



**Consulting and Technical Services (CATS)
Task Order Request for Proposals (TORFP)**

**Help Desk Management and Support
Systems Facility Management and Maintenance**

CATS TORFP PROJECT NUMBER J00P6200022

**Maryland Department of Transportation
Maryland Motor Vehicle Administration**

ISSUE DATE: May 25, 2006

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KEY INFORMATION SUMMARY SHEET

This Consulting and Technical Services (CATS) Task Order Request for Proposals (TORFP) is issued to obtain the services necessary to satisfy the requirements defined in Section 2, Scope of Work. All CATS Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Those Master Contractors deciding not to submit a TO Proposal are required to submit the reason(s) why per Section 3.1 of the TORFP. In addition to the requirements of this TORFP, the Master Contractors are subject to all terms and conditions contained in the CATS RFP issued by the Maryland Department of Budget and Management (DBM), Office of Information Technology (OIT) and subsequent Master Contract Project Number 050R5800338, including any amendments.

Although information from the Contractors must be sent to concurrent individuals as stated in this Key Information Summary Sheet, all correspondence from MDOT to the Contractors shall be sent only by the MDOT Contracts Manager or designee.

TORFP NAME:	Help Desk Support Management
FUNCTIONAL AREA:	Systems Facility Management and Maintenance (SFMM) Functional Area 6
TORFP ISSUE DATE:	May 25, 2006
Closing Date and Time:	June 20, 2006 12:00 PM
TORFP Issuing Office:	Maryland Department of Transportation (MDOT) Maryland Motor Vehicle Administration (MVA) Technical Services Systems (TSS)
Questions and Proposals are to be sent to: Questions shall be submitted no later than 10 working days prior to Task Order Proposal date.	Alberta Galek, agalek@mdot.state.md.us MDOT Contracts Manager – Peter Arrey parrey@mdot.state.md.us MDOT Contracts Administrator – Carl Stein cstein@mdot.state.md.us
TO Procurement Officer:	Alberta Galek, Procurement Officer Office – 410-768-7033 Fax – 410-768-7090
TO Manager:	Patricia Sines, psines@mdot.state.md.us Computer Network Specialist Manager Office: 410-768-7629 Fax: 410-761-1545
Project Number:	J00P6200022
TO Type:	Time and Materials
Period of Performance:	2 years with one year renewal option
MBE Goal:	0

Small Business Reserve	Yes
Primary Place of Performance:	MVA, 6601 Ritchie Highway, Glen Burnie, MD 21062
State Furnish Work Site and/or Access to Equipment, Facilities or Personnel:	Desk space, networked PC with needed software and phone for business use, may be issued a pager
TO Pre-Proposal Conference:	June 9, 2006 at 9:00 AM MDOT Headquarters – see attachment 5 for directions

NOTICE TO MASTER CONTRACTORS

All CATS Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Those Master Contractors deciding not to submit a TO Proposal are required to submit the reason(s) why per Section 3.1 of the TORFP. If you have chosen not to propose to this TORFP, you must complete and email this notice to the TO Procurement Officer. If you are submitting a TO Proposal, we also ask that you take a few minutes and provide comments and suggestions regarding the enclosed TORFP.

TORFP Title: Help Desk Management and Support
TORFP No.: J00P6200022

1. If you have responded with a "not submitting Task Order Proposal", please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the TORFP is not something we ordinarily provide.
- We are inexperienced in the services required.
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- The scope of work is beyond our present capacity.
- Doing business with the State of Maryland is too complicated. (Explain in REMARKS section.)
- We cannot be competitive. (Explain in REMARKS section.)
- Time allotted for completion of a Task Order Proposal is insufficient.
- Start-up time is insufficient.
- Bonding/Insurance requirements are too restrictive. (Explain in REMARKS section.)
- TORFP requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- MBE requirements. (Explain in REMARKS section.)
- Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- Payment schedule too slow.
-

Other: _____.

2. If you have submitted a Task Order Proposal, but wish to offer suggestions or express concerns, please use the Remarks section below.

Remarks:

Master Contractor

Name: _____ Date: _____

Contact Person: _____ Phone ____ - ____ - ____ email _____

SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 RESPONSIBILITY FOR TORFP AND TO AGREEMENT

The TO Procurement Officer has the primary responsibility for the management of the TORFP process, for the resolution of TO Agreement scope issues, and for authorizing any changes to the TO Agreement. See Section 2.10 for information on change orders.

The TO Manager has the primary responsibility for the management of the work performed under the TO Agreement; administration functions, including issuing written directions; ensuring compliance with the terms and conditions of the CATS Master Contract; and, in conjunction with the selected Master Contractor, achieving on budget/on time/on target (e.g., within scope) completion of the Scope of Work.

1.2 TO AGREEMENT

Based upon an evaluation of TO Proposal responses, a Master Contractor will be selected to conduct the work defined in Section 2 Scope of Work. A specific TO Agreement, Attachment 2, will then be entered into between the State and the selected Master Contractor, which will bind the selected Master Contractor (TO Contractor) to the contents of its TO Proposal, including the price proposal.

1.3 TO PROPOSAL SUBMISSIONS

The TO Procurement Officer will not accept submissions after the stated date and exact time. The time will be local time as determined by MVA's e-mail system time stamp. The TO Proposal is to be submitted via e-mail as two attachments in MS Word format. The "subject" line in the e-mail submission shall state the TORFP #J00P6200022. The first file will be the TO Proposal technical response to this TORFP and titled, "CATS TORFP #J00P6200022 Technical". The second file will be the financial response to this CATS TORFP and titled, "CATS TORFP #J00P6200022 Financial". The proposal documents that must be submitted with a signature, Attachment 3 - Conflict of Interest and Disclosure Affidavit, must be submitted as .PDF files with signatures clearly visible.

1.4 eMARYLANDMARKETPLACE FEE

COMAR 21.02.03.06 requires that each Master Contractor that wins a TO Agreement under this TORFP pay a fee to support the operation of eMarylandMarketplace. The fee will be due on each TO Agreement that exceeds \$25,000. The applicable fee will be based on TO value, including any options. Contractors shall pay the fee as provided by COMAR 21.02.03.06 and in accordance with guidelines issued by the Maryland Department of General Services. A copy of COMAR 21.02.03.06 and the guidelines issued by the Maryland Department of General Services can be found on the eMarylandMarketplace website at www.eMarylandMarketplace.com.

The rate(s) or price(s) of the proposal/bid shall include the appropriate fee as per the COMAR 21.02.06.03 fee schedule. Fees may not be quoted as a separate add-on price. A total TO Agreement value that is other than an even dollar amount will be rounded to the nearest whole dollar to determine the appropriate fee level. For example, a total TO Agreement value of \$50,000.49 will be rounded to \$50,000 and a Level 1 fee will apply. A total TO Agreement value of \$50,000.50 will be rounded to \$50,001 and a Level 2 fee will apply. Refer to RFP Section 1.9 for additional information.

1.5 CONFLICT OF INTEREST

The TO Contractor awarded the TO Agreement shall provide IT consulting services for State agencies or component programs with those agencies, and must do so impartially and without any conflicts of interest. Each Master Contractor shall complete and include a Conflict of Interest Affidavit in the form included as Attachment 4 this TORFP with its TO Proposal. If the TO Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the TO Procurement Officer may reject a Master Contractor's TO Proposal under COMAR 21.06.02.03B.

Master Contractors should be aware that the State Ethics Law, State Government Article, §15-508, might limit the selected Master Contractor's ability to participate in future related procurements, depending upon specific circumstances.

1.6 NON-DISCLOSURE AGREEMENT

Certain system documentation may be available for potential Master Contractors to review at a reading room at 6601 Ritchie Highway, Glen Burnie, Maryland. Master Contractors who review such documentation will be required to sign a Non-Disclosure Agreement in the form of Attachment 10. Please contact the TO Procurement Officer of this TORFP to schedule an appointment.

In addition, certain documentation may be required by the TO Contractor awarded the TO Agreement in order to fulfill the requirements of the TO Agreement. The TO Contractor, employees and agents who review such documents will be required to sign, including but not limited to, a Non-Disclosure Agreement in the form of Attachment 9.

1.7 Limitation of Liability Ceiling

Pursuant to Section 28(C) of the CATS Master Contract, the limitation of liability per claim under this TORFP shall not exceed the total TO Agreement amount established.

SECTION 2 – SCOPE OF WORK

2.1 PURPOSE, MVA INFORMATION AND PROJECT BACKGROUD

2.1.1 PURPOSE

The Maryland Motor Vehicle Administration is issuing this CATS TORFP to obtain contractual services staff under the Consulting and Technical Services master contract. The information provided is necessary to prepare and submit proposals to meet MVA's requirements for the required expertise and labor for system/facilities management and maintenance services related to computer software and hardware installations, upgrades and Help Desk management as described in this TORFP.

2.1.2 MVA INFORMATION

The Maryland Department of Transportation, Maryland Motor Vehicle Administration is located at: 6601 Ritchie Highway, Glen Burnie, MD 21062

The MVA is a modal administration of MDOT, and is responsible for the issuance of Motor Vehicle titles, tags, identification cards and licenses. The MVA is focusing its approach to effective and efficient delivery of government services through the implementation of Managing For Results, which is a management approach that focuses on results as well as processes.

2.1.3 PROJECT BACKGROUND

The MVA TSS Help Desk and technical staff support over 1,900 personal computers, 100 laptops, 1,500 printers and other peripherals at one main location, 24 remote sites, 12 county offices and 19 Vehicle Emissions Inspection Program (VEIP) stations. See Attachment 12 for location addresses. The MVA has an initiative to install and support the installation of 120 Title and Registration Issuance System (TARIS) server replacements, 300 PC replacements, 75 laptop software upgrades, 10 new laptop installations and 250 printer replacements. The MVA also is deploying biometrics and single sign-on hardware and software to the entire MVA network. MVA will be upgrading systems from MS Office 97 to 2000. This upgrade will occur after the databases have been converted. The MVA is required to continue to give quick and efficient service to all calls that are placed into the Unicenter Advanced Help Desk System.

2.2 TECHNICAL REQUIREMENTS

The MVA is part of the MDOT network. MVA operates on a Novell local area network (LAN) system with HP/Compaq servers, running Novell 5.x operating system and Dell servers running Windows 2003 server. MVA will be converting to an entire Microsoft environment in calendar 2006. MVA currently uses Dell workstations and a mix of Dell, Compaq, IBM and Pelican laptops with operating systems consisting of Microsoft NT 4.0, Microsoft 2000 and XP, running the Microsoft Office 97 or 2000 Professional suite. Other MVA applications consist of Automated Compulsory Insurance System (ACIS), Document Imaging and Workflow System (DIWS), Disability Permitting System (DPS), Data Store Windows (DSW), Learning Management System (LMS), Jetform, Internet Explorer, Attachmate, Adobe Acrobat, MS Project, MS Outlook/Exchange, Citrix VPN client. This list is not all-inclusive. Additionally, printers, scanners and other peripherals are supported.

The following is a list of supported software:

- Network: TCP/IP
 - Virus Protection: McAfee Virus 8.0
 - Desktop O/S: Windows 2000 and XP
 - Laptops: Windows NT 4.0, Windows 2000, XP
 - Server O/S: Novell 5.x (converting to Active directory for file and print services)
Windows Server 2000, 2003
 - Internet browser: Microsoft Internet Explorer 6.0
 - E-mail/Scheduling: MS Outlook 2003
 - Office Automation: Microsoft Office 97 and 2000
Attachmate
Adobe Acrobat
Remote Control
Winzip 9.0
Maximo
- This list is not all-inclusive.

As stated above, the MVA is part of the MDOT networking system and operates within that environment, which includes: communications, hardware, software and remote access. The operating environment that the selected Contractor shall work in includes Novell 5.x LAN system, Windows 2000 and 2003 server, workstations running Microsoft 2000 or XP and related software and peripherals associated with computer networks. The TO Contractor shall support MVA users at any location listed in Attachment 12. MDOT standards are Novell 5.x (converting to Active directory for file and print), MS Outlook/Exchange, Windows 2000 and Office 2000 Professional.

2.3 WORK DESCRIPTION/DELIVERABLES:

The TO Contractor shall propose personnel in numbers sufficient to perform the work described in Sections 2.2 and 2.3 of this TORFP, and who are capable of working with the MVA TSS staff. The Contractor will support MVA users during the installation of replacement equipment, upgrade of servers, transition to the Microsoft Office 2000 suite and installation of biometrics and single sign-on. The Contractor will assist with the installations and imaging of new equipment. During this rollout and upgrade the Contractor shall work in conjunction with TSS to continue the current rapid and efficient support to all calls that are placed into the Unicenter Advanced Help Desk System.

The TO Contractor shall be responsible for the following:

- Work with the existing staff at MVA and will be responsible for Help Desk support;
- Image PC's (Windows 2000, XP) with standard software packages including communications packages, as required;
- Perform hardware/software testing, installation, troubleshooting and maintenance as required;
- Collect and maintain statistics on hardware and software problems, maintenance service calls, and user base using Unicenter Advanced Help Desk software;
- Provide assistance in maintaining inventory control and location records of State-owned equipment/software and disposal of property as required; and
- Troubleshoot problems encountered using microcomputer software and basic PC knowledge;

Personnel provided by the TO Contractor shall have a strong background in personal computers and software; be knowledgeable in networking and network systems, switches and cable standards, be able to document technical work requirements, and demonstrate good communication/training skills. TO Contractor knowledge base shall include the following:

- Novell 5x and Microsoft 2000 and 2003 server: Troubleshoot server problem(s) with hardware or software. MVA's current Contractor will handle most of the server problems (except on TARIS servers), but there may be time when the Contractor shall be called to assist in the correction of a system problem.
- IBM compatible computers, laptops, tablets, DVD/CD burners, printers, scanners, modems, zip/flash drives, digital imaging equipment and jet direct cards: Repair, install, upgrade, or reconfigure any of these items utilized within the agency.
- Windows 2000 and XP Operating Systems: Contractor shall be able to install and properly configure all operating systems to MVA standard.
- Drive Imaging Software: Contractor shall be able to create images and retrieve them for each system for future utilization for compatible equipment.

- Standard Software: Contractor shall be proficient in Microsoft Operating Systems, Microsoft 97 and 2000 Professional Suite, MS Exchange/Outlook, Attachmate, McAfee Virus Scan, Adobe Acrobat Diskkeeper or Defrag. Other software as stated in 2.2.
- Help Desk: MVA utilizes Computer Associates Unicenter Help Desk software for tracking all service calls. Contractor shall be proficient in help desk software (opening, updating, tracking calls and closing service calls).

Replacement TARIS servers and computers have been received by MVA and are imaging are in MVA's warehouse waiting for deployment. MVA staff has a test site at the MVA/HQ office. Once a server has been configured and tested the rest of the equipment will be brought to MVA and imaged. At that time a Notice to Proceed will be issued to the TO Contractor to include the following.

- Upgrade software and make sure virus and MS updates have been applied to seventy-five laptops that are in our field offices.
- Replacement printers will be installed as warranted.
- Upgrade to the MS Office 2000 Suite as needed.

While these upgrades and installations are being implemented the TO Contractor will be working on trouble tickets from clients throughout the State.

TO Contractor personnel will report to the MVA office at One Orchard Road, Glen Burnie, Maryland. The TO Contractor can work flex hours or a standard workweek. Flex hours mean arrive anywhere from 7:30AM-8:30AM and leave either 8 ½ or 9 hours later depending on lunch schedules (1/2 hour or one hour lunch). The workweek consists of forty (40) hours. Any work performed outside of the forty-hour workweek will be discussed with contractor. Services may also involve some evening and/or weekend hours performing planned system upgrades. The work involves travel to the other site locations listed in Attachment 12.

TO Contractor personnel shall have a valid driver's license and provide their own transportation. TO Contractor personnel shall report to the Network Supervisor or Manager and will interact professionally with all levels of management and the MVA work force.

2.3.1 Deliverable 1 – TO Contractor shall assist with Hardware and Software support/installation as follows:

- Support MVA, VEIP, district court and County Office IT inventory
- Image and replacement TARIS servers at MVA offices
- Install MS Office 2000 suite at various offices and remove MS Office 97

2.3.2 Deliverable 2 – TO Contractor shall assist with the deployment of Hardware and software as follows:

- Deploy replacement equipment at various offices
- Deploy system patches and upgrade dat files for virus protection
- Pick up and deploy any equipment that needs replacing
- Install Biometrics and Single sign-on software and hardware

2.3.3 Deliverable 3 – TO Contractor shall train Users as follows:

- Train users as needed on equipment and software

2.3.4 Deliverable 4 – TO Contractor shall Inventory Paperwork as follows:

- Document performance of hardware/software testing, installation, troubleshooting and maintenance
- Collect and maintain statistics on hardware and software problems, maintenance service calls, and user base using Unicenter Advanced Help Desk software
- Fill out proper paperwork for all equipment delivered and picked-up

2.3.5 Deliverable 5 – TO Contractor shall follow-up with Users as follows:

- Follow-up with Users on help desk calls to make sure users are satisfied.

2.3.6 Deliverable 6 – TO Contractor shall provide Documentation as follows:

- Provide copies of inventory, training, User (help desk) calls and installations that are completed.
- Provide weekly status reports to Project Manager and Supervisor via e-mail.

Upon completion of a deliverable, the TO Contractor shall document each deliverable in final form to the TO Manager for acceptance. The TO Contractor shall memorialize such delivery in an Agency Receipt of Deliverable Form (Attachment 7). The TO Manager shall countersign the Agency Receipt of Deliverable Form indicating receipt of the contents described therein.

Upon receipt of a final deliverable, the TO Manager shall commence a review of the deliverable as required to validate the completeness and quality in meeting requirements. Upon completion of validation, the TO Manager shall issue to the TO Contractor notice of acceptance or rejection of the deliverables in an Agency Acceptance of Deliverable Form (Attachment 8). In the event of rejection, the TO Contractor shall correct the identified deficiencies or non-conformities. Subsequent project tasks may not continue until deficiencies with a deliverable are rectified and accepted by the TO Manager or the TO Manager has specifically issued, in writing, a waiver for conditional continuance of project tasks. Once the State's issues have been addressed and resolutions are accepted by the TO Manager, the TO Contractor will incorporate the resolutions into the deliverable and resubmit the deliverable for acceptance. Accepted deliverables shall be invoiced within 30 days in the applicable invoice format (Reference 2.8 Invoicing).

When presented for acceptance, a written deliverable defined as a final document must satisfy the scope and requirements of this TORFP for that deliverable. Final written deliverables shall not contain structural errors such as poor grammar, misspellings or incorrect punctuation, and must:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.
- B) Be organized in a manner that presents a logical flow of the deliverable's content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) Present information that is relevant to the section of the deliverable being discussed.

The State required deliverables are defined below. Within each task, the TO Contractor may suggest other subtasks or deliverables to improve the quality and success of the project.

2.4 DELIVERABLE/PERIOD OF PERFORMANCE:

Following are the milestones and their associated deliverables:

ID	Contractor Deliverables for 2.3	Period of Performance
2.3.1	<ul style="list-style-type: none"> Support MVA, VEIP, district court and County Office IT inventory. Image and replacement TARIS servers at MVA offices Install MS Office 2000 suite at various offices and remove MS Office 97 	<p>NTP + 730 Calendar Days</p> <p>NTP + 150 Calendar Days</p> <p>NTP + 210 Calendar Days</p>
2.3.2	<ul style="list-style-type: none"> Deploy replacement equipment at various offices. Deploy system patches and upgrade dat files for virus protection. Pick up and deploy any equipment that needs replacing. Install Biometrics and Single sign-on software and hardware 	<p>NTP + 730 Calendar Days</p> <p>NTP + 730 Calendar Days</p> <p>NTP + 730 Calendar Days</p> <p>NTP + 120 Calendar Days</p>
2.3.3	<ul style="list-style-type: none"> Train users on equipment and software as necessary. 	NTP + 730 Calendar Days
2.3.4	<ul style="list-style-type: none"> Perform hardware/software testing, installation, troubleshooting and maintenance; Collect and maintain statistics on hardware and software problems, maintenance service calls, and user base using Unicenter Advanced Help Desk software. Fill out proper paperwork for all equipment delivered and picked-up. 	<p>NTP + 730 Calendar Days</p> <p>NTP + 3 days after help desk ticket closed</p> <p>NTP + 730Calendar Days</p>
2.3.5	<ul style="list-style-type: none"> Follow-up with users on help desks to make sure the user is satisfied 	NTP + 3 days after help desk is closed
2.3.6	<ul style="list-style-type: none"> Provide copies of inventory, training, user (help desk), installations that are completed. 	NTP + 5 days after help desk is closed

2.5 REQUIRED PROJECT POLICIES, GUIDELINES AND METHODOLOGIES

The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution. These may include, but are not limited to:

- A) The State's System Development Life Cycle (SDLC) methodology at: www.dbm.maryland.gov - keyword: SDLC.
- B) The State Information Technology Security Policy and Standards at: www.dbm.maryland.gov - keyword: Security Policy.
- C) The State Information Technology Project Oversight at: www.dbm.maryland.gov - keyword: IT Project Oversight.
- D) The State of Maryland Enterprise Architecture at www.dbm.maryland.gov - keyword: MTAF Guiding Principles.
- E) The TO Contractor shall follow the project management methodologies that are consistent with the Project Management Institute's Project Management Body of Knowledge Guide. TO Contractor's staff and subcontractors are to follow a consistent methodology for all TO activities,

2.6 TO CONTRACTOR STAFF EXPERTISE REQUIRED

The TO Contractor must demonstrate that TO Contractor staff has a level of expertise in all areas under Sections 2.2 and 2.3 of this TORFP.

2.7 TO CONTRACTOR QUALIFICATIONS

The TO Contractor shall be capable of furnishing all necessary staff and services required to successfully complete all tasks and work requirements and produce high quality deliverables described herein. The TO Contractor shall demonstrate, in its proposal, that it possesses such expertise in-house or has fostered strategic alliances with other firms for providing such services.

The TO Contractor must be capable of furnishing support personnel that meet the requirements in Section 2.2, Technical Requirements and 2.3 Deliverables.

2.8 INVOICING

Invoices shall be submitted monthly. Invoices will reflect costs for hours worked indicated in the accompanying weekly status reports (Deliverable 2.3.6). Upon verification and acceptance of the invoices by the TO Manager, payment will be made to the TO Contractor.

Invoice payments to the TO Contractor shall be governed by the terms and conditions defined in the CATS Master Contract. Invoices for payment shall contain the TO Contractor's Federal

Employer Identification Number (FEIN), as well as the information described below, and must be submitted to the TO Manager for payment approval. Payment of invoices will be withheld if a signed Acceptance of Deliverable form – Attachment 8, is not submitted.

The TO Contractor shall submit invoices for payment upon acceptance of separately priced deliverables, on or before the 15th day of the month following receipt of the approved notice(s) of acceptance from the TO Manager. A copy of the Acceptance of Deliverable Form shall accompany all invoices submitted for payment.

2.8.1 INVOICE SUBMISSION PROCEDURE

This procedure consists of the following requirements and steps:

- A) The invoice shall identify the Motor Vehicle Administration as the TO Requesting Agency, deliverable description, associated TO Agreement number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.
- B) The TO Contractor shall send the original of each invoice and supporting documentation (itemized billing reference for employees and any subcontractor and signed Acceptance of Deliverable form – Attachment 8, for each deliverable being invoiced) submitted for payment to the Motor Vehicle Administration at the following address:

Maryland Motor Vehicle Administration
6601 Ritchie Highway
Glen Burnie, MD 21062
Attention: Accounts Payable, Room 220

The Contractor shall also send a copy of each invoice submitted to the following address:

Patricia Sines
Technical Systems Services
Maryland Motor Vehicle Administration
6601 Ritchie Highway, OIR Building room 201C
Glen Burnie, MD 21062

- C) The last invoice for the final payment under the TO Agreement shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the TO Agreement. In no event shall any invoice be submitted later than 60 calendar days from the TO Agreement termination date.

2.9 ACTIVITY/STATUS REPORTING

The TO Contractor and the TO Requesting Agency shall conduct monthly status meetings when necessary. A monthly work activity report shall be submitted with the invoice to the TO Manager and shall contain, at a minimum, the following information:

- TO Requesting Agency name, TO Number, functional area name and number, reporting period and “Activity Report” to be included in the e-mail subject line.
- Work accomplished during the invoice period.
- Deliverable progress, as a percentage of completion.
- Problem areas or deviation from the TO Agreement.
- Planned activities for the next reporting period.
- An accounting report for the current reporting period and a cumulative summary of the totals for both the current and previous reporting periods. The accounting report shall include amounts invoiced-to-date and paid-to-date.

2.10 CHANGE ORDERS

If the TO Contractor is required to perform additional work, or there is a work reduction due to unforeseen scope changes, the TO Contractor and TO Manager shall negotiate a mutually acceptable price modification based on the TO Contractor’s proposed rates in the Master Contract and scope of the work change. No modified tasks shall be performed until a change order is executed by the TO Procurement Officer.

SECTION 3 - TO PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

3.1 REQUIRED RESPONSE

Each Master Contractor receiving this CATS TORFP must respond within the submission time designated in the Key Information Summary Sheet. Each Master Contractor is required to submit one of two possible responses: 1) a proposal or 2) a completed Notice to Master Contractors explaining why the Master Contractor will not be submitting a proposal.

3.2 FORMAT

If a Master Contractor elects to submit a TO Proposal, the Master Contractor shall do so in conformance with the requirements of this CATS TORFP. A TO Proposal shall provide the following:

3.2.1 THE TECHNICAL PORTION OF THE TO PROPOSAL SHALL INCLUDE:

A) Proposed Services – Work Plan

- 1) **Requirements:** A detailed discussion of the Master Contractor's understanding of the work and the Master Contractor's capabilities, approach and solution to address the requirements outlined in Sections 2.3 and 2.3
- 2) **Assumptions:** A description of any assumptions formed by the Master Contractor in developing the Technical Proposal.
- 3) **Risk Assessment:** An assessment of any risks inherent in the work requirements and responses to these risks.
- 4) **Proposed Solution:** A description of the Master Contractor's proposed solution to accomplish the specified work requirements.
- 5) **Proposed Tools:** A description of all proposed tools that will be used to facilitate the work.
- 6) **Tasks and Deliverables:** A description of and the schedule for each task and deliverable. Start and completion dates for each deliverable shall be indicated on activity reports (Section 2.9) will be the basis for monitoring the TO Agreement.
- 7) **Work Breakdown Structure:** A detailed work breakdown structure and staffing schedule, with labor hours by skill category that will be applied to meet each deliverable, and to accomplish all specified work requirements.
- 8) **Acceptance Criteria acknowledgement:** A statement acknowledging the Master Contractor's understanding of the acceptance criteria.

B) Proposed Personnel

- 1) Identify and provide resumes for all proposed personnel by labor category.
- 2) Provide the names and titles of all key management personnel who will be involved with supervising the services rendered under this TO Agreement.
- 3) Complete and provide Attachment 4 – Labor Classification Personnel Resume Summary.

C) Subcontractors

- 1) Identify all proposed subcontractors, including MBEs, and their full roles in the performance of this TORFP Scope of Work.

D) Master Contractor and Subcontractor Experience and Capabilities

- 1) Provide examples of contractual agreements that you have completed that were similar to the one defined in this TORFP. Each example must include a reference complete with the following:
 - a) Name of organization.
 - b) Name, title, and telephone number of point-of-contact for the reference.
 - c) Type, and duration of contract(s) supporting the reference.
 - d) The services provided, scope of the contract and performance objectives satisfied as they relate to the scope of this TORFP.
 - e) Whether the Master Contractor is still providing these services and, if not, an explanation of why it is no longer providing the services to the client organization.

E) Confidentiality

- 1) A Master Contractor should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Contractors are advised that, upon request for this information from a third party, the TO Procurement Officer will be required to make an independent determination regarding whether the information may be disclosed.

3.2.2 THE FINANCIAL RESPONSE OF THE TO PROPOSAL SHALL INCLUDE:

- A) A description of any assumptions on which the Master Contractor's Financial Proposal is based.
- B) Completed Financial Proposal - Attachment 1: List of deliverables and prices for each in a table format.

SECTION 4 - PROCEDURE FOR AWARDING A TO AGREEMENT

4.1 EVALUATION CRITERIA

The TO Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS TORFP. In making the TO Agreement award determination, the TO Requesting Agency will consider all information submitted in accordance with Section 3.

4.2 TECHNICAL CRITERIA

The following are technical criteria for evaluating a TO Proposal in descending order of importance.

The evaluated qualifications of the proposed personnel.

The overall understanding of the work required.

Satisfactory past performance on engagements provided as reference accounts in the Offeror's Technical Proposal to the TO, or other engagements not provided in the Technical Proposal but know to the State.

4.3 SELECTION PROCEDURES

- 4.3.1 TO Proposals deemed technically qualified will have their financial proposal considered. All others will receive e-mail notice from the TO Procurement Officer of not being selected to perform the work.
- 4.3.2 Qualified TO Proposal financial responses will be reviewed and ranked from lowest to highest price proposed.
- 4.3.3 The most advantageous TO Proposal offer considering technical and financial submission shall be selected for the work assignment. In making this selection, technical merit has greater weight.

4.4 COMMENCEMENT OF WORK UNDER A TO AGREEMENT

Commencement of work in response to a TO Agreement shall be initiated only upon issuance of a fully executed TO Agreement, Purchase Order and by a Notice to Proceed authorized by the TO Procurement Officer. See Attachment 6 for a sample of a Notice to Proceed.

ATTACHMENT 1 PRICE PROPOSAL

PRICE PROPOSAL FOR CATS TORFP # J00P6200022
LABOR CATEGORIES

Labor Categories	A	B	C	D
	Hourly Labor Rate Year One	Total Class Hours	Hourly Labor Rate Year Two	Hourly Labor Rate Year Three
(Insert Proposed Labor Categories for this TORFP)	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
Total Evaluated Price	\$		\$	\$

Authorized Individual Name Company Name
Title Company Tax ID #

* The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower.

SUBMIT THIS WITH THE FINANCIAL RESPONSE

ATTACHMENT 2 Task Order Agreement

CATS TORFP # **J00P6200022**.
OF MASTER CONTRACT # 050R5800338

This Task Order Agreement (“TO Agreement”) is made this **day** day of **Month**, 200**X** by and between **MASTER CONTRACTOR** and the STATE OF MARYLAND, TO **Requesting Agency**.

IN CONSIDERATION of the mutual premises and the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions. In this TO Agreement, the following words have the meanings indicated:
 - a. “Agency” means the **TO Requesting Agency**, as identified in the CATS TORFP # **J00P6200022**.
 - b. “CATS TORFP” means the Task Order Request for Proposals # **J00P6200022**, dated **MONTH DAY, YEAR**, including any addenda.
 - c. “Master Contract” means the CATS Master Contract between the Maryland Department of Budget and Management and **MASTER CONTRACTOR** dated December 19, 2005.
 - d. “TO Procurement Officer” means **TO Procurement Officer**. The Agency may change the TO Procurement Officer at any time by written notice to the TO Contractor.
 - e. “TO Agreement” means this signed TO Agreement between **TO Requesting Agency** and **MASTER CONTRACTOR**.
 - f. “TO Contractor” means the CATS Master Contractor awarded this TO Agreement, whose principal business address is _____ and whose principal office in Maryland is _____.
 - g. “TO Manager” means **TO Manager** of the Agency. The Agency may change the TO Manager at any time by written notice to the TO Contractor.
 - h. “TO Proposal - Technical” means the TO Contractor’s technical response to the CATS TORFP dated **date of TO Proposal – Technical**.
 - i. “TO Proposal – Financial” means the TO Contractor’s financial response to the CATS TORFP dated **date of TO Proposal - FINANCIAL**.
 - j. “TO Proposal” collectively refers to the TO Proposal – Technical and TO Proposal – Financial.

2. Scope of Work

- 2.1. This TO Agreement incorporates all of the terms and conditions of the Master Contract and shall not in any way amend, conflict with or supercede the Master Contract.
- 2.2. The TO Contractor shall, in full satisfaction of the specific requirements of this TO Agreement, provide the services set forth in Section 2 of the CATS TORFP. These services shall be provided in accordance with the Master Contract, this TO Agreement, and the following Exhibits, which are attached and incorporated herein by reference. If there is any conflict among the Master Contract, this TO Agreement, and these Exhibits, the terms of the Master Contract shall govern. If there is any conflict between this TO Agreement and any of these Exhibits, the following order of precedence shall determine the prevailing provision:
 - a. The TO Agreement,
 - b. Exhibit A – CATS TORFP
 - c. Exhibit B – TO Proposal-Technical
 - d. Exhibit C – TO Proposal-Financial
- 2.3. The TO Procurement Officer may, at any time, by written order, make changes in the work within the general scope of the TO Agreement. No other order, statement or conduct of the TO Procurement Officer or any other person shall be treated as a change or entitle the TO Contractor to an equitable adjustment under this section. Except as otherwise provided in this TO Agreement, if any change under this section causes an increase or decrease in the TO Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the TO Agreement price shall be made and the TO Agreement modified in writing accordingly. The TO Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the TO Contractor shall be allowed if asserted after final payment under this TO Agreement. Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause of the Master Contract. Nothing in this section shall excuse the TO Contractor from proceeding with the TO Agreement as changed.

3. Time for Performance.

Unless terminated earlier as provided in the Master Contract, the TO Contractor shall provide the services described in the TO Proposal and in accordance with the CATS TORFP on receipt of a Notice to Proceed from the TO Manager. The term of this TO Agreement is for a period of **insert time for performance**, commencing on the date of Notice to Proceed and terminating on **MONTH DAY, YEAR**.

4. Consideration and Payment

- 4.1. The consideration to be paid the TO Contractor shall be done so in accordance with the CATS TORFP and shall not exceed **\$total amount of task order**. Any work performed by the TO Contractor in excess of the not-to-exceed ceiling amount of the TO Agreement without the prior written approval of the TO Manager is at the TO Contractor's risk of non-payment.
- 4.2. Payments to the TO Contractor shall be made as outlined Section 2 of the CATS TORFP, but no later than thirty (30) days after the Agency's receipt of an invoice for services provided by the TO

Contractor, acceptance by the Agency of services provided by the TO Contractor, and pursuant to the conditions outlined in Section 4 of this Agreement.

- 4.3 Each invoice for services rendered must include the TO Contractor's Federal Tax Identification Number which is **Federal ID number**. Charges for late payment of invoices other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time-to-time amended, are prohibited. Invoices must be submitted to the **Agency TO Manager unless otherwise specified herein**.
- 4.4 In addition to any other available remedies, if, in the opinion of the TO Procurement Officer, the TO Contractor fails to perform in a satisfactory and timely manner, the TO Procurement Officer may refuse or limit approval of any invoice for payment, and may cause payments to the TO Contractor to be reduced or withheld until such time as the TO Contractor meets performance standards as established by the TO Procurement Officer.

IN WITNESS THEREOF, the parties have executed this TO Agreement as of the date hereinabove set forth.

TO CONTRACTOR NAME

By: Type or Print TO Contractor POC

Date

Witness: _____

STATE OF MARYLAND, **TO REQUESTING AGENCY** DEPARTMENT OF BUDGET AND
MANAGEMENT, OFFICE OF INFORMATION TECHNOLOGY, APPLICATION SYSTEMS
MANAGEMENT

By: **insert name**, TO Procurement Officer

Date

Witness: _____

ATTACHMENT 3
Conflict Of Interest Affidavit And Disclosure

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

SUBMIT THIS WITH THE TECHNICAL RESPONSE

ATTACHMENT 4

Labor Classification Personnel Resume Summary

INSTRUCTIONS:

1. Master Contractors must comply with all personnel requirements under the Master Contract RFP 050R5800338.
2. Only labor categories proposed in the Master Contractors Technical proposal may be proposed under the CATS TORFP process.
3. For each person proposed in any of the labor categories, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements.

For example: If you propose John Smith who is your subcontractor and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as 3 months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement. In this case, 3 months.

4. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
5. For each subject matter expert, the State will identify the particular area of expertise and the Master Contractor shall provide proof the individual has qualifications within that area of expertise.
6. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.

ATTACHMENT 5

Directions to the Pre-TO Proposal Conference

Driving directions for MDOT Headquarters

7201 Corporate Center Dr.

Hanover, Md. 21076

Baltimore:

From 695; Take Baltimore –Washington Parkway (295) south to I-195 towards the BWI airport. Take I-195 to Md. Rte 170 south towards Dorsey. Go to the fifth traffic light and turn left on Stoney Run rd. Take Stoney Run rd. through traffic light to stop sign. Turn left on Old Stoney Run Rd. Take Old Stoney Run Rd. to stop sign at Ridge Rd. and turn right. Take Ridge Rd. to the traffic circle and turn right on Corporate Center Dr. Take Corporate Center Dr. to 7201 on left side of road. Parking is on right side of road.

Washington:

From Baltimore-Washington Parkway (295); Take Baltimore-Washington Parkway North to I-195 and exit towards the BWI Airport (East). Take I-195 towards the BWI Airport to Md. Rte.170. Take Md. Rte. 170 south towards Dorsey. Go to the fifth traffic light and turn left on Stoney Run rd. Take Stoney Run rd. through traffic light to stop sign. Turn left on Old Stoney Run Rd. Take Old Stoney Run Rd. to stop sign at Ridge Rd. and turn right. Take Ridge Rd. to the traffic circle and turn right on Corporate Center Dr. Take Corporate Center Dr. to 7201 on left side of road. Parking is on right side of road.

Annapolis:

From I-97; Take I-97 North to Rte.100 towards Columbia (west). Take Rte. 100 to Rte 170 north towards BWI Airport. Take Rte. 170 to the third traffic light and turn right on Stoney Run Rd. Take Stoney Run rd. through traffic light to stop sign. Turn left on Old Stoney Run Rd. Take Old Stoney Run Rd. to stop sign at Ridge Rd. and turn right. Take Ridge Rd. to the traffic circle and turn right on Corporate Center Dr. Take Corporate Center Dr. to 7201 on left side of road. Parking is on right side of road.

ATTACHMENT 6 NOTICE TO PROCEED

Day Month, Year

TO Contractor Name

TO Contractor Mailing Address

Re: CATS Task Order Agreement #J00P6200022 PO Number

Dear TO Contractor Contact:

This letter is your official Notice to Proceed as of Day Month, Year, for the above-referenced Task Order Agreement. TO Manager of the TO Requesting Agency will serve as your contact person on this Task Order. TO Manager can be reached at telephone # and email address.

Enclosed is an original, fully executed Task Order Agreement and purchase order.

Sincerely,

TO Procurement Officer

Task Order Procurement Officer

Enclosures (2)

cc: TO Manager

Procurement Liaison Office, Office of Information Technology, DBM
Project Management Office, Office of Information Technology, DBM

ATTACHMENT 7
AGENCY RECEIPT OF DELIVERABLE FORM

I acknowledge receipt of the following:

Project Name: **Project Name for TORFP**

TO Agreement Number: #**J00P6200022**

Title of Deliverable: _____

TORFP Reference Section Number: _____

Deliverable Reference ID Number: _____

Name of TO Manager: **TO Manager**

TO Manager Signature

Date Signed

Name of Contractor's Project Manager: _____

Contractor's Project Manager Signature

Date Signed

SUBMIT AS REQUIRED IN SECTION 2.2.3 OF THE TORFP.

ATTACHMENT 8 ACCEPTANCE OF DELIVERABLE FORM

Agency Name: TO Requesting Agency

Project Name: TORFP Project Name

TO Manager: TO Manager and Phone Number

To: TO Contractor's Contract Manager

The following deliverable, as required by TO Agreement #J00P6200022, has been received and reviewed in accordance with the TORFP.

Title of deliverable: _____

TORFP Contract Reference Number: Section # _____

Deliverable Reference ID # _____

This deliverable:

Is accepted as delivered.

Is rejected for the reason(s) indicated below.

REASON(S) FOR REJECTING DELIVERABLE:

OTHER COMMENTS:

TO Manager Signature

Date Signed

ISSUED BY THE TO MANAGER AS REQUIRED IN SECTION 2.3 OF THE TORFP.

ATTACHMENT 9
NON-DISCLOSURE AGREEMENT (OFFEROR)

This Non-Disclosure Agreement (the "Agreement") is made this ___ day of _____ 200_, by and between _____ (hereinafter referred to as "the OFFEROR ") and the State of Maryland (hereinafter referred to as " the State").

OFFEROR warrants and represents that it intends to submit a TO Proposal in response to CATS TORFP #J00P6200022 for TORFP Project Name. In order for the OFFEROR to submit a TO Proposal, it will be necessary for the State to provide the OFFEROR with access to certain confidential information including, but not limited, to _____. All such information provided by the State shall be considered Confidential Information regardless of the form, format, or media upon which or in which such information is contained or provided, regardless of whether it is oral, written, electronic, or any other form, and regardless of whether the information is marked as "Confidential Information". As a condition for its receipt and access to the Confidential Information described in Section 1.7 of the TORFP, OFFEROR agrees as follows:

1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received under Section 1.7, except in connection with the preparation of its TO Proposal.
2. Each employee or agent of the OFFEROR who receives or has access to the Confidential Information shall execute a copy of this Agreement and the OFFEROR shall provide originals of such executed Agreements to the State. Each employee or agent of the OFFEROR who signs this Agreement shall be subject to the same terms, conditions, requirements and liabilities set forth herein that are applicable to the OFFEROR.
3. OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to Gisela Blades (TO Procurement Officer) Department of Budget and Management on or before the due date for Proposals.
4. OFFEROR acknowledges that the disclosure of the Confidential Information may cause irreparable harm to the State and agrees that the State may obtain an injunction to prevent the disclosure, copying, or other impermissible use of the Confidential Information. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages for the OFFEROR'S failure to comply with the requirements of this Agreement. The OFFEROR consents to personal jurisdiction in the Maryland State Courts.
5. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the OFFEROR or any employee or agent of the OFFEROR to comply with the requirements of this Agreement, OFFEROR and such employees and agents of OFFEROR shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
6. This Agreement shall be governed by the laws of the State of Maryland.
7. OFFEROR acknowledges that pursuant to Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland, a person may not willfully make a false or fraudulent statement or representation of a material fact in connection with a procurement contract. Persons making such statements are guilty of a felony and on conviction subject to a fine of not more than \$20,000 and/or imprisonment not exceeding 5 years or both. OFFEROR further acknowledges that this Agreement is a statement made in connection with a procurement contract.
8. The individual signing below warrants and represents that they are fully authorized to bind the OFFEROR to the terms and conditions specified in this Agreement. If signed below by an individual employee or agent of the OFFEROR under Section 2 of this Agreement, such individual acknowledges that a failure to comply with the requirements specified in this Agreement may result in personal liability.

OFFEROR: _____ BY: _____
NAME: _____ TITLE: _____
ADDRESS: _____

SUBMIT AS REQUIRED IN SECTION 1.7 OF THE TORFP

ATTACHMENT 10

NON-DISCLOSURE AGREEMENT (TO CONTRACTOR)

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ___ day of _____, 200__, by and between the State of Maryland (“the State”), acting by and through its **TO Requesting Agency** (the “Department”), and _____ (“TO Contractor”), a corporation with its principal business office located at _____ and its principal office in Maryland located at _____.

RECITALS

WHEREAS, the TO Contractor has been awarded a Task Order Agreement (the “TO Agreement”) for **TORFP Project Name** TORFP No. **J00P6200022** dated **release date for TORFP**, (the “TORFP”) issued under the Consulting and Technical Services procurement issued by the Department, Project Number 050R5800338; and

WHEREAS, in order for the TO Contractor to perform the work required under the TO Agreement, it will be necessary for the State to provide the TO Contractor and the TO Contractor’s employees and agents (collectively the “TO Contractor’s Personnel”) with access to certain confidential information regarding _____ (the “Confidential Information”).

NOW, THEREFORE, in consideration of being given access to the Confidential Information in connection with the TORFP and the TO Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the TO Contractor in connection with the TO Agreement, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the TO Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the TO Agreement.
2. TO Contractor shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the TO Agreement. TO Contractor shall limit access to the Confidential Information to the TO Contractor’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the TO Agreement and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the TO Contractor’s Personnel are attached hereto and made a part hereof as Exhibit A. Each individual whose name appears on Exhibit A shall execute a copy of this Agreement and thereby be subject to the terms and conditions of this Agreement to the same extent as the TO Contractor. TO Contractor shall update Exhibit A by adding additional names as needed, from time to time.
3. If the TO Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the TO Contractor’s performance of the TORFP or who will otherwise have a role in performing any aspect of the TORFP, the TO Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.
4. TO Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.
5. TO Contractor shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the TO Contractor’s Personnel or the TO Contractor’s former Personnel. TO Contractor shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).
6. TO Contractor shall, at its own expense, return to the Department, all copies of the Confidential Information in its care, custody, control or possession upon request of the Department or on termination of the TO Agreement.

7. A breach of this Agreement by the TO Contractor or by the TO Contractor's Personnel shall constitute a breach of the TO Agreement between the TO Contractor and the State.
8. TO Contractor acknowledges that any failure by the TO Contractor or the TO Contractor's Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the TO Contractor agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The TO Contractor consents to personal jurisdiction in the Maryland State Courts. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages from the TO Contractor and the TO Contractor's Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the TO Contractor or any of the TO Contractor's Personnel to comply with the requirements of this Agreement, the TO Contractor shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
9. TO Contractor and each of the TO Contractor's Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement and the TO Contractor shall provide originals of such executed Agreements to the State.
10. The parties further agree that:
 - a. This Agreement shall be governed by the laws of the State of Maryland;
 - b. The rights and obligations of the TO Contractor under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;
 - c. The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;
 - d. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;
 - e. Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and
 - f. The Recitals are not merely prefatory but are an integral part hereof.

Contractor/Contractor's Personnel:

TO Requesting Agency:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBMIT AS REQUIRED IN SECTION 1.7 OF THE TORFP

EXHIBIT A

**TO CONTRACTOR'S EMPLOYEES AND AGENTS WHO WILL BE GIVEN ACCESS TO THE
CONFIDENTIAL INFORMATION**

**Printed Name and Address
of Employee or Agent**

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACHMENT 11 ACRONYMS

Automated Compulsory Insurance System (ACIS)

Consulting and Technical Services (CATS)

Data Store Windows (DSW)

Disability Permitting System (DPS)

Document Imaging and Workflow System (DIWS)

Federal Employer Identification Number (FEIN)

Local Area Network (LAN)

Maryland Department of Budget and Management (DBM)

Maryland Department of Transportation (MDOT)

Minority Business Enterprise (MBE)

Motor Vehicle Administration (MVA)

Learning Management System (LMS)

Office of Information Resources (OIR)

Office of Information Technology (OIT)

Point of Contact (POC)

System Development Life Cycle (SDLC)

System Facility Management and Maintenance (SFMM)

Task Order Request for Proposals (TORFP)

Technical Systems Services (TSS)

Title and Registration Issuance System (TARIS)

Vehicle Emissions Inspection Program (VEIP)

ATTACHMENT 12 MVA BRANCH LOCATIONS

Annapolis
160 Harry S. Truman Parkway
Annapolis, MD 21401

Baltimore City
2500 Gwynns Falls Parkway
Baltimore, MD 21216

Beltsville
11760 Baltimore Avenue
Beltsville, MD 20705

Bel Air
501 MacPhail Road
Bel Air, MD 21014

Columbia Express
6490 Dobbin Road South
Columbia, MD 21045

Cumberland
13300 Winchester RD, SW
Cumberland, MD 21502

Easton
9148 Centerville Road
Easton, MD 21601

Elkton
105 Chesapeake Blvd, Suite A
Elkton, MD 21921

Essex
1338A Eastern Blvd.
Baltimore, MD 21221

Frederick
1601 Bowman Farm Rd.
Frederick, MD 21701

Gaithersburg
15 Metropolitan Grove Rd.
Gaithersburg, MD 20878

Glenmont Express
12335 C & D Georgia Avenue
Silver Spring, MD 20906

Hagerstown
18306 Col. Henry K. Douglas Drive
Hagerstown, MD 21740

Largo
10251 Central Avenue
Upper Marlboro, MD 20772

Loveville
27351 Point Lookout Road
Leonardtown, MD 20650

Oakland
400 Weber Road
Oakland, MD 21550

Prince Frederick
200 Duke Street
Prince Frederick, MD 20678

Salisbury
251 Tilghman Rd.
Salisbury, MD 21804

Loch Raven/Parkville, Express
8966 Waltham Woods Rd.
Parkville, MD 21234

Waldorf
11 Industrial Park Drive
Waldorf, MD 20602

Walnut Hill Express
16516 South Westland Dr.
Gaithersburg, MD 20877

Westminster
1106 Baltimore Blvd.
Westminster, MD 21157

COUNTY OFFICE LOCATIONS

Calvert County Courthouse
Main Street, Room 109d
Prince Frederick, MD 20678

Caroline County Courthouse
Main Street, Room 107
Denton, MD 21629

Charles Co. Courthouse, Treasurers Office
Charles Street Room 148
LaPlata, MD 20646

College Park, Municipal Center
4500 Knox Road
College Park, MD 20740

Dorchester County Office Building
501 Court Lane, Room 102
Cambridge, MD 21613

Frederick Co. Treasurer's Office
Winchester Hall, Room 172
Frederick, MD 21701

Kent County Courthouse
Box 245
Chestertown, MD 21620

Queen Anne's County
107 North Liberty Street
Centreville, MD 21617

St. Mary's County
Washington Street, Route 245
Leonardtown, MD 20650

Somerset County Courthouse
Prince William Street
Princess Anne, MD 21853

Worcester County Courthouse
Room 110
Snow Hill, MD 21862

Worcester County
13070 St Martin's Neck Road
Bishopville, MD 21813

VEIP LOCATIONS

Anne Arundel County, North
721 Ordnance Road
Baltimore, MD 21226

Anne Arundel County, South
189 Defense Highway
Annapolis, MD 21401

Baltimore City, East
5900 Erdman Avenue
Baltimore, MD 21205

Baltimore City, West
1411 S. Edgewood St.
Baltimore, MD 21227

Baltimore County
11510 Cronridge Drive
Owings Mills, MD 21117

Calvert County
1035 Theater Drive
Prince Frederick, MD 20678

Carroll County
50 Aileron Court
Westminster, MD 21157

Cecil County
1644 Pulaski Highway
Elkton, MD 21921

Charles County
28 Henry Ford Circle
Waldorf, MD 20601

Frederick County
1506 Tilco Drive
Frederick, MD 21701

Harford County
1631 Robin Circle
Hickory, MD 21050

Howard County
6340 Woodside Court
Columbia, MD 21048

Montgomery County, Central
15910 Cheiftain Avenue
Derwood, MD 20855

Montgomery County, East
2121 Industrial Parkway
White Oak, MD 20904

Montgomery County, West
7407 Lindberg Drive
Gaithersburg, MD 20879

Prince George's County, North
7401 Jefferson Avenue
Landover, MD 20785

Prince George's County, South
7213 Old Alexandria Ferry Rd.
Clinton, MD 20735

Queen Anne's County
230 Hess Road
Grasonville, MD 21638

Washington County
12100 Insurance Way
Hagerstown, MD 21740

ATTACHMENT 13
MDOT PRIVACY PROTECTION POLICY

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION

PRIVACY PROTECTION POLICY

In consideration of receiving personal information contained in Motor Vehicle Administration records, I HEREBY CERTIFY on behalf of _____ as its authorized agent this _____ day of _____ 200_____, that:

1. _____ understands that federal laws affect access to and use of computer information including, but not limited to, 15 U.S.C.A. § 278g-3 (Computer Security Act of 1987); 23 U.S.C.A. § 401 (National Driver Register Act); 5 U.S.C.A. § 552 (Freedom of Information Act); 5 U.S.C.A. § 552a (Privacy Act of 1974); 18 U.S.C.A. § 1001 (Computer Fraud and Abuse Act of 1986); 17 U.S.C.A. § 109 (Computer Software Rental Amendments Act of 1990); 15 U.S.C.A. § 1681 (Fair Credit Reporting Act); and, 18 U.S.C.A. §§ 2721 et seq. (Driver's Privacy Protection Act of 1994).
2. The Maryland Department of Transportation Office of Information Resources, its client agencies and their customers also adhere to state data processing security policies as set forth in Executive Order 01.01.1983.18 (Privacy and State Data System Security); Md. Code Ann., Crim. Law §8-606 (Falsification of Public Records) and §7-302 (Unauthorized Access); Md. Code Ann., State Gov't §§ 10-611, 10-616 and 10-626 (Maryland Public Information Act); Md. Code Ann. Transp. II §§ 12-111 to 12-113 (Motor Vehicle Administration Records); and, as published by the Secretary of the Department of Budget and Management from time to time under Md. Code Ann., State Fin. & Proc. § 3-403.
3. _____ and all employees agree to maintain in strictest confidence and not willfully disclose to any person, firm, or corporation information obtained as a result of their access to personal information from Motor Vehicle Records.
4. By signing this agreement, _____ warrants that the signator and all personnel are familiar with all provisions of the federal Driver Privacy Protection Act of 1994, 18 U.S.C.A. §§ 2721 et seq., and with §§ 10-611, 10-616, 10-626 of the State Government Article and §§ 12-111 through 12-113 of the Transportation Article, Annotated Code of Maryland, which limit access to personal information from public records in Maryland. Further, _____ on behalf of itself, its successors and assigns further agrees that all users will abide by the terms of both the federal and state law including, but not limited to, those restricting access to personal information from Motor Vehicle Administration records only to those persons and for those purposes which are permitted under both laws.
5. _____ agrees to keep a record for five (5) years of persons to whom information is re-disclosed under this Agreement, and the purpose for which the information is to be **used**; and, to make that record available to the Motor Vehicle Administration upon request.

6. _____ shall be liable for, and shall indemnify and hold the Motor Vehicle Administration harmless for, any misuse or misappropriation of any personal information in a record obtained from the Administration in connection with this agreement.
7. _____ shall further indemnify the Motor Vehicle Administration for and against any and all losses, damages, judgments, liabilities or similar costs and expenses which arise in whole or part out of acts or omissions by _____ with respect to laws restricting access to and disclosure of vehicle records including, without limitation, reasonable attorneys fees and all other costs of defending against such action or claim.

IN WITNESS WHEREOF, the parties have caused these presents to be executed.

Maryland Department of Transportation
Motor Vehicle Administration

Witness:

By: _____

Date: _____

Date: _____

Purchaser

Witness:

By: _____

Date: _____

Date: _____

Approved as to form and legal sufficiency:

Assistant Attorney General

Date: _____