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State Superintendent of Schools

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TORFP R00B5400055 Subject Matter Expert Addendum 1

To: All Potential Offerors
4 Attachments
Date: April 7, 2015

Attached is Addendum 1 of this TORFP. You should receive the Addendum information (2 pages), Pre-Bid Attendance sheets (3 pages), the Pre-Bid notes (2 pages) and the Questions and Answers that were submitted (3 pages).

Please contact June Dwyer, Procurement Officer if you do not receive all of the attachments.

You must acknowledge receipt the addendum in your proposal by submitting the attached form.

Thank you.

MARYLAND STATE DEPARTMENT OF EDUCATION

200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0116

TORFP NO. R00B5400055
Subject Matter Expert

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

**THIS INFORMATION MUST BE SUBMITTED WITH YOUR PROPOSAL. YOU MAY
EMAIL THIS FORM SEPARATELY IF YOU CHOOSE NOT TO RESPOND TO THIS
TORFP.**

june.dwyer@maryland.gov

R00B5400055 Subject Matter Expert- Questions Submitted

1. Is this a new position or does the State already have an incumbent performing these services?
 - A. There is an incumbent.

2. Are you able to interview by phone for candidates, who live outside MD/DC/VA/DE?
 - A. Depending on the number of responses, MSDE may perform a down-select meaning the initial interviews may be via telephone. 2nd interviews will be in person.

3. Can you tell us, when you could make this award and anticipated start date?
 - A. We are anticipating a start date sometime in May prior to the May 31st expiration of the current contract.

4. Is the incumbent vendor(s) able to bid this TORFP?
 - A. If the incumbent is a SBR in the State of Maryland they may bid.

5. If it is re-bid, Under which CATS II TORFP number was this award made?
 - A. Initially this was issued as R00B9200162.

6. The section 2.10 requirement appears restrictive.

“A. Three years of experience with a State or Federal Educational Agency.” Will you accept additional work experience in lieu of this requirement?

 - A. This is a preferred qualification and not required.

7. What is the labor category for TORFP to pick up from CATS+ Master Contract Section?
 - A. As specified in the TORFP on page 37, Attachment 5, the Labor Category is Subject Matter Expert.

8. 3.5.1 TO TECHNICAL PROPOSAL - Proposed Services

2) Proposed Solution: A more detailed description of the Offeror’s understanding of the TORFP scope of work, proposed methodology and solution. The proposed solution shall be organized to exactly match the requirements outlined in Section 2.

What are you expecting as proposed Solution section, because we are providing resource as response to TORFP?

- A. We are expecting the Offeror to understand and demonstrate that understanding, the requirements of the position in order to submit the most qualified candidate.

9. Could you tell us, whether this resource needs to work on Oracle, SQL, Sharepoint, Webcenter, and CRM technologies?

A. 2.9.2 Offeror's Personnel Minimum Qualifications – three years' experience working with these products/systems.

10. What is the CRM technology in use at MSDE?

A. We use Microsoft CRM 2013.

11. As per 3.4.1 TO TECHNICAL PROPOSAL , 4) Provide the names and titles of the Offeror's management staff who will supervise the personnel and quality of services rendered under this TO Agreement. Does this management staff to be at MSDE site?
How many hours of his/her time will spend of this TORFP?
Do we need to include his/her time in price sheet?

This is information the Offeror should include in the proposal. MSDE is requesting contact information for the responsible Offeror staff member.

12. Is this a new and or existing requirement?

A. Existing

13. If this is an existing requirement, would MSDE please provide the name of the incumbent?

A. Navigator Management Partners

14. If this is an existing requirement, would MSDE please comment on their satisfaction of the work provided by the incumbent?

A. We are satisfied with the incumbent

15. On page 13, section 2.6.4 "Contractor Responsibilities", does MSDE use a specific tool for maintaining a list of defects and a tool for maintaining a list of requested changes?

A. We use ZOHO as our tool.

Question from Pre-Proposal that we asked to have in writing:

As per 2.3 (PROJECT BACKGROUND / EXISTING SYSTEM DESCRIPTION) The Subject Matter Expert will support the implementation and enhancements to these systems. These systems utilize a number of software packages, including, but not limited to Oracle Business Intelligence software, Webcenter Suite, Sharepoint, and Blackboard. These systems are supported by Oracle OBIEE Applications Programmers, ETL Programmers, Webcenter Portal Programmers, CRM Programmers, database administrators and business analysts.

But your section 2.9.2 (OFFEROR'S PERSONNEL MINIMUM QUALIFICATIONS) B. Says three (3) years' experience using the following products / systems: Oracle, SQL, Sharepoint, Webcenter, CRM.

It did not cover Oracle Business Intelligence software, Blackboard & ETL. Does MSDE expect the resource to work with Oracle Business Intelligence software, Blackboard & ETL?

If yes, what is your expectation?

- A. MSDE believes that the requirements in Section 2.6, specifically 2.6.1-2.6.15 specifically outline the expectation that the resource has experience working with OBIEE, Blackboard and ETL.

MARYLAND STATE DEPARTMENT OF EDUCATION

CATS+ TORFP #R00B5400055
SUBJECT MATTER EXPERT

(ATTENDANCE SHEET)

PRE-PROPOSAL CONFERENCE DATE:

APRIL 1, 2015

8TH FLOOR CONF. RM. #68

NAME (Please Print)	ORGANIZATION	ADDRESS	TELEPHONE #	FAX# E-MAIL
Walter Borkowsky	Netorian	210 Research Blvd, Suite 160 Aberdeen, MD 21001	443-619-3945	wborkowsky@netorian.com
Lynn Davis	MVS Inc	1150 18th Street NW Suite 325 Washington DC 20036	202-722-7981	ldavis@musconsulting.com SBR, MBE
Robert Le	FT Technologies	3422 Olney Laytonsville Rd Suite 3E Olney, MD 20832	301-774-1942	robert@foodthinking.com
NARAYAN ATHREYA	iCUBE Systems	8280 Willow Oaks Cong. Dr #600 FAFAX, VA 22031	703-222-3636	NATHREYA@ICUBESYS.COM
Verna Willes	SYSCOM, Inc.	400 E. Pratt St., #502 Baltimore, MD 21202	410-539-3739	VWilles@syscom.com
Mia Rommel	Stratos Federal	1783 Forest Drive #344 Annapolis, MD 21401	443-603-7977	mrommel@stratosfederal.com
HARRY HANS	SONA NETWORK	11350 McCORMICK RD HUNT VALLEY MD 21037	410-718-5298	hhans@sonanetwork.com

MARYLAND STATE DEPARTMENT OF EDUCATION

CATS+ TORFP #R00B5400055
 SUBJECT MATTER EXPERT

Phone-In Attendance

(ATTENDANCE SHEET)

PRE-PROPOSAL CONFERENCE DATE:

APRIL 1, 2015

8TH FLOOR CONF. RM. #68

NAME (Please Print)	ORGANIZATION	ADDRESS	TELEPHONE #	FAX# E-MAIL
Jessica Minc	Delta Minc Delta		212-537-5899	jminc@deltamine.com
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Donnell Josiah	^{Dynamix LLC} Change Management			
Patrick Eugho				
Lawrence Hess	BitGroup			

Brian Zernhelt Software Consortium

MARYLAND STATE DEPARTMENT OF EDUCATION

CATS+ TORFP #R00B5400055
 SUBJECT MATTER EXPERT

(ATTENDANCE SHEET)

PRE-PROPOSAL CONFERENCE DATE:

APRIL 1, 2015

8TH FLOOR CONF. RM. #68

NAME (Please Print)	ORGANIZATION	ADDRESS	TELEPHONE #	FAX# E-MAIL
June Dwyer	MSDE			june.dwyer@ maryland.gov
Donna Gentry	MSDE			donna.gentry@ maryland.gov
Pete Cevenini	MSDE			Peter.Cevenini@ Maryland.gov

TORFP R00B5400055 Subject Matter Expert Pre-Proposal Conference: April 1, 2015

11:00 am. Welcome and Introductions

June Dwyer, Procurement Officer, Pete Cevenini, CIO MSDE, Donna Gunning Fiscal Officer, MSDE

This is a Small Business Reserve-only those registered SBR's may respond to this TORFP.

Brief Overview of Position-Pete Cevenini

MSDE is looking for a Subject Matter Expert who will be the liaison with business experts and IT. As the Race-to-the-top project ends there will be a roll-over from the RTTT team to IT. The expert needs to have knowledge of all systems as per the TORFP, however, we understand that they may not be an expert in all.

A round robin of questions began.

1. Is there an incumbent and who is it?
 - A. Yes. Navigator Management Partners is the incumbent.
2. In reference to requirements in 2.9.2 B on page 19, what level CRM experience is the candidate required to have?
 - A. Three (3) years of experience using the product(s) is required. There is not a level specified.
3. If this TORFP was originally on CATS II, it expired on 5/31/14. How is this being handled currently?
 - A. CATS II was extended.
4. Regarding 2.10. A. Can we submit a candidate with no State or Federal Experience?
 - A. This is a preferred qualification and will not eliminate anyone from consideration.
5. Is there a consolidated portal at MSDE and if so, will you provide the URL?
 - A. The Consolidated Portal is not yet live. It is anticipated to be live mid-summer.
6. Section 2.9.2 F- Scheduling-what tool is currently used and is this position responsible for the current project schedule?

- A. Microsoft Project is the current tool. The incumbent is not responsible for the current project schedule but any new projects started will be the candidate's responsibility.
7. How many personnel are currently working with the incumbent?
- A. There will be as of July 1, approximately 4. The current incumbent has more due to the Race-to-the-Top projects that will be ending on June 30th.
8. What is the anticipated start date of this contract?
- A. June 1, 2015 or earlier.
9. Section 2.9.2 E Back up and Recovery – is there a current system?
- A. We have a current system and are looking to improve.
10. Section 2.9.2 G- What type or what test scripts are required to be written?
- A. Section 2.9.2 G Minimum Qualifications – Requires three years' experience writing and deploying test scripts.
11. In Section 2.3, Project Background/Existing System Description, there are a number of technologies listed that are not in the requirements of the TORFP.
- A. We asked that the question be submitted in writing since the audio quality made it difficult to understand the question. Please see the Q&A attached.
12. Would you please clarify 2.6.1.14 requirement?
- A. This is a documentation requirement. The resource will document as per project manager requests.

The Pre-Proposal ended at approximately 11:30 am.