



CATS + TORFP R00B7400067 - MHEC SQL Server Expansion Questions and Answers

1. Are there any Incumbents for the positions mentioned in this solicitation? If yes, How many?

This is a new TORFP. There are no incumbents.

2. How many candidates can we submit?

You must submit per the TORFP, there are 3 key resources.

3. TORFP says 15% overall with no sub goals, what does it mean can you please clarify?

The Offeror must propose an MBE subcontractor, certified in Maryland, to perform 15% of the work of this TO. There are no minority business sub-goals for this TORFP, the Offeror may select a minority business from any type of minority business certified in Maryland.

Please review the attached MBE information page prior to submitting a response.

4. What are the expectations from vendor when TORFP says there is MBE goals?

The Offeror must submit the required MBE forms with their proposal. The Offeror must propose an MBE subcontractor, certified in Maryland, to perform 15% of the work of this TO.

Please review the attached MBE information page prior to submitting a response.

5. We are not MBE certified firm, in that case do we have any obligation to meet MBE goals? **YES**

The prime contractor does not have to be an MBE certified firm to respond. You are required to meet the 15% MBE goal for this TORFP.

Please review the attached MBE information page prior to submitting a response.

6. A quick question about this TORFP. CATS+ does not have a position called "Business Analyst". There is a "Subject Matter Expert" category and a "Subject Matter Expert (Senior)" category. Can you please clarify as to which one the Business Analyst category represents?

Subject Matter Expert is listed on page 14.

7. Will you accept other Active MS Certifications rather than Active Microsoft Certified Solutions Associate (MCSA) in SQL Server 2012.

For Example: MCSE(expert level) vs. MCSA (Associate level)

Yes, please send other certifications as part of the Technical Proposal for evaluation.

8. In section 2.1.1, it is mentioned that one of the key personnel is a Subject Matter Expert – Business Analyst. In other areas of the TORFP, such as section 2.2, section 3.1, and Attachment 1 Price Sheet, this key personnel is simply noted as Business Analyst. Since there is no Business Analyst labor category in the CATS+ labor category list, for qualification and pricing purposes, are we to use the Subject Matter Expert labor category from the CATS+ labor category list?

Business Analyst = Subject Matter Expert labor category.

9. Are there incumbents for the following 3 key personnel positions, specified in TORFP R00B7400067 Microsoft SQL Server 2012 Configuration Expansion? Specifically:
Applications Programmer
Database Management Specialist (Senior)
Subject Matter Expert – Business Analyst?

This is a new TORFP. There are no incumbents

10. Does all of the work have to take place at Maryland Higher Education Commission (MHEC) 6 North Liberty Street Baltimore, MD 21201? Or would working from the vendor location be acceptable?

Yes, all work will be performed onsite at MHEC.

11. What is the number of users of the current system? **The number of users for the current system is 5. It is anticipated that number will increase to 10.**
12. What is the average daily volume of the current system? **MHEC handles over 1300 files and surveys from over 200 institutions in a given year. There are certain peak times in the fall and spring.**
13. Is there a number of years' experience required for any of the positions described in this TORFP?

See CATS+ Master Contract BPO #060B2490023 for Minimum Qualifications for each position.

14. What database is in use at this time? **Currently, SQL Server 12.0 is in use.**
15. If Oracle is in use, what version or versions? **Oracle is no longer in use on a daily basis. Data was migrated from Oracle 11g.**
16. What other Oracle products are to be transitioned? **There are none.**
17. Are there any Oracle elements that are to be retained? **No.**
18. What is the anticipated starting date for this task? **October 2017.**

19. Is a degree required for any position under this TORFP?

See CATS+ Master Contract BPO #060B2490023 for Minimum Qualifications for each position.

20. What SQL Server edition is in use (Enterprise, Standard, Business Intelligence, or some other edition)? **Enterprise edition**

21. Section 3.6.1, TO Contractor Responsibilities, C-E.

Are tools for version control, issues/defects, and changes currently in use? Can you tell us what they are? **The tool available for project management is MS Project. Other Microsoft suite products are available.**

22. Section 3.6.4.6 Microsoft SQL Server 2012 Technical. A. We shall provide "... SQL Server Data Tools as needed."

What tools are in use today? **In addition to SSRS, tools available today within the SQL Environment are SQL Server Management Studio (SSMS), SQL Server Analysis Services (SSAS), SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), and SQL Server Migration Assistant (SSMA).**

23. Section 3.6.4.7 Data. C. "...and other SQL Data tools."

What other SQL Data tools are in use today? **See response to question 22.**

24. Section 4.4.1 TO Technical Proposal, 4.

4) Tools the Master Contractor owns and/or proposes for use to meet any requirements in Section 3. Specifically, what tools the Master Contractor owns and proposes for use in this Oracle to Microsoft SQL Server development project:

- a) SQL Performance Tuning Tools
- b) Testing Bug/Defect Tools
- c) Oracle to SQL Report replication Tools
- d) SQL Dashboard Development Tools

What tools do you have in place for these functions today? **Migration from Oracle to SQL is complete, although a review of the process is requested. See response to question 22.**

What is the process to get new tools on the baseline whether purchased, open source, or freeware? **The process to secure new tools (whether purchased, open source or freeware) must be authorized through DoIT for administrative privileges and deployment.**

Does DoIT provide any tools? **DoIT provides a Service Catalog for state agencies that includes various enterprise level services that meet similar needs across state agencies. However, each agency is responsible for securing specific tools/licenses required to carry out its own technology business functions.**

25. MSDE is issuing this CATS+ TORFP to obtain Microsoft SQL Server 2012 consulting and technical services. Why is MSDE looking for services in SQL Server 2012 and not in higher versions like SQL Server 2014 or 2016? **SQL Server 2012 is the version in place at this time. Higher versions may be considered.**

26. Will the contractor's personnel have access to existing documentation on data architecture, data model diagrams, source to target mappings, and business rules governing data transformations?

Contractor personnel can have access to all existing documentation available.

Additional MBE Information

Please contact Regina Jackson, MBE liaison, prior to submitting if you need any additional MBE guidance. Reginaa.jackson@maryland.gov 410 -767-0956

Q. I attended the pre-proposal conference and need clarification on the 15% MBE goal. Select Computing (SCi) is a CATS+ Master Contractor and a SDB but not a DOIT MBE. Is MBE an evaluation factor and which one of the 5 Attachment 2 MBE forms must be submitted with our response? There seems to be some confusion that if you are not an MBE or have an MBE sub, you can be disqualified or non responsive.

This provides clarification for the MBE form that must be submitted as instructed in the TORFP. Please see page 57 which states:

“The MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule must be submitted with the bid/proposal. **If the bidder/offeror fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award.**”

Please complete Attachment 2-1A MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule (only 1 form):

- Filling in Overall Goal
- Item 1. MBE Participation - Has 2 options: meet overall goal **OR** request a waiver
- Item 4. MBE Participation Schedule
- Complete Signature Section

MBE means a minority business enterprise that is certified by the Maryland Department of Transportation (“MDOT”). Only entities certified by MDOT may be counted for purposes of achieving the MBE participation goals. In order to be counted for purposes of achieving the MBE participation goals, the MBE firm, including a MBE prime, must be MDOT-certified for the services, materials or supplies that it is committed to perform on the MBE Participation Schedule.

If there is a waiver request, you are indicating (from Item 1. MBE Participation section):

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 working days of receiving notice that our firm is the apparent awardee, I will submit **completed Good Faith Efforts Documentation** to Support Waiver Request (Attachment 2-1C) and **all required waiver documentation** in accordance with COMAR 21.11.03.

<http://www.dsd.state.md.us/comar/comarhtml/21/21.11.03.11.htm>

You must have completed ALL good-faith efforts to obtain an MBE subcontractor to be granted a waiver. These are not automatically granted and must be evaluated.