



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

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TO: Potential Offerors

FROM: June Dwyer
Division of Business Services, Procurement Section

RE: **ADDENDUM 1**
TORFP R00B6400006 High School Assessments SAS Programmer

DATE: July 29, 2015

Please review all of the information for this addendum and take this into consideration when submitting your proposals.

Included in this addendum is:

- Pre-proposal attendance list
- Transcript of Pre-Proposal conference
- Questions and Answers

Please contact me if you do not receive all of the attachments listed above.

Thank you. All correspondence should be sent to june.dwyer@maryland.gov.

You must acknowledge all addenda with your proposal. Please submit page 2.

ADDENDUM 1
TORFP R00B64000006
High School Assessments SAS Programmer

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____

MARYLAND STATE DEPARTMENT OF EDUCATION

High School Assessments SAS Programmer

TORFP #R00B64000006

Thursday, July 23, 2015 11:00 A.M.

NAME (Please Print)	ORGANIZATION	ADDRESS (City, State & Zip Code)	TELEPHONE NO. FAX NO.	E-MAIL ADDRESS	SMALL BUSINESS PROGRAM	CERTIFIED MD. MBE
1 Jay WALKER	Gantech	9175 Guilford Road Suite 101 Columbia, MD 21046	240-381-7564 443-276-4777	walker@gantech.net		✓
2 Rhoda Artz	Triology	Triology Technical Services	301-926-1957	varz@thologyts.com		
3 Verne Willis	System	System Inc	410-539-3737	vwillis@system.com		
4 Elizabeth Jackson	AP V	AP Ventures	301-760-7276	ejackson@apvt.com	✓	✓
5 Steven Smith	2nd Genx	2nd Century Technologies	908-765-0003	spens@tc2i.com	—	—
6 Ashwin George	Dfxym	Dfxym, Inc	443-343-8004	ashwin.g@infogisticsfx.com		
7 Chris Moroz	Analytica	Analytica	202-470-4806	Chris.moroz@analytica.net		
8 Norris Ryan	VTeck	VTeck Solutions	202-449-8588	norris.b@vteck-solutions.com		
9 Maria Dave	GRPT	GR Patel	703-277-7729	mdave@grpa.com		

Solomon
Software

IVE Comm

Solomon Manning
IVE Communications LLC

301-585-0746

smanning@ivcommunications.net

MARYLAND STATE DEPARTMENT OF EDUCATION
High School Assessments SAS Programmer

TORFP #R00B6400006
 Thursday, July 23, 2015 11:00 A.M.

NAME (Please Print)	ORGANIZATION	ADDRESS (City, State & Zip Code)	TELEPHONE NO. FAX NO.	E-MAIL ADDRESS	SMALL BUSINESS PROGRAM	CERTIFIED MD. MBE
1 June Dwyer	MSOE			June.dwyer@maryland.gov		
2 Marc Allan	MSOE					
3						
4						
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7						
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MARYLAND STATE DEPARTMENT OF EDUCATION
High School Assessments SAS Programmer

Thursday, July 23, 2015 11:00 A.M.

TORFP #R00B6400006

	NAME (Please Print)	ORGANIZATION	ADDRESS (City, State & Zip Code)	TELEPHONE NO. FAX NO.	E-MAIL ADDRESS	SMALL BUSINESS PROGRAM	CERTIFIED MD. MBE
1	NARAYAN ATHEERA	iCube Systems	8280 Willow Oak Corporate Dr. #600 Fairfax, VA 22031	703-222-3631	NVATHEERA@ ICUBESYS.COM	Yes	Yes
2	Nancy Cl. Ford	Software Consortium	8830 Steinfeld Blvd Columbia, MD 21045	410-740-1410 Ext	NCl.ford@ SoftwareConsortium. com		
3	Brian Zinke LT	Software Consortium	8830 Steinfeld Blvd Columbia, MD 21045	413-690-0880	BZ BZinkeLT@ SoftwareConsortium.com		
4	Mike Boyle	TCC	1022 East Sloop St Indianapolis, IN 46205	317-625-2547	mboyle@e-tz.com		Yes
5	Deer Howard	ATHENA CONSULTING	506 Main St GAITHERSBURG, MD	301-637-2496	JHoward@ athenajobs.com		MBE
6							
7							
8							
9							

MARYLAND STATE DEPARTMENT OF EDUCATION
(MSDE)

Consulting and Technical Services Plus (CATS+)

Task Order Request for Proposals (TORFP)

HIGH SCHOOL ASSESSMENT SAS PROGRAMMER

CATS+ TORFP #R00B6400006

JULY 23, 2015

11:00 a.m.

June Dwyer presiding

Baltimore, Maryland

gm

FYI

Within this transcript of proceedings, If the spelling of any name or term is contained in the exhibits or any other support documentation, it will be reflected as such in the transcript.

If the correct spelling is not made available, then the phonetic spelling will be used in the transcript.

1 (11:00 a.m.)

2 MS. DWYER:

3 All right. Well, good morning,
4 everyone. We're here for the TORFP for a SAS
5 Programmer.

6 And we're going to start the
7 Pre-Proposal Conference. We'll go around the
8 room and we'll introduce ourselves and then we'll
9 introduce those of you on the phone.

10 So I'm going to start. I'm June Dwyer
11 and I'm a Procurement Officer here at MSDE.

12 MR. ALLEN:

13 Marc Allen, Education Program
14 Specialist with the Division of Assessment and
15 Accountability.

16 MR. ATHREYA:

17 Narayan Athreya from I-Cube Systems.

18 MR. ZERNHELT:

19 Brian Zernhelt from Software
20 Consortium.

21 MS. CLIFFORD:

22 Nancy Clifford from Software
23 Consortium.

1 MR. BOYLE:

2 Mike Boyle at TCC.

3 MR. WALKER:

4 I'm Jay Walker from Gantech.

5 MS. DWYER:

6 And we have an observer. She's watching
7 the proceedings. She's a Youth Worker from
8 Baltimore City. Her name is Pamela.

9 Okay. So on the phone, can you hear me?
10 I've got some feedback there. Can you hear me on
11 the phone?

12 We're going to do introductions on the
13 phone.

14 (The following people introduced
15 themselves via the speaker phone:

16 MS. ARTZ:

17 Rhode Artz, Trilogy Technical Services
18 for an MBE, EBE.

19 MS. WILLIS:

20 This is Verna Willis with Syscom.

21 MS. JACKSON:

22 I'm Elizabeth Jackson with AP Ventures.

23 (Inaudible)

24 MS. DWYER:

1 I'm sorry. We didn't catch that, can
2 you try that again?

3 MR. (?)

4 This is Stephen (?) (inaudible)
5 Technology.

6 MS. DWYER:

7 Thank you.

8 MR. ASHWIN:

9 (?)

10 MS. DWYER:

11 Anybody else on the phone?

12 (Inaudible)

13 MS. DWYER:

14 I'm sorry. I didn't hear you.

15 MR. DAVE:

16 Manish Dave from GRP.

17 MS. DWYER:

18 Thank you, Manish.

19 MR. SOLOMON (?):

20 Solomon (?) from IVE Communications.

21 MS. DWYER:

22 Okay. Anybody else? Okay. Everyone
23 on the phone, please send me an email afterwards
24 so that I can make sure I get your name and your

1 spelling right for the record. Okay?

2 (Inaudible)

3 MS. DWYER:

4 Thank you.

5 All right. So we're going to begin and
6 Marc is going to give a brief overview of the
7 position and then we'll go around and ask
8 questions.

9 MR. ALLEN:

10 Okay. We're looking to hire the
11 services of a High School Assessment SAS
12 Programmer.

13 I wanted to point out that the proposals
14 are due August 11th, 2 o'clock. I just wanted to
15 point that out.

16 There have been several questions about
17 interviews, whether they be telephone or in
18 person, and that's covered in Section 1.5,
19 Procurement Officer shall, for each round of
20 interviews, determine whether phone or in-person
21 interviews will be utilized.

22 I just wanted to mention that. Okay.
23 As I said, we're looking to procure the services
24 of a High School Assessment SAS Programmer to

1 provide support to MSDE Staff on the High School
2 Assessment Accountability Processing and Data
3 Analysis. And that comes from Section 3.1.

4 Now the minimum requirements for this
5 position is covered in Section 3, Section 2.1.2,
6 Offerors personnel minimum qualifications.

7 Also listed in Section 2.2 are personnel
8 preferred qualifications. These qualifications
9 aren't minimum but they will be used to evaluate
10 the technical proposals. Okay.

11 The TO Contractor duties and
12 responsibilities for this position are listed in
13 Section 3.6.2 and the TORFP. I'm not going to
14 read each one.

15 There have been a couple of questions
16 about do Master Contractors have to provide tools.
17 And the answer to that question is no. MSDE will
18 provide all necessary office space, network
19 connectivity and require work station.
20 Hardware, software necessary to complete the
21 requirements of this Task Order.

22 Okay. And that's covered in Section
23 3.7.5.

24 Deliverables for this position are

1 listed in Section 3.8.4. The deliverables for
2 the position.

3 We've received several questions prior
4 to the Pre-Proposal Conference. Some of them are
5 the same questions just asked more than once.

6 There is an incumbent for this position.
7 The incumbent is Infojini. We've already touched
8 on interviews, how they'll be conducted. That
9 will be at the discretion of the Procurement
10 Officer.

11 MS. DWYER:

12 And I'll just interject. It would
13 depend on how many submissions we receive, how we
14 determine the interview scheduling.

15 MR. ALLEN:

16 Okay. Only one candidate per proposal.
17 We've already gone over the, I've mentioned the
18 minimum qualifications. You were asked if other
19 state school system experience will be
20 considered, and the answer to that is yes.

21 And we covered incumbent interviews. We
22 would like -- the anticipated start date will be
23 as soon as possible, but not everything's under
24 our control.

1 This is a re-bid and it's a re-bid under
2 TORFP R00B4400012.

3 We were asked about the labor
4 categories and the labor category is whatever is
5 appropriate for the functional area by a
6 software engineer.

7 I think I've covered the tools; Master
8 Contractors do not need to provide any tools.
9 MSDE will provide everything that's needed for
10 this position.

11 We were asked about what is the typical
12 data set volumes for this TORFP and the volume
13 depends upon the administration of the High School
14 Assessment. There are five administrations of
15 HSA, the High School Assessment. The
16 administrations are January, April, May, Summer,
17 and October.

18 May is traditionally our largest and
19 that's well over 100,000 records, to give you an
20 idea. So that's it.

21 MS. DWYER:

22 Okay. Thanks, Marc. All right. So
23 we'll go around the room and we'll answer
24 questions you might have, and all the questions

1 and answers will be posted along with your
2 attendance from the Pre-Proposal, as soon as
3 possible after this meeting.

4 So we'll go around the room and you just
5 came in, so do you want us to skip you this time
6 around?

7 MALE VOICE:

8 That's fine.

9 MS. DWYER:

10 All right. We'll start with Narayan.

11 Q. The TORFP you mentioned, the previous
12 one?

13 A. That's why we're here.

14 Q. I just have one question about a
15 submission.

16 MS. DWYER: After Narayan?

17 Q. Are all services required to be
18 performed on site?

19 A. No.

20 MS. DWYER:

21 And did you have any more or do you want
22 to -- thank you, sir. We're going to try to answer
23 any questions you might have. So if you could
24 talk one at a time to ask your questions.

1 Do you have any questions?

2 Q. I just have one question about four
3 amounts for submission. Are any items like when
4 we write our proposals, is there anything by
5 people of standard qualifications (inaudible).

6 MS. DWYER:

7 I have to look through to see what is
8 actually required, but we don't require you to do
9 a lengthy, and I don't know if this one has any
10 requirements. They all have Company minimums.

11 So I think that you are okay on this one.
12 Read your Section 2 just to make sure of that,
13 okay?

14 Q. Okay. Thanks.

15 MS. DWYER:

16 Does anybody have any questions?

17 MS. WILLIS:

18 Oh, I'm sorry, no, I don't.

19 MS. DWYER:

20 Elizabeth?

21 MS. JACKSON:

22 None from me.

23 MS. DWYER:

24 Stephen?

1 MR. STEPHEN:
2 None from me. Thank you.

3 MS. DWYER:
4 Okay. Ashwin?

5 MR. ASHWIN:
6 No.

7 MS. DWYER:
8 Okay. Chris?

9 MR. CHRIS R.:
10 Not at the moment.

11 MS. DWYER:
12 Manish?

13 MR. DAVE:
14 Not at the moment.

15 MS. DWYER:
16 I don't know if I got your name right.
17 Solomon?

18 MR. SOLOMON:
19 (Inaudible)

20 MS. DWYER:
21 Okay. Is there someone else whose name
22 I didn't catch? Anybody else have a question on
23 the phone?

24 Okay. I'm going to go back around

1 just a very thorough overview saying I understand
2 the requirements of this TORFP and I'm providing
3 such and such. I mean I don't expect you to write
4 a lengthy report or document or anything. It's
5 just to make sure that you understand what we're
6 looking for and that you're proposing us the best
7 resource service for the TORFP.

8 MR. ALLEN:

9 Sure. We're not asking for anything
10 more or different than any other we tested before.

11 MS. DWYER:

12 These are just standard boiler plate
13 things.

14 MR. ATHREYA:

15 In Section E ...(inaudible).

16 MS. DWYER:

17 No, we just need three, three examples
18 of engagement from someone that you've performed.
19 And it doesn't have to be anything long like I
20 said. Just basic information that we can verify.

21 Okay. Anybody else have any more
22 questions? Well.

23 Q. Thank you.

24 MS. DWYER:

1 Elizabeth?
2 Q. Oh, no. Thank you so much.
3 MS. DWYER:
4 Sure. Stephen?
5 MR. STEPHEN:
6 Thank you.
7 MS. DWYER:
8 Ashwin?
9 MR. ASHWIN:
10 No, I don't.
11 MS. DWYER:
12 Okay. Chris?
13 MR. CHRIS (:)
14 No questions.
15 MS. DWYER:
16 Norris?
17 MR. NORRIS:
18 Not at this time.
19 MS. DWYER:
20 Manish?
21 MR. DAVE:
22 No.
23 MS. DWYER:
24 Solomon?

1 MR. SOLOMON:

2 No, thank you.

3 MS. DWYER:

4 All right. Then we'll go around one
5 more time around the room. Are there any more
6 questions? Okay. So from what I understand,
7 this takes me through all the sections and we don't
8 require anything lengthy from Master Contractors,
9 so if there are no more questions, then we will
10 be adjourned.

11 MR. ALLEN:

12 Just wanted to say the proposal is due
13 August 11th, 2 o'clock.

14 MS. DWYER:

15 Thank you everybody for attending.

16 FEMALE VOICE:

17 Thank you very much.

18 MS. DWYER:

19 You can still email me if you have any
20 questions after this.

21 (Whereupon, at 11:20 a.m., the meeting was
22 adjourned.)

23

24

1 STATE OF MARYLAND

2 SS:

3 I, the undersigned, a Notary Public and
4 qualified Court Reporter of the State of Maryland,
5 do hereby certify that the within transcript was
6 recorded electronically on Thursday, July 20, 2015
7 and transcribed under my supervision as herein
8 appears and is an accurate transcript of what is
9 recorded and audible on the tape.

10 I FURTHER CERTIFY that I am not of counsel
11 to any of the parties, nor an employee of counsel,
12 nor any relation to any of the parties, nor in any
13 way interested in the outcome of this action.

14 AS WITNESS, my hand and Notarial Seal this
15 27th day of July, 2015.

16

17 _____(s)_____

18 Robert Douglas Chambers

19 Notary Public

20 My commission expires: 7/8/2018



TORFP R00B640006 SAS Programmer-Q & A

Does the DOE have an incumbent contractor(s) either currently working, or who recently worked, on this project?

There is an incumbent.

Are the incumbents eligible to respond to this solicitation?

Yes.

If there are incumbents, can you provide the names of these incumbents?

Infojini, Inc.

Will the interview be in-person or telephonic?

MSDE will perform a down-select if more than 10 candidates are submitted. That may be conducted via telephone. Final candidates will be in person.

What is the max number of candidates that can be submitted by each vendor?

One (1), as stated in the TORFP.

Is the pre-proposal conference mandatory?

No.

As mentioned in Section 2.1.2 OFFEROR'S PERSONNEL MINIMUM QUALIFICATIONS, there is no minimum qualifications mentioned in the CATS+ Master Contract. Could you please elaborate the minimum qualifications you are looking for in the candidate?

There are no minimum qualifications for the Offeror. The minimum qualifications for the candidate are stated in the TORFP.

Interview Mode (Telephonic or In Person)?

The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.

High School Assessments SAS Programmer Q & A

Other State School System experience considered or Not?

- At least five (5) years of experience in providing instruction and responding to inquiries with local school system data contacts.
- At least five (5) years of experience providing operational, troubleshooting and data analysis assistance to local school system data contacts.

Yes other state school system experience with local school system data contacts will be considered.

Will agency consider telephone interview for company representative for out of town companies?

The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.

Is there an incumbent in this position? Will a face-to-face be required after initial screen?

There is an incumbent. Interviews will be conducted after initial screening.

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

The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.

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

As soon as possible.

Is the incumbent vendor(s) able to bid this TORFP?

Yes.

If it is re-bid, Under which CATS II RORFP number this award was made?

Yes. TORFP NO. R00B4400012

The section 2.2 requirement appears restrictive and align to incumbent resource. Will you accept additional work experience(Clinical, Financial industry experience) in lieu of this requirement?

Only minimum requirements are:

- 1) Note: In lieu of the educational experience required from the Master Contract labor category, (5) years high school assessment accountability, data processing, and data analysis experience may be substituted for an undergraduate degree in a related educational field.**
- 2) At least (5) years of experience programming in SAS.**

High School Assessments SAS Programmer Q & A

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

Whatever labor category is appropriate for Functional Area 5-Software Engineering.

Tools the Master Contractor owns and proposes for use to meet any requirements in Section 3.

Master Contractor does not need to provide tools. MSDE will provide all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of this Task Order.

What are the tools expectations? How does this tools ownership impact this TORFP?

Master Contractor does not need to provide tools. MSDE will provide all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of this Task Order.

Could you tell us, whether this resource will need to work with MSDE tools/environment or Master Contractor provided tools/environment?

Resource will need to work with MSDE tools/environment. MSDE will provide all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of this Task Order.

What is the typical dataset volumes/Week or /Month for this TORFP?

Volume of data depends upon the administration of the High School Assessment. There are five administrations January, April, May, Summer, and October. May is the largest having over 100,000 records.

Per the CATS+ software engineer educational requirement, “**Education:** A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.”

For this solicitation, can a degree in the technical field as described above, substitute for some of the years of experience required, (5 required in the solicitation), in high school assessment accountability, data processing and data processing?

No. As Noted on page 12 of TORFP In lieu of the educational experience required from the Master Contract labor category, (5) years high school assessment accountability, data processing, and data analysis experience may be substituted for an undergraduate degree in a related educational field.

TORFP Section 2.1.1 states that Key Personnel meeting minimum personnel qualifications must be provided by the Master Contractor. Section 4.4.1(E) allows for subcontractor past-performance if applicable.

- Can a subcontractor to the Master Contractor provide the Personnel for this procurement?

No. On page 12 of TORFP it states:

Only those Master Contractors supplying proposed Key Personnel that fully meet all minimum qualification criteria shall be eligible for TORFP proposal evaluation.

High School Assessments SAS Programmer Q & A

- Is subcontractor past-performance considered applicable to this procurement?

No. On page 12 of TORFP it states:

Only those Master Contractors supplying proposed Key Personnel that fully meet all minimum qualification criteria shall be eligible for TORFP proposal evaluation.