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TO: MASTER CONTRACTORS

FROM: Dorothy Richburg  
Procurement Officer

RE: ADDENDUM I  
TORFP NO. R00B4400122  
Extract, Transform, Load (ETL) Applications Programmer

DATE: May 1, 2014

**YOU SHOULD RECEIVE 15 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. R00B4400122

Extract, Transform, Load (ETL) 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:**

Welcome, everyone. We're here today to discuss the TORFP. The number is R00B4400122.

This is for a Programmer to Extract, Transform, and Load Applications.

We don't have an MBE goal. We do have a Small Business Reserve. This is for a performance period of one year with four one-year renewals. The closing date is going to be April 23rd.

That's a Wednesday.

So we'll introduce ourselves. Mr. Talley will give us an overview of this and as usual, we'll then take questions.

I'm James Blackburn. I'm working in the Procurement in the support role to Dorothy Richburg.

And my friend, Mr. Talley, will introduce himself and we'll go around the room clockwise.

Now for the transcriptionist, would you please state your full name and spell your last name for the record. Thank you very much.

**MR. TALLEY:**

Hello. I'm Greg Talley. I'm the Telecom Manager for the Office of Information Technology.

**MR. ATHREYA:**

I'm Naryan Athreya. Last name spelled A-T-H-R-E-Y-A. I'm from I-Cube Systems.

**MS. ZAIRIS:**

Anthie Zairis. Zairis spelled Z-A-I-R-I-S from Group Z.

**MS. PRESTI:**

Nora Presti, P-R-E-S-T-I, Group Z.

**MR. BOURI:**

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

**MR. HARJANI:**

Sandeep Harjani, H-A-R-J-A-N-I. Infojini, Inc.

**MR. BLACKBURN:**

Very good. And now we'll have a brief overview of our request.

**MR. TALLEY:**

MSDE is issuing this CATS+ TORFP, R00B4400122 to obtain up to three on-site ETL Applications Programmers to develop, support, and maintain data structures and Data Division of Curriculum Assessment and Accountability. Educational Data Warehouse, Ad Facts Reporting Database.

The Educational Data Operational Store and other Division of Curriculum Accountability, Assessment and Accountability, relational and data marked, database, data structures and sets. Given the sensibility of the data associated with the work, the TO Contractor personnel assigned to this project shall comply with the requirements of CATS+ RFP Section 2.4.3.2, and sign a non-disclosure agreement as described in Section 1.7 above.

Award may be made to multiple Master Contractors.

**QUESTIONS – ANSWERS--CLARIFICATIONS**

**MR. BLACKBURN:**

Very good. Thank you. Okay. We can start our questions. Let's go clockwise. We'll start with Mr. Athreya and work around the room.

**MR. ATHREYA:**

Are you looking specifically for WB skills or informatical skills?

**MR. TALLEY:**

Good question. See if it's in here. I don't know if it's been clarified in the requirement section.

Let me check that.

(Long Pause)

**MR. TALLEY:**

I don't see it in the requirements but we should have placed it there. I think we need to go back and...

**MR. BLACKBURN:**

Let me ask, put that question to Dorothy. In fact, she's busy answering this morning's questions as we speak. So I'll give this to her.

Now your specific question is, let me write it, make sure I'm right.

**MR. ATHREYA:**

What skills specifically you're looking for, four WB or informatical?

**MR. BLACKBURN:**

Okay. Very good.

**FEMALE VOICE:**

On page 12 I think it says Infomatica.

**MR. BLACKBURN:**

Oh, does it?

**MR. ATHREYA:**

They also specify O-W ... I don't know if it's this one because a couple of things came out.

**MR. BLACKBURN:**

Right. Right. But you'd like clarification on that. Okay. I will see to it that you get it. WB or Infomatica. Okay. I'll have that answered for you.

Ms. Zairis?

**MS. ZAIRIS:**

I don't have any questions at this time.

**MR. BLACKBURN:**

Ms. Presti?

**MS. PRESTI:**

No questions.

**MR. BLACKBURN:**

Mr. Bouri?

**MR. BOURI:**

I do have a question. On page 13. On the second bullet. Good oral and written communication skills. This will be validated during the interview process. Candidates will be required to submit samples of past written communications for review.

So what kind of samples will you be looking for?

**MR. BLACKBURN:**

I don't know. Have you seen this before?

**MR. ATHREYA:**

Yeah.

**MR. BLACKBURN:**

I didn't see this.

**MR. ATHREYA:**

This morning I forgot to ask you.

**MR. BLACKBURN:**

Oh, it was in the one this morning, 1.21. No, I mean in a previous request, have they ever requested.

**MR. ATHREYA:**

Never before.

**MR. BLACKBURN:**

Interesting, okay.

**MR. TALLEY:**

Okay. What they're looking for are examples of any written report or documentation that may be, you know, in previous projects or work assignments. Which would be more specific?

**MR. ATHREYA:**

Can it be a previous, provide details on that.

**MR. TALLEY:**

Okay. Sure. Unless Dorothy...

**MR. ATHREYA:**

Should be required at the time of interview. That's to confirm that.

**MR. TALLEY:**

Right.

**MR. BLACKBURN:**

They probably want the resource to bring samples, I suppose, of ...

**MR. ATHREYA:**

I'm sorry?

**MR. BLACKBURN:**

Probably want the resource to bring some samples?

**MR. ATHREYA:**

Yeah, that's what I'm asking.

**MR. TALLEY:**

As you probably note, this position will be involved in a reporting requirement. That's why I think they're looking for that, you know, some ...

**MR. BLACKBURN:**

English Language skills?

**MR. TALLEY:**

Exactly. Some sample writing.

**MR. BLACKBURN:**



Okay. Very good.

**MR. TALLEY:**

Not a thesis.

**MR. BLACKBURN:**

Clear and concise writing.

**MR. TALLEY:**

Right.

**MR. ATHREYA:**

No questions.

**MR. BLACKBURN:**

All right. Very good. Mr. Harjani?

**MR. HARJANI:**

Last year MSDE did some procurement through a QR feed in with 195. But it's a large one under CATS II, and they required some ETL, they want to post. Is this a recompetete of those positions?

**MR. BLACKBURN:**

I don't know.

**MR. TALLEY:**

I don't know either. I have to research that.

**MR. BLACKBURN:**

That was ending in 0195?

**MR. HARJANI:**

Yes. 0195. And they had multiple positions, various skills, about 30 positions, but four of them are ETL's.

**MR. TALLEY:**

Okay.

**MR. HARJANI:**

So I'm just trying to see if these are a recompute of those positions.

**MR. BLACKBURN:**

From last year. Okay. I'll find out.

**MR. TALLEY:**

CATS II?

**MR. BLACKBURN:**

Uh-huh. Very good. Ms. Zairis?

**MS. ZAIRIS:**

No more questions.

**MR. BLACKBURN:**

Ms. Presti? Mr. Bouri?

**MR. BOURI:**

Can a vendor submit only one candidate, two candidates or submit all three candidates? It says one or more than one.

**MR. TALLEY:**

It says up to three.

**MR. BOURI:**

Yeah, but can you or you have to submit all three?

**MR. BLACKBURN:**

No, it says up to three but I'm sure you can submit one, two or three. I'll go out on a limb and answer that myself.

**MR. BOURI:**

I'm sorry.

**MR. BLACKBURN:**

I said I'll go out on a limb and answer that myself. I take full responsibility that you can submit one, two or three candidates. Okay. Mr. Harjani?

**MR. HARJANI:**

No questions.

**MR. BLACKBURN:**

All right. Mr. Athreya. Ms. Zairis?

**MS. ZAIRIS:**

No thank you.

**MR. BLACKBURN:**

Ms. Presti? Mr. Bouri. Come along, Mr. Bouri. You must have something.

(Laughter)

**MR. TALLEY:**

Going once, going twice.

(General conversation.)

**MR. BOURI:**

I think I don't have any more questions.

**MR. BLACKBURN:**

Okay. He looks satisfied.

**MR. TALLEY:**

Okay.

**MR. BLACKBURN:**

All right. Anyone have any comments? Anything additional, anything to say at all? Before we close? All right. Very good. I see a question mark?

**MR. BOURI:**

Earlier on in this session, Mr. Athreya's question about the rebid or recompetes, could you identify the vendors ...

**MR. BLACKBURN:**

Sure. There was a similar question this morning, right? I'll ask Dorothy about those.

You asked a similar question this morning about identifying the vendors? Sure. And I'll pose the same question to her on this TORFP too.

**Q. Thank you.**

**MR. BLACKBURN:**

I think that's it. All right. Very good. Thank you for coming, folks. Enjoy your day.

**(Whereupon, at 12:48 p.m. the meeting was adjourned.)**

The following are clarifications from the Pre-Proposal Conference:

1. What specific skills are you looking for? See Section 2.7 – Offer Personnel Minimum Qualifications: Five years of Informatica 9.x ETL development and administration; 1 year of experience Informatica 9.x system administrator skills and training; Minimum of five (5) years of experience planning, designing, building, and implementing data warehouses using Informatica creating ETL and data quality programs, and developing data warehouse structures.
2. Is this a recomplete? This is a recomplete for CATS II under R00B9200195 and R00B9200162. The vendors are Logan Britton and N-3 Technologies.

**APPLICATIONS PROGRAMMER ETL  
TORFP R00B4400122**

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

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

**THIS IS A RE-BID OF AN EXISTING CONTRACT.**

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

**TWO (2) INCUMBENTS FROM LOGAN BRITTON AND ONE (1) FROM N-3 TECHNOLOGIES.**

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

**IN PERSON INTERVIEWS ARE PREFERRED, HOWEVER PHONE INTERVIEWS MAY BE USED TO ACCOMMODATE OUT OF STATE CANDIDATES.**

3. 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.**

4. 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**

5. 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**

6. Can MSDE tell us, whether contractor propose 1 or 3 ETL resources in their response?

**CONTRACTORS MAY PROPOSE UP TO THREE RESOURCES IN SEPARATE EMAILS**

7. How will the “section 3.3 TO TECHNICAL PROPOSAL - A) Proposed Services, 2) of this TORFP” adhere with your above scope of work?

**THIS SECTION IS PART OF SUBMISSION REQUIREMENTS.**

8. 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?

**THESE ARE ON-SITE POSITIONS.**

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