN:**

Between the two of us. And also the questions that you ask are going on the tape and we do get a transcription of the meeting. So we do have your questions already in writing and we can answer those.

**MR. TALLEY:**

Okay. Go ahead Mr. Mehta.

**MR. MEHTA:**

Go to page 10. 2.5, deliverables. It talks about procedures for the O&M Services. This isn't an O&M so I don't see the relevance of this.

**MR. BLACKBURN:**

It may not be. That's a possibility. But it may not be. But what I'll do is I'll have Dorothy check that and verify it.

**MR. MEHTA:**

Yeah. Same thing here. It talks about Attachment, filling out Attachment 7 and again, Attachment 8, approved, submitted to the invoices.

**MR. BLACKBURN:**

Which would not be relevant.

**MR. MEHTA:**

Which would not be relevant.

**MR. BLACKBURN:**

Right. Right. Okay. So yeah, that's the questions.

**MR. TALLEY:**

Specifically where is it in the...

**MR. BLACKBURN:**

Did you say page 10?

**MR. MEHTA:**

On page 10, if you actually, page number 11, if you look at, it says upon completion of the deliverables, there are no deliverables here.

**MR. BLACKBURN:**

Okay.

**MR. MEHTA:**

Right.

**MR. TALLEY:**

Okay. So that will be answered for you.

**MR. MEHTA:**

Okay.

**MR. BLACKBURN:**

And Mr. Bouri, how about you?

**MR. BOURI:**

No questions at the moment.

**MR. BLACKBURN:**

All right. Thank you. Mr. Humphries.

**MR. HUMPHRIES:**

On page 13, dealing with Section 2.7. Says three (3) years, verifiable experience program with SQL. Specifically signed like PLSQL or TSQL or just SQL in general.

**MR. TALLEY:**

In general.

**MR. HUMPHRIES:**

Okay. So it doesn't have to specifically be.

**MR. TALLEY:**

No.

**MR. BLACKBURN:**

Very good. Mr. Brown.  
Thank you again for coming.

**MR. BROWN:**

On relating experience, can certification be a certification for more than two years of the experience, required experience? I know it said three years... certified Oracle implementation, supplement four years.

**MR. TALLEY:**

I think they're looking for at least three years experience. Certification is wonderful...certainly adds.

**MR. BLACKBURN:**

Okay. Very good. Mr. Harjani, do you have a question?

**MR. HARJANI:**

No questions.

**MR. BLACKBURN:**

Okay. And Ms. Cerasi?

**MS. CERASI:**

No questions.

**MR. BLACKBURN:**

Okay. Back to you, Mr. Mehta.

**MR. MEHTA:**

Yeah, going back on page 6 is where it is mentioned, the O&M contractor. Page 6 at 1.9. Again this isn't an O&M services contract.

**MR. TALLEY:** Most likely I assume that was blocked and pasted from another... Yeah. I'm going to have to check.

**MR. MEHTA:**

And also on page 10 in the table. Deliverable item 2.5.1 is nowhere to be found.

**MR. TALLEY:**

Where does it refer to that?

**MR. MEHTA:**

In the table on 2.4.

**MR. TALLEY:**

Oh, right.

**MR. MEHTA:**

2.4.2. If you look to the right, the first of 2.5.2.1.

**MR. TALLEY:**

Where it refers to 2.5.2.1.

**MR. MEHTA:**

Right.

**MR. TALLEY:**

Right.

**MR. MEHTA:**

And that part.

**MR. BLACKBURN:**

Does not exist.

**MR. MEHTA:**

Does not exist.

**MR. BLACKBURN:**

Very good. Thank you for finding that and we'll have that corrected. Thank you.

**MR. TALLEY:**

I think that's a reference to the normal business hours.

**MR. BLACKBURN:**

Okay. I have that corrected. Mr. Bouri, how about you? Do you have a question this time? This round?

**MR. BOURI:**

Are there incumbents on staff for these positions?

**MR. BLACKBURN:**

There is an incumbent, isn't there?

**MR. TALLEY:**

Yes.

**MR. BOURI:**

One or all three incumbents?

**MR. TALLEY:**

I know there's one. I think all three of them are here. But I can't tell you who they are and what their functions are. But we can find out. We can put that in the minutes.

**MR. BOURI:**

When you say all three are here, are they working... but which company, which regular incumbents?

**MR. TALLEY:**

I don't have that information.

**MR. BLACKBURN:**

Don't know.

**MR. TALLEY:**

But we'll get that. Will do.

**MR. BLACKBURN:**

Okay. Mr. Humphries?

**MR. HUMPHRIES:**

No questions.

**MR. BLACKBURN:**

Mr. Brown?



**MR. BROWN:**

No questions.

**MR. BLACKBURN:**

Mr. Harjani?

**MR. HARJANI:**

No questions.

**MR. BLACKBURN:**

And Ms. Cerasi?

**MS. CERASI:**

No.

**MR. BLACKBURN:**

Back to you, Mr. Mehta.

**MR. MEHTA:**

I guess that's going rather quickly.  
(Laughter)

**MR. BLACKBURN:**

Do you have any more questions?

**MR. MEHTA:**

No, I don't have any more questions.

**MR. BLACKBURN:**

Mr. Bouri?

**MR. BOURI:**

No questions.

**MR. BLACKBURN:**

No. Mr. Humphries?

**MR. HUMPHRIES:**

No questions.

**MR. BLACKBURN:**

And Mr. Brown?

**MR. BROWN:**

No questions.

**MR. BLACKBURN:**

Coming down to the home stretch. Mr. Harjani?

**MR. HARJANI:**

No questions.

**MR. BLACKBURN:**

And Ms. Cerasi?

**MS. CERASI:**

Yes, sir.

**MR. BLACKBURN:**

All right.

**MR. TALLEY:**

Is that clear and straightforward.

**MR. BLACKBURN:**

Can anyone think of anything they would like to add if there are no more questions?  
Nothing negative or critical, please. Mr. Bouri?

**MR. BOURI:**

I would like to have... incumbents. That will be appreciated.

**MR. BLACKBURN:**

I'll do that today. I will do that today.

**MR. BOURI:**

Thank you.

**MR. BLACKBURN:**

Okay.

**MR. BOURI:**

That would be for all three positions.

**MR. BLACKBURN:**

For all three.

**MR. BOURI:**

Thank you. So you would be sending out an amendment today or how would you... Would you send an email to everybody?

**MR. BLACKBURN:**

Well, I'll alert Dorothy and she'll have that information or she'll find out that information.

And tell her we discussed it and that you want that information as soon as possible. But that would be up to Dorothy how, you know, she'd get that out, when she gets that out.

But I will tell her that you're eager to get that information.

**MR. BOURI:**

And could I add to that?

**MR. BLACKBURN:**

Sure.

**MR. BOURI:**

If she would also identify under which RFR or TORFP were the incumbents hired.

**MR. BLACKBURN:**

Okay. Will do. Okay. Who the vendor is for all three incumbents, which RFR or TORFP they were hired.

**MR. BOURI:**

Thank you.

**MR. BLACKBURN:**

And you want that ASAP.

**MR. TALLEY:**

Because this closes April 22nd, so we want this information.

**Q.**

I have another question.

**MR. TALLEY:**

Welcome.

**Q.**

For certification of our personnel. Can you talk what type of clarification will be acceptable for those certifications, is evidence of the reporting, contact a government agency where you perform the work? What type of certification would you like because 3.30 percent certification that are proposed personnel meet the minimum requirement. So how would you like that requirement to be?

**MR. TALLEY:**

I don't see it defined here in the documents, but we could do that.

**MR. BLACKBURN:**

So your question then will be specifically what sort of certifications will satisfy that requirement?

**Q.**

Yes. Yes, sir.

**MR. BLACKBURN:**

And that question on certifications or that section was 3.3 you say?

**Q.**

Yes, sir.

**MR. BLACKBURN:**

Okay. I'll make sure Dorothy gets that.

We're wrapping up but for the record, would you ladies like to introduce yourselves, first and last name and please spell your last name for the record.

**MS. PRESTI:**

Okay. Norah Presti, P-R-E-S-T-I, with Group C.

**MS. CAIRIS:**

(Inaudible) C-A-I-R-I-S with Group C.

**MR. BLACKBURN:**

Okay. Thank you. Welcome. You'll be getting a transcript of what has just transpired.

**MS. PRESTI:**

Okay.

**MR. BLACKBURN:**

We've only had a few questions but you'll be up to date from what we've discussed here.

**MS. PRESTI:**

Okay.

**MR. BLACKBURN:**

Oh, and do you have any questions yourself?

**MS. PRESTI:**

I don't. I looked at the...

**MR. BLACKBURN:**

And you didn't come up with any questions?

**MS. PRESTI:**

Uh-huh.

**MR. BLACKBURN:**

And nor you?

**MS. CAIRIS:**

No questions.

**MR. BLACKBURN:**

Okay. Very good. All right. I think our business is concluded. Head along and enjoy your day. Thank you for coming.

**(Whereupon, at 10:30 a.m. the proceedings were adjourned.)**

**In response to the questions raised at the pre-proposal conference, these are my suggestions:**

1. Page 10 – Change ID# 2.4.2 – from 2.5.2.1 to N/A;
2. Page 11 –2.5 DELIVERABLES - the Deliverables listed are appropriate.
3. The three incumbents are Alent Technologies, Elicitek, and Trilogy – under CAT2 R00B9200162 and R00B9200195.
4. Page 16 – 3.3 TO TECHNICAL PROPOSAL – B. 2. - Delete “and possess the required certifications”

**APPLICATIONS PROGRAMMER**  
**Oracle Business Intelligence Enterprise Edition (OBIEE)**

**TORFP R00B4400121**

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

**1. What certification(s) will satisfy Sec. 3.3 B) 2)?**

**A statement from the vendor certifying the proposed personnel have a BS degree in Computer Science of Information Systems and have the minimum years of experience,**

**2. Is this a new requirement, or a re-bid of an existing contract?**

**Re-bid of an existing contract.**

**If a re-bid, what vendor(s) supplies/y the 3 incumbents?**

**Alent, Elicitek and Trilogy.**

**Under which RFR/TORFP were they hired?**

**TORFP R00B9200162**

**3. Sec. 1.9 concerning operations and maintenance services does not appear relevant. Is this correct? Yes.**

**4. Sec. 2.4 chart, ID# 2.4.2 refers to Sec. 2.5.2.1, which does not exist. Is this correct?**

**This should be 2.11.1.**

**5. Sec. 2.5.1, p. 11, 2<sup>nd</sup> paragraph “Upon completion of a deliverable...”, does not appear to be relevant. Is this correct? Yes.**

**6. Are you able to interview by phone for candidates, who live outside MD/DC/VA/DE?**

**No.**

**7. Can you tell us, when you could make this award and anticipated start date?**

**We plan to make an award no later than September 30, 2014.**

8. The section 2.8 requirement appears restrictive:

2.8 *TO CONTRACTOR PERSONNEL OTHER REQUIREMENTS*

- *General Industry Experience: Two (2) years education data warehouse experience.*

Will you consider alternate experience or extensive data warehouse development experience in Federal/Commercial/State agencies?

**No.**

9. The section, 2.7:

*OFFEROR PERSONNEL MINIMUM QUALIFICATIONS*

*For the personnel proposed under this TORFP, proposed resources shall meet all minimum qualifications for the labor category proposed, as identified in the CATS+ Master Contract Section 2.10 plus the following minimum qualifications. Resumes shall clearly outline starting dates and ending dates for each applicable experience or skill.*

What is the labor category for TORFP to pick up from CATS+ Master Contract Section 2.10?

Is it Application Programmer?

**Yes.**

10. Can MSDE tell us, whether contractor propose 1 or 3 ETL resources in their response?  
**This is for OBIEE and you may propose up to three resources in separate emails.**

11. How will the “section 3.3 TO TECHNICAL PROPOSAL - A) Proposed Services, 2) of this TORFP” adhere with your above scope of work?  
**Section 3.3 outlines how to format and submit the Task Order proposal., the scope of work provides the work objectives of the TORFP.**

12. How will the section 3.3 TO TECHNICAL PROPOSAL - E) Proposed Facility

Identify Master Contractor’s facilities, including address, from which any work will be performed of this TORFP” adhere with your above scope of work?

**Work will be performed onsite.**

13. How do you want us to propose the resume in our response? Is it OK to use CATS+ RFR resume formats?

**That is acceptable.**

14. Upon reviewing TORFP, we find 3.3 B) Proposed Personnel (Page # 16) ask us to provide one resume, but 2.1 PURPOSE (Page # 9) says "to obtain up to three (3) onsite

Oracle Business Intelligence Enterprise Edition (OBIEE) programmer ", How many resumes a master contractor could include in TORFP response?

**You may propose up to three resources in separate emails.**

15. 3.3 B) Proposed Personnel (Page # 16) ask about names and titles of the Master Contractor's management staff who will supervise the personnel and quality of services rendered under this TO Agreement. Does this mean the Master Contractor's management staff act as PM? **No**

If yes, we did not find number of hours in your price proposal. How many hours to put into price proposal for this role?

16. Does MSDE expect Master Contractors to provide candidates resume in RFR format or only Attachment 4?

**The CATS+ RFR format is acceptable.**

17. When will you send us the pre-bid session minutes/attendee list?

**They are attached.**