



CONSULTING AND TECHNICAL SERVICES (CATS)

TASK ORDER REQUEST FOR PROPOSALS (TORFP)

SECURE MAGNETIC STORAGE AND RETRIEVAL SYSTEM

CATS TORFP PROJECT WCCP7200180

Workers' Compensation Commission

ISSUE DATE: MAY 3, 2007

CONTENTS

SECTION 1 - ADMINISTRATIVE INFORMATION4

- 1.1 RESPONSIBILITY FOR TORFP AND TO AGREEMENT4
- 1.2 TO AGREEMENT4
- 1.3 TO PROPOSAL SUBMISSIONS4
- 1.4 ORAL PRESENTATIONS/INTERVIEWS4
- 1.5 MINORITY BUSINESS ENTERPRISE (MBE)4
- 1.6 EMARYLANDMARKETPLACE FEE4
- 1.7 CONFLICT OF INTEREST5
- 1.8 NON-DISCLOSURE AGREEMENT5
- 1.9 LIMITATION OF LIABILITY CEILING5

SECTION 2 - SCOPE OF WORK6

- 2.1 PURPOSE AND BACKGROUND6
- 2.2 TECHNICAL REQUIREMENTS7
- 2.3 CONTRACTOR EXPERTISE REQUIRED12
- 2.4 CONTRACTOR MINIMUM QUALIFICATIONS12
- 2.5 RETAINAGE12
- 2.6 INVOICING12
- 2.7 REPORTING13
- 2.8 CHANGE ORDERS13

SECTION 3 - TASK ORDER PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS14

- 3.1 REQUIRED RESPONSE14
- 3.2 FORMAT14

SECTION 4 - PROCEDURE FOR AWARDING A TASK ORDER AGREEMENT17

- 4.1 EVALUATION CRITERIA17
- 4.2 TECHNICAL CRITERIA17
- 4.3 SELECTION PROCEDURES17
- 4.4 COMMENCEMENT OF WORK UNDER A TO AGREEMENT17

ATTACHMENT 1 - PRICE PROPOSAL FORM18

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS19

ATTACHMENT 4 – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE28

ATTACHMENT 5 – LABOR CLASSIFICATION PERSONNEL RESUME SUMMARY29

ATTACHMENT 6 – DIRECTIONS31

ATTACHMENT 7 – NOTICE TO PROCEED32

ATTACHMENT 8 – AGENCY RECEIPT OF DELIVERABLE FORM33

ATTACHMENT 9 – AGENCY ACCEPTANCE OF DELIVERABLE FORM34

ATTACHMENT 10 – NON-DISCLOSURE AGREEMENT (OFFEROR)35

ATTACHMENT 11 – NON-DISCLOSURE AGREEMENT (TO CONTRACTOR)36

WCC WAN NETWORK DIAGRAM39

WCC FILENET SYSTEMS ARCHITECTURE40

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. All Master Contractors must complete and submit a Master Contractor Feedback form via the CATS web site regardless of whether a TO Proposal is submitted or not. The form is accessible via, your CATS Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu. 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.

TORFP Title:	Secure Magnetic Storage and Retrieval System
Functional Area:	Electronic Document Management (FA3)
TORFP Issue Date:	05/03/2007
Closing Date and Time:	06/04/2007 at 12:00 PM
TORFP Issuing Agency:	Workers' Compensation Commission (WCC)
Send Questions	Questions@wcc.state.md.us
Send Proposals to:	Send Technical portion to the following address Technical@wcc.state.md.us Send Financial to the following address Financial@wcc.state.md.us
TO Procurement Officer:	Christel Surdokas Office Phone Number: 410-864-5256 Office FAX Number: 410-864-5251
TO Manager:	Venus Gray Office Phone Number: 410-864-5123 Office FAX Number: 410-864-5121
TO Project Number:	WCCP7200180
TO Type:	Fixed price
Period of Performance:	Approximately 4 (four) months Plus 1 year warranty; 2 years maintenance
MBE Goal:	30%
Small Business Reserve (SBR):	No
Primary Place of Performance:	10 East Baltimore Street, Baltimore, Maryland 21202
TO Pre-proposal Conference:	Workers' Compensation Commission 10 East Baltimore Street, Baltimore, Maryland 21202 05/17/2007 at 10:00 AM See Attachment 6 for more information and directions.

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 2.8 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 3, 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 Workers' Compensation Commission 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 WCCP7200180. The first file will be the TO Proposal technical response to this TORFP and titled, "CATS TORFP WCCP7200180 Technical". The second file will be the financial response to this CATS TORFP and titled, "CATS TORFP WCCP7200180 Financial". The proposal documents that must be submitted with a signature, Attachment 2 - MBE Forms D-1 and D-2 and Attachment 4 - Conflict of Interest and Disclosure Affidavit, must be submitted as .PDF files with signatures clearly visible.

1.4 ORAL PRESENTATIONS/INTERVIEWS

All Master Contractors and proposed staff will be required to make an oral presentation to State representatives. Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing. All such representations will become part of the Master Contractor's proposal and are binding, if the Contract is awarded. The Procurement Officer will notify Master Contractor of the time and place of oral presentations.

1.5 MINORITY BUSINESS ENTERPRISE (MBE)

A Master Contractor that responds to this TORFP shall complete, sign, and submit all required MBE documentation (Attachment 2 - Forms D-1 and D-2) at the time it submits its TO Proposal. **Failure of the Master Contractor to complete, sign, and submit all required MBE documentation at the time it submits its TO Proposal will result in the State's rejection of the Master Contractor's TO Proposal.**

1.6 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 web site 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.

1.7 CONFLICT OF INTEREST

The TO Contractor awarded the TO Agreement shall provide IT technical and/or 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.

1.8 NON-DISCLOSURE AGREEMENT

Certain system documentation may be available for potential Offerors to review at a reading room at Workers' Compensation Commission, 10 East Baltimore Street, Baltimore MD 21202. Offerors who review such documentation will be required to sign a Non-Disclosure Agreement (Offeror) 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 (TO Contractor) in the form of Attachment 11.

1.9 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 two times the total TO Agreement amount established.

SECTION 2 - SCOPE OF WORK

2.1 PURPOSE AND BACKGROUND

2.1.1 PURPOSE

This TORFP is issued to obtain a fixed price secure magnetic storage and retrieval solution that integrates FileNet's Magnetic Storage and Retrieval System (MSAR) with WCC's existing FileNet Document Imaging Systems (IS) and network infrastructure, while replacing our existing FileNet Optical Storage and Retrieval System (OSAR). In order to facilitate complete fail over capability in the event of a disaster, the TO Contractor must provide and install a second MSAR integrated storage system at the Disaster Recovery/Backup facility located in Abingdon, MD. The solution shall deliver all hardware, software, installation/configuration services, formal training, and documentation, as well as providing for transfer of knowledge to WCC's Information Technology staff.

2.1.2 REQUESTING AGENCY BACKGROUND

WCC is responsible for the equitable and timely administration of the provisions of the Maryland Workers' Compensation Law on behalf of its customers, the injured workers and their employers, by providing an efficient and effective forum for the resolution of individual claims.

WCC administers Workers' Compensation Law, processing claims, hearing contested cases in Baltimore and throughout the state. WCC also receives reports of accidents and adjudicates claims for compensation arising under the law.

WCC monitors the Vocational Rehabilitation progress of injured workers.

WCC receives approximately 130,000 First Reports of Injury and approximately 30,000 claims each year. The Workers' Compensation Commission is paperless agency utilizing FileNet's document imaging system. All claims and disputed cases are prepared, managed and processed using the FileNet document imaging and Workflow.

WCC provides information services to the Injured Workers Insurance Fund, Subsequent Injury Fund and the Uninsured Employer's Fund located in Towson, MD.

WCC has established an Award Winning dynamic Web Site, where currently over 1500 authorized subscribers can securely access real-time WCC claim information and submit documents via a standard web browser. Subscribed attorneys can enter and strike their appearances in a case via the web. The WCC updated the attorney database to include e-mail contact information, which will be utilized to disperse routine and critical information to those registered by the quickest method to date.

WCC recognizes its responsibility to receive and to timely process information for the compensation community of claimants, insurance companies, self-insurers, and attorneys. The WCC must provide accurate and timely information, which is a requirement of being a participant in the compensation process.

2.1.3 PROJECT BACKGROUND

The FileNet Document Imaging System (IS) is used to manage claims for injured workers. The system consists of one IBM AIX Combined Image Services Server, one local dedicated instance of Oracle for FileNet use only, three Bell and Howell Scanners and one IBM Optical Storage Library (OSAR). Currently 95 percent of all documents received at the WCC are inserted into the system using a custom VB and VB.Net applications. Documents are also imported from the AS/400 server via a custom application that converts AS400 spool files to Tiff and inserts it into the FileNet system. WCC's online services that allow its subscribers to create online electronic forms are also converted to Tiffs and inserted into the FileNet system.

WCC utilizes FileNet's Workflow Queues and custom applications to manage document workflow processing throughout the WCC.

Enterprise-wide retrieval and access to documents is accomplished by using the FileNet IDM Thick Client for internal users and a web browser for users accessing documents via the Internet. A minimal amount of outbound faxing is performed by our custom Fax server application for users that request faxes of documents.

WCC maintains up to five years worth (approximately 7,000,000) of incoming documents in its Magnetic cache Repository from the current year. A nightly job loads documents from the Optical storage to the magnetic storage for all documents with an entry date less than five years from the current date.

WCC uses the FileNet’s Enterprise Backup and Restore utility to perform a full offline backup of the FileNet System (Oracle 9, FileNet Permanent and Security Databases) on a nightly basis. All Backups including backup copies of the optical disks/platters are moved offsite every Monday.

WCC Ethernet based network infrastructure is supported by a Fiber Optic backbone and uses Cisco Routers and switches.

The primary FileNet system is duplicated at our Abingdon Disaster Recovery/Backup facility using one IBM RS/6000AIX 5.3 Image Services Server, one IBM OSAR jukebox, and one Bell and Howell Scanner.

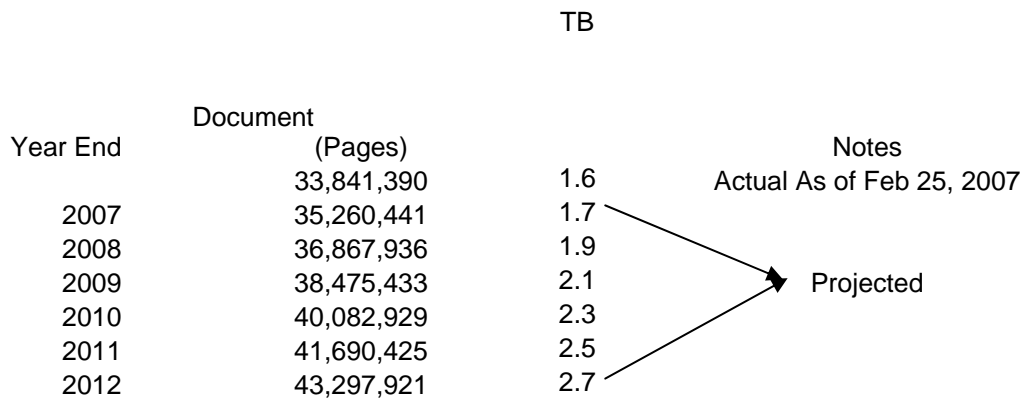
See Exhibit B for further details.

2.2 TECHNICAL REQUIREMENTS

The primary focus of this project is to procure a turnkey secure magnetic solution integrating FileNet MSAR to replace the capabilities of the exiting IBM 3995 Optical storage library and FileNet OSAR currently in place at the WCC Primary location at 10 East Baltimore Street, Baltimore, MD 21202 and Disaster Recovery /Backup facility located at 3465 Boxhill Corp Center Drive, Suite E, Abingdon, MD 21009.

- The TO Contractor will be responsible for identifying, providing and implementing a new magnetic storage and retrieval system that is compatible with our existing FileNet Imaging System. The proposed solution must be adequate to meet our current system requirements, including WCC’s 1-2 second document retrieval time, and also provided for five years of growth and storage not to exceed 3 terabytes at double parity raid or mirror. Below is a chart depicting current and future projected storage requirements for the FileNet system.

WCC Volume Analysis Projection Report



- The TO Contractor will be responsible for developing and implementing a migration plan for moving documents from the optical platters to the proposed new MSAR based system .
- The TO Contractor will be responsible for the successful migration of the most recent 5 years’ data from the optical platters to the proposed new MSAR based storage. The TO Contractor must successfully migrate 99% of the identified data.
- The TO Contractors solution must also provide for automatic near real time replication of data stored on the MSAR system located at the primary location to the MSAR system located at the Disaster

Recovery/Backup facility. Incremental replication frequency of data stored on the MSAR system located at the primary facility to the Disaster Recovery/Backup facility shall be at a minimum, every two hours. The TO Contractor can provide a solution that will replicate data more frequently, provided it does not adversely affect the performance of the primary system.

- The TO Contractor must provide a Migrated Document Reconciliation Report that will validate migrated documents from the optical platter to the primary MSAR system and to the MSAR system located at the Disaster Recovery/Backup facility. The reports shall include information such as the optical platter name, total number of documents migrated, old document id and new document id (if applicable) for the migrated document, date migrated, percent completed. Additionally the report should list any documents that have not been successfully migrated.
- The TO Contractor will be responsible for providing mentoring services and training to WCC Operations staff to migrate the balance of the optical platters to the proposed MSAR system. As part of the training the TO Contractor must also provide instructions for retiring the OSAR(s) hardware.
- The TO Contractor MSAR solution must protect the integrity and confidentiality of the documents and data stored on the MSAR system.
- The TO Contractors MSAR Solution must use Raid and Write Once Read Many (WORM) technology to ensure the documents and data stored on the MSAR are accessible at all times, unalterable and properly retained.
- The TO Contractor must also provide detailed Disaster Recovery instructional documentation for the proposed MSAR solution including system restoration procedures in case of system software and or hardware failure.
- The TO Contractor will also provide on-site training to WCC on these procedures and overall system operation and administration.
- The TO Contractor shall specify the environmental requirements including, but not limited to, AC power, physical space, HVAC, etc.
- TO Contractor shall provide detailed physical space requirements for moving the MSAR solution system into the WCC location (e.g.: height, width, weight, etc)
- The TO Contractor must agree to install the MSAR solution, both during and if necessary, outside regular business hours as determined by the WCC to lessen possible impacts on existing production environment.
- The TO Contractor must provide all initial license types and license costs for all hardware and software required to implement the proposed MSAR solution. All software must be licensed to the State of Maryland Workers' Compensation Commission and all the hardware purchased for the contract will be the property of the State of Maryland Workers' Compensation Commission.
- The TO Contractor must provide a six month warranty for the proposed MSAR solution including the hardware and software. The warranty period will commence upon the WCC issuance of a Letter of Acceptance for the MSAR solution in its entirety and will continue through six (6) months. The TO Contractor will provide local or toll free numbers for WCC to report problems from its principle location 24 X7 Monday through Friday during the warranty period.
- The TO Contractor's proposed solution must run fault free for thirty (30) calendar days prior to WCC acceptance of the system. If within the thirty (30) calendar days of the acceptance period, the solution fails to operate as specified within section 2 "Scope of Work", the To Contractor will correct the Deficiency, and a thirty (30) calendar acceptance period will begin again.. Any further Deficiencies with the proposed solution must be corrected and run fault free for thirty (30) calendar days.

- Additionally, the TO Contractor must provide separately an appendix listing the cost for hardware and software annual maintenance for two years after the warranty period expires. The maintenance contract should provide for a local or toll free numbers for WCC to report problems from its principle location 24 X7 Monday through Friday during the maintenance period.
- The Maintenance and Warranty provider will utilize its in-house call tracking system for all calls received by WCC to their technical support center. Each call must be assigned a unique "trouble ticket number", along with a WCC defined degree of severity. The ticket number will be given to the WCC for tracking purpose. Degrees of severity are as follows:
 - (1) Severity 1 Major system failure of Mission Critical Equipment, business operations at risk
 - (2) Severity 2 Minor disruption to business operations
 - (3) Severity 3 Component failure, general configuration assistance
 - (4) Severity 4 General information use

Open calls will be monitored and escalated until TO Contractor has made assignment to TO Contractor Personnel.

Calls defined as "Severity 1," will have a call back time of fifteen (15) minutes from notification by WCC, a two (2) hour on site response time with a four (4) hour solution time. Calls defined, as Severity 2 will have a call back time of thirty (30)-minutes with a three (3)-hour onsite response time and a six (6) hour solution time. All other calls will have a Sixty (60)-minute call back with a four (4) hour on site response time and a nine (9)-hour solution time. All calls will be escalated in severity until a technician has been assigned to diagnose the problem either remotely or on site.

Solution Time – The total elapsed time from when a call is placed to the contractor’s helpdesk for maintenance service until the service technician completes the repair and the equipment is certified as operable and accepted by the WCC. Solution time includes both response time and the time to repair the equipment.

Response Time - The maximum time to respond, from when a call is placed or an electronic ticket is created until the technician arrives on site.

2.2.1 PROJECT APPROACH

The TO Contractor is required to submit with their proposal, the project SCOPE OF WORK completely describing the proposed solution including itemized hardware/services costs, associated risks and other pertinent facts, which may assist the WCC in determining the overall effectiveness of the TO Contractor’s proposal. The TO Contractor may perform a site survey to collect information about the WCC environment and configuration. To arrange a visit to the Primary and Disaster Recovery/Backup facilities you must contact Patricia Hoppert, Operations Manager at 410-864-5170.

The TO Contractor will provide overall project management for the installation services. The TO Contractor shall provide a project work plan. The project work plan must cover the entire solution implementation from planning to final acceptance, including number of workdays they shall require for installation, testing and acceptance. The TO Contractor shall detail staff requirements and tasks required of WCC staff as well as the TO Contractor in their plan. The project plan shall include a description of TO Contractors project management and quality assurance methodology.

2.2.2 DELIVERABLES

For each written deliverable, draft and final, the TO Contractor shall submit to the TO Manager one hard copy and one electronic copy compatible with Microsoft Word 2003, Microsoft Project 2000 and/or Visio 2003.

Drafts of all final deliverables are required at least two weeks in advance of when all final deliverables are due. Written deliverables defined as draft documents must demonstrate due diligence in meeting the scope and requirements of the associated final written deliverable. A draft written deliverable may contain limited structural errors such as poor grammar, misspellings or incorrect punctuation, but 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.
- E) Represent a significant level of completeness towards the associated final written deliverable that supports a concise final deliverable acceptance process.

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 8). 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 9). 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 2.6 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.

2.2.3 DELIVERABLE/ DELIVERY SCHEDULE

ID	Deliverables for 2.2.2	Expected Completion:
2.2.3.1	Project Work Plan	NTP + 15 Calendar Days
2.2.3.2	Detailed System Assurance checklist.	NTP + 15 Calendar Days
2.2.3.3	Order Hardware and Software for both the Primary and Disaster Recovery/Backup facility locations	NTP +21 Calendar Days
2.2.3.4	Detailed Migration Plan for both the Primary and Disaster	NTP + 30 Calendar Days

	Recovery/Backup facilities locations	
2.2.3.5	Install new hardware and software at the primary and Disaster Recovery/Backup facility locations.	NTP + 60 Calendar Days
2.2.3.6	Migrate documents and data from the OSAR to the new MSAR system located at the primary location and replicated the same to the new MSAR system located at the Disaster Recovery/Backup facility in Abingdon.	NTP + 90 Calendar Days
2.2.3.7	Performance and System Tests	NTP + 90 Calendar Days
2.2.3.8	Migration Mentoring training and documentation for WCC Operation Staff.	NTP + 90 Calendar Days
2.2.3.9	Develop and Document Disaster Recovery and Restoration Procedures. This will detail recovery operations both from the Primary location to Disaster Recovery/Backup facility and from the Disaster Recovery/Backup facility to the Primary location.	NTP + 120 Calendar Days
2.2.3.10	Training Plan and Documentation that includes System Administration documentation that includes Documentation of Configuration as Built, Operational Procedures, Tasks, Commands and Procedures.	NTP + 120 Calendar Days
2.2.3.11	One Year Warranty Period	One year warranty period will start from the date of the Letter of Acceptance for the MSAR solution in its entirety and will continue through twelve (12) months
2.2.3.12	Two Year Maintenance Period	The two year maintenance will start from the first day after the end of the one year warranty period

2.2.4 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.

2.2.5 MATERIAL COSTS

Any materials provided by the Contractor can only be approved for cost. No additional fees or markups shall be allowed. The Contractor shall provide all invoices for materials. The procedure is noted in Invoices Section 2.10 of the Master Contract Project Number 050R5800338.

2.3 CONTRACTOR EXPERTISE REQUIRED

TO Contractor must document extensive knowledge and expertise in FileNet Optical and Magnetic Image Storage and Retrieval systems, SAN, NAS, iSCSI and FC technologies, IBM RS/6000, AIX and TCP/IP LAN network architecture required to build and implement an efficient solution. The TO Contractor must have performed at least two successful conversions of Optical Storage to Magnetic Storage installations of comparable scale.

2.4 CONTRACTOR MINIMUM QUALIFICATIONS

The following minimum qualifications are mandatory. The TO Contractor shall be capable of furnishing all necessary services required to successfully complete all tasks and work requirements 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's company must have a minimum of three (3) years of documented experience providing onsite hardware and software maintenance and support services for TO Contractor's proposed solution for this task order.

The TO Contractor must possess documented certification by FileNet to provide MSAR Installation, mentoring and conversion services.

The TO Contractor must provide Qualified service technicians with minimum of two (2) years of documented experience who have been trained by the Original Equipment Manufacturer (OEM) or have equivalent certification from a nationally recognized training facility for the type of equipment and software proposed for this task order.

2.5 RETAINAGE

Retainage is not applicable to this TO.

2.6 INVOICING

Payment will only be made upon completion and acceptance of the deliverables as defined in Section 2.2.3.

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 Tax Identification Number, 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 9, 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 notice(s) of acceptance shall accompany all invoices submitted for payment.

2.6.1 INVOICE SUBMISSION PROCEDURE

This procedure consists of the following requirements and steps:

- A) The invoice shall identify the Workers' Compensation Commission 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 9, for each deliverable being invoiced) submitted for payment to the Workers' Compensation Commission at the following address: Christel Surdokas, 10 East Baltimore Street, Baltimore Maryland 21202.

- C) Invoices for final payment 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.

2.6.2 MBE PARTICIPATION REPORTS

Monthly reporting of MBE participation is required in accordance with the terms and conditions of the CATS Master Contract by the 15th day of each month. The TO Contractor shall provide a completed MBE Participation form (Attachment 2, Form D-5) to ASM at the same time the invoice copy is sent. The TO Contractor shall ensure that each MBE Subcontractor provides a completed MBE Participation Form (Attachment 2, Form D-6). Subcontractor reporting shall be sent directly from the subcontractor to DBED. DBED will monitor both the TO Contractor's efforts to achieve the MBE participation goal and compliance with reporting requirements. The TO Contractor shall email all completed forms, copies of invoices and checks paid to the MBE directly to the TO Procurement Officer and TO Manager

2.7 REPORTING

The TO Contractor and the Workers' Compensation Commission shall conduct weekly progress meetings. A weekly project progress report shall be submitted two days in advance prior to the discussion to the TO Manager and shall contain, at a minimum, the following information:

- TO Requesting Agency name, TO Agreement number, functional area name and number, reporting period and "Progress Report" to be included in the e-mail subject line.
- Work accomplished during the week.
- Deliverable progress, as a percentage of completion.
- Problem areas, including scope creep or deviation from the work plan.
- Planned activities for the next reporting period.
- Gantt chart updated from the original to show actual progress; as applicable, explanations for variances and plan for completion on schedule.
- 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.

2.8 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 modifications shall be performed until a change order is executed by the TO Procurement Officer.

SECTION 3 - TASK ORDER 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 or two possible responses: 1) a proposal and/or 2) a completed Master Contractors feedback form to be submitted electronically off the CATS web site..

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 Section 2.
- 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 actions to mitigate 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, illustrated by a Gantt chart. Start and completion dates for each task, milestone, and deliverable shall be indicated. The Gantt chart will form the baseline for task order monitoring, and will be updated bi-weekly as part of progress reporting (see Section 2.7.1).
- 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 milestone and deliverable, and to accomplish all specified work requirements.
- 8) Acceptance Criteria: 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. The resume should highlight the proposed personnel’s applicable responsibilities and accomplishments as they relate to the requirements of this TORFP
- 2) Certification that all proposed personnel meet the minimum required qualifications and possess the required certifications in accordance to Section 2.8
- 3) Provide the names and titles of all key management personnel who will be involved with supervising the services rendered under this TO Agreement.
- 4) Complete and provide, at the interview, Attachment 5 – Labor Classification Personnel Resume Summary.

C) MBE Participation

- 1) Submit completed MBE documents Attachment 2 - Forms D-1 and D-2.
- D) Subcontractors
- 1) Identify all proposed subcontractors, including MBEs, and their full roles in the performance of this TORFP Scope of Work.
- E) Master Contractor and Subcontractor Experience and Capabilities
- 1) Provide two examples of projects that you have completed that were similar in scope to the one defined in this TORFP Scope of Work. Each of the two examples must include a reference, to be provided at the interview, 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.
 - 2) State of Maryland Experience: If applicable, the Master Contractor shall submit a list of all contracts it currently holds or has held within the past five years with any government entity of the State of Maryland. For each identified contract, the Master Contractor shall provide:
 - A) The State contracting entity,
 - B) A brief description of the services/goods provided,
 - C) The dollar value of the contract,
 - D) The term of the contract,
 - E) Whether the contract was terminated prior to the specified original contract termination date,
 - F) Whether any available renewal option was not exercised,
 - G) The State employee contact person (name, title, telephone number and e-mail address).

This information will be considered as part of the experience and past performance evaluation criteria in the TORFP.
- F) Proposed Facility
- 1) Identify Master Contractor's facilities, including address, from which any work will be performed.
- G) State Assistance
- 1) Provide an estimate of expectation concerning participation by State personnel.
- H) 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) Attachment 1 - Completed Financial Proposal, using the structured layout in Attachment 1
- C) Fixed- Price dollar figures rounded to the nearest whole dollar.

SECTION 4 - PROCEDURE FOR AWARDING A TASK ORDER 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 extent to which the Master Contractor's proposed solution fulfills WCC's stated requirements as set out in this TORFP.
- The Master Contractor's documented ability to perform the work in the time allotted in an effective and efficient manner as demonstrated by their proposed commitment of management, personnel and other resources (references).
- The Master Contractor's documented experiences and record of past performance in delivering such services.
- The Master contractor's ability to commit sufficient high quality vendor personnel with the documented required skills and experience for the specific approach.

4.3 SELECTION PROCEDURES

- A) 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.
- B) Qualified TO Proposal financial responses will be reviewed and ranked from lowest to highest price proposed.
- C) The most advantageous TO Proposal offer considering technical and financial submission shall be selected for the work assignment.

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 7 - Notice to Proceed

SECTION 5 – ATTACHMENTS

ATTACHMENT 1 - PRICE PROPOSAL FORM

Price Proposal for CATS TORFP # ADPICS TO

ID	Deliverables	Fixed Price
2.2.3.1	Project Work Plan	
2.2.3.2	Detailed System Assurance checklist.	
2.2.2.3	Order Hardware and Software for both the Primary and Disaster Recovery/Backup facility locations	
2.2.3.4	Detailed Migration Plan for both the Primary and Disaster Recovery/Backup facilities locations	
2.2.3.5	Install new hardware and software at the primary and Disaster Recovery/Backup facility Locations.	
2.2.3.6	Migrate documents and Data from the OSAR to the new MSAR system located at the primary location and replicated the same to the new MSAR system located at the Disaster Recovery/Backup facility in Abingdon.	
2.2.3.7	Performance and System Tests	
2.2.3.8	Migration Mentoring training and documentation for WCC Operation Staff.	
2.2.3.9	Develop and Document Disaster Recovery and Restoration Procedures. This will detail recovery operations both from the Primary location to Disaster Recovery/Backup facility and from the Disaster Recovery/Backup facility to the Primary location.	
2.2.3.10	Training Plan and Documentation that includes System Administration documentation that includes Documentation of Configuration as Built, Operational Procedures, Tasks, Commands and Procedures.	
2.2.3.11	One Year Warranty Period	
2.2.3.12	Two Year Hardware Maintenance Period	

Authorized Individual Name

Company Name

Title

Company Tax ID #

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS
TO CONTRACTOR MINORITY BUSINESS ENTERPRISE REPORTING
REQUIREMENTS

CATS TORFP # ADPICS PO

These instructions are meant to accompany the customized reporting forms sent to you by the TO Manager. If, after reading these instructions, you have additional questions or need further clarification, please contact the TO Manager immediately.

1. As the TO Contractor, you have entered into a TO Agreement with the State of Maryland. As such, your company/firm is responsible for successful completion of all deliverables under the contract, including your commitment to making a good faith effort to meet the MBE participation goal(s) established for TORFP. Part of that effort, as outlined in the TORFP, includes submission of monthly reports to the State regarding the previous month's MBE payment activity. Reporting forms D-5 (TO Contractor Paid/Unpaid MBE Invoice Report) and D-6 (Subcontractor Paid/Unpaid MBE Invoice Report) are attached for your use and convenience.
2. The TO Contractor must complete a separate Form D-5 for each MBE subcontractor for each month of the contract and submit one copy to each of the locations indicated at the bottom of the form. The report is due no later than the 15th of the month following the month that is being reported. For example, the report for January's activity is due no later than the 15th of February. With the approval of the TO Manager, the report may be submitted electronically. Note: Reports are required to be submitted each month, regardless of whether there was any MBE payment activity for the reporting month.
3. The TO Contractor is responsible for ensuring that each subcontractor receives a copy (e-copy of and/or hard copy) of Form D-6. The TO Contractor should make sure that the subcontractor receives all the information necessary to complete the form properly, i.e., all of the information located in the upper right corner of the form. It may be wise to customize Form D-6 (upper right corner of the form) for the subcontractor the same as the Form D-5 was customized by the TO Manager for the benefit of the TO Contractor. This will help to minimize any confusion for those who receive and review the reports.
4. It is the responsibility of the TO Contractor to make sure that all subcontractors submit reports no later than the 15th of each month, regardless of whether there was any MBE payment activity for the reporting month. Actual payment data is verified and entered into the State's financial management tracking system from the subcontractor's D-6 report only. Therefore, if the subcontractor(s) do not submit their D-6 payment reports, the TO Contractor cannot and will not be given credit for subcontractor payments, regardless of the TO Contractor's proper submission of Form D-5. The TO Manager will contact the TO Contractor if reports are not received each month from either the prime contractor or any of the identified subcontractors. The TO Contractor must promptly notify the TO Manager if, during the course of the contract, a new MBE subcontractor is utilized. Failure to comply with the MBE contract provisions and reporting requirements may result in sanctions, as provided by COMAR 21.11.03.13.

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 1

CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT

This document shall be included with the submittal of the Offeror's TO Proposal. If the Offeror fails to submit this form with the TO Proposal, the TO Procurement Officer shall determine that the Offeror's TO Proposal is not reasonably susceptible of being selected for award.

In conjunction with the offer submitted in response to TORFP No. ADPICS PO, I affirm the following:

1. I acknowledge the overall certified Minority Business Enterprise (MBE) participation goal of ___ percent and, if specified in the TORFP, sub-goals of ___ percent for MBEs classified as African American-owned and ___ percent for MBEs classified as women-owned. I have made a good faith effort to achieve this goal.

OR

After having made a good faith effort to achieve the MBE participation goal, I conclude that I am unable to achieve it. Instead, I intend to achieve an MBE goal of _____ percent and request a waiver of the remainder of the goal. If I am selected as the apparent TO Agreement awardee, I will submit written waiver documentation that complies with COMAR 21.11.03.11 within 10 business days of receiving notification that our firm is the apparent low bidder or the apparent awardee.

2. I have identified the specific commitment of certified Minority Business Enterprises by completing and submitting an MBE Participation Schedule (Attachment 2 - Form D-2) with the proposal.
3. I acknowledge that the MBE subcontractors/suppliers listed in the MBE Participation Schedule will be used to accomplish the percentage of MBE participation that I intend to achieve.
4. I understand that if I am notified that I am the apparent TO Agreement awardee, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.
 - (a) Outreach Efforts Compliance Statement (Attachment D-3)
 - (b) Subcontractor Project Participation Statement (Attachment D-4)
 - (c) MBE Waiver Documentation per COMAR 21.11.03.11 (if applicable)
 - (d) Any other documentation required by the TO Procurement Officer to ascertain offeror's responsibility in connection with the certified MBE participation goal.

If I am the apparent TO Agreement awardee, I acknowledge that if I fail to return each completed document within the required time, the TO Procurement Officer may determine that I am not responsible and therefore not eligible for TO Agreement award. If the TO Agreement has already been awarded, the award is voidable.

5. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

Offeror Name

Signature of Affiant

Address

Printed Name, Title

Date

SUBMIT AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 2

MINORITY BUSINESS ENTERPRISE PARTICIPATION SCHEDULE

This document shall be included with the submittal of the TO Proposal. If the Offeror fails to submit this form with the TO Proposal, the TO Procurement Officer shall determine that the TO Proposal is not reasonably susceptible of being selected for award.

TO Prime Contractor (Firm Name, Address, Phone)	Task Order Description
Task Order Agreement Number ADPICS PO	
List Information For Each Certified MBE Subcontractor On This Project	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	

USE ATTACHMENT D-2 CONTINUATION PAGE AS NEEDED

SUMMARY

TOTAL MBE PARTICIPATION:	_____ %
TOTAL WOMAN-OWNED MBE PARTICIPATION:	_____ %
TOTAL AFRICAN AMERICAN-OWNED MBE PARTICIPATION:	_____ %

Document Prepared By: (please print or type)

Name: _____ Title: _____

SUBMIT AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 2

MINORITY BUSINESS ENTERPRISE PARTICIPATION SCHEDULE (CONTINUED)

List Information For Each Certified MBE Subcontractor On This Project	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	
Minority Firm Name	MBE Certification Number
Work To Be Performed/SIC	
Percentage of Total Contract	

SUBMIT AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 3

OUTREACH EFFORTS COMPLIANCE STATEMENT

In conjunction with the bid or offer submitted in response to TORFP # ADPICS PO, I state the following:

- 6. Offeror identified opportunities to subcontract in these specific work categories:

- 7. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBEs for these subcontract opportunities.

- 8. Offeror made the following attempts to contact personally the solicited MBEs:

- 9. Offeror assisted MBEs to fulfill or to seek waiver of bonding requirements.

(DESCRIBE EFFORTS)

- This project does not involve bonding requirements.

- 10. Offeror did/did not attend the pre-proposal conference
 No pre-proposal conference was held.

Offeror Name

By: _____
Name

Address

Title

Date

SUBMIT WITHIN 10 WORKING DAYS OF RECEIVING NOTICE OF THE POTENTIAL AWARD

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 4

SUBCONTRACTOR PROJECT PARTICIPATION STATEMENT

SUBMIT ONE FORM FOR EACH CERTIFIED MBE LISTED IN THE MBE PARTICIPATION SCHEDULE

Provided that _____ is awarded the TO Agreement in
(Prime TO Contractor Name)

conjunction with TORFP No. ADPICS PO, it and _____,
(Subcontractor Name)

MDOT Certification No. _____, intend to enter into a contract by which the subcontractor shall:

(Describe work to be performed by MBE):

- No bonds are required of Subcontractor
- The following amount and type of bonds are required of Subcontractor:

By:

By:

Prime Contractor Signature

Subcontractor Signature

Name

Name

Title

Title

Date

Date

SUBMIT WITHIN 10 WORKING DAYS OF RECEIVING NOTICE OF THE POTENTIAL AWARD

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 5

MINORITY BUSINESS ENTERPRISE PARTICIPATION TO CONTRACTOR PAID/UNPAID INVOICE REPORT

Report #: _____ Reporting Period (Month/Year): _____ Report is due by the 15th of the following month.	CATS TORFP WCCP7200180 Contracting Unit _____ Contract Amount _____ MBE Sub Contract Amt _____ Contract Begin Date _____ Contract End Date _____ Services Provided _____
--	--

Prime TO Contractor:		Contact Person:	
Address:			
City:		State:	ZIP:
Phone:	FAX:		
Subcontractor Name:		Contact Person:	
Phone:	FAX:		
Subcontractor Services Provided:			
List all unpaid invoices over 30 days old received from the MBE subcontractor named above:			
1.			
2.			
3.			
Total Dollars Unpaid: \$ _____			

**If more than one MBE subcontractor is used for this contract, please use separate forms.

Return one copy of this form to the following address:

Venus Gray Asst Director Information Technology 10 East Baltimore Street Baltimore, MD 21202	Christel Surdokas Procurement Officer 10 East Baltimore Street Baltimore, MD 21202
---	---

Signature: _____ Date: _____

SUBMIT AS REQUIRED IN TO CONTRACTOR MBE REPORTING REQUIREMENTS

ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS

FORM D – 6

MINORITY BUSINESS ENTERPRISE PARTICIPATION SUBCONTRACTOR PAID/UNPAID INVOICE REPORT

Report #: _____ Reporting Period (Month/Year): __/_____ Report Due By the 15th of the following Month.	CATS TORFP WCCP7200180 Contracting Unit _____ Contract Amount _____ MBE Sub Contract Amt _____ Contract Begin Date _____ Contract End Date _____ Services Provided _____	
MBE Subcontractor Name: _____		
MDOT Certification #: _____		
Contact Person: _____		
Address: _____		
City: _____	State: _____	ZIP: _____
Phone: _____	FAX: _____	
Subcontractor Services Provided: _____		
List all payments received from Prime TO Contractor during reporting period indicated above. 1. 2. 3. Total Dollars Paid: \$ _____	List dates and amounts of any unpaid invoices over 30 days old. 1. 2. 3. Total Dollars Unpaid: \$ _____	
Prime TO Contractor: _____ Contact Person: _____		
Return one copy of this form to the following address:		
Venus Gray Asst Director Information Technology 10 East Baltimore Street Baltimore, MD 21202 vgray@wcc.state.md.us	Christel Surdokas Procurement Officer 10 East Baltimore Street Baltimore, MD 21202 csurdokas@wcc.state.md.us	

Signature: _____ Date: _____

SUBMIT AS REQUIRED IN TO CONTRACTOR MBE REPORTING REQUIREMENTS

ATTACHMENT 4 – 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 AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 5 – LABOR CLASSIFICATION PERSONNEL RESUME SUMMARY

INSTRUCTIONS:

11. Master Contractors must comply with all personnel requirements under the Master Contract RFP 050R5800338.
12. Only labor categories proposed in the Master Contractors Financial Proposal may be proposed under the CATS TORFP process.
13. 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. This summary is required at the time of the interview.

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 three 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, three months.

14. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
15. 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.
16. 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 – LABOR CLASSIFICATION PERSONNEL RESUME
SUMMARY (CONTINUED)**

Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?
LABOR CLASSIFICATION TITLE – (INSERT LABOR CATEGORY NAME)	
Education: (Insert the education description from the CATS RFP from Section 2.12 for the applicable labor category.)	
Experience: (Insert the experience description from the CATS RFP from Section 2.12 for the applicable labor category.)	
Duties: (Insert the duties description from the CATS RFP from Section 2.12 for the applicable labor category.)	

The information provided on this form for this labor class is true and correct to the best of my knowledge:

Contractor's Contract Administrator:

Signature Date

Proposed Individual:

Signature Date

SUBMIT AT THE TIME OF THE INTERVIEW

ATTACHMENT 6 – DIRECTIONS
TO THE PRE-TO PROPOSAL CONFERENCE

There will be a Pre-Award Conference on May 17, 2007 and 10:00 am, 10 East Baltimore Street, Baltimore, Maryland 21202 Room 409. Contractors are strongly encouraged to attend the Pre-Award Conference. A brief tour of the computer facility will be offered directly after the pre-award conference. All Contractors wishing to view the equipment and computer room may do so at this time. If not able to attend, please contact Patricia Hoppert @ 410-864-5170 to schedule an appointment to view the existing equipment.

For directions: http://www.wcc.state.md.us/Adjud_Claims/Site_Locations.html

ATTACHMENT 7 – NOTICE TO PROCEED

Month Day, Year

TO Contractor Name

TO Contractor Mailing Address

Re: CATS Task Order Agreement WCCP7200180

Dear TO Contractor Contact:

This letter is your official Notice to Proceed as of Month Day, 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 9 – AGENCY ACCEPTANCE OF DELIVERABLE FORM

Agency Name: TO Requesting Agency

TORFP Title: TORFP Project Name

TO Manager: TO Manager and Phone Number

To:

The following deliverable, as required by TO Agreement WCCP7200180, 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 0 OF THE TORFP.

ATTACHMENT 10 – 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 WCCP7200180 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 TO Procurement Officer, TO Requesting Agency 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 1.8 OF THE TORFP

ATTACHMENT 11 – 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 Title TORFP No. ADPICS PO 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.

TO Contractor/TO Contractor's Personnel:

TO Requesting Agency:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBMIT AS REQUIRED IN SECTION 1.8 OF THE TORFP

EXHIBIT A

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

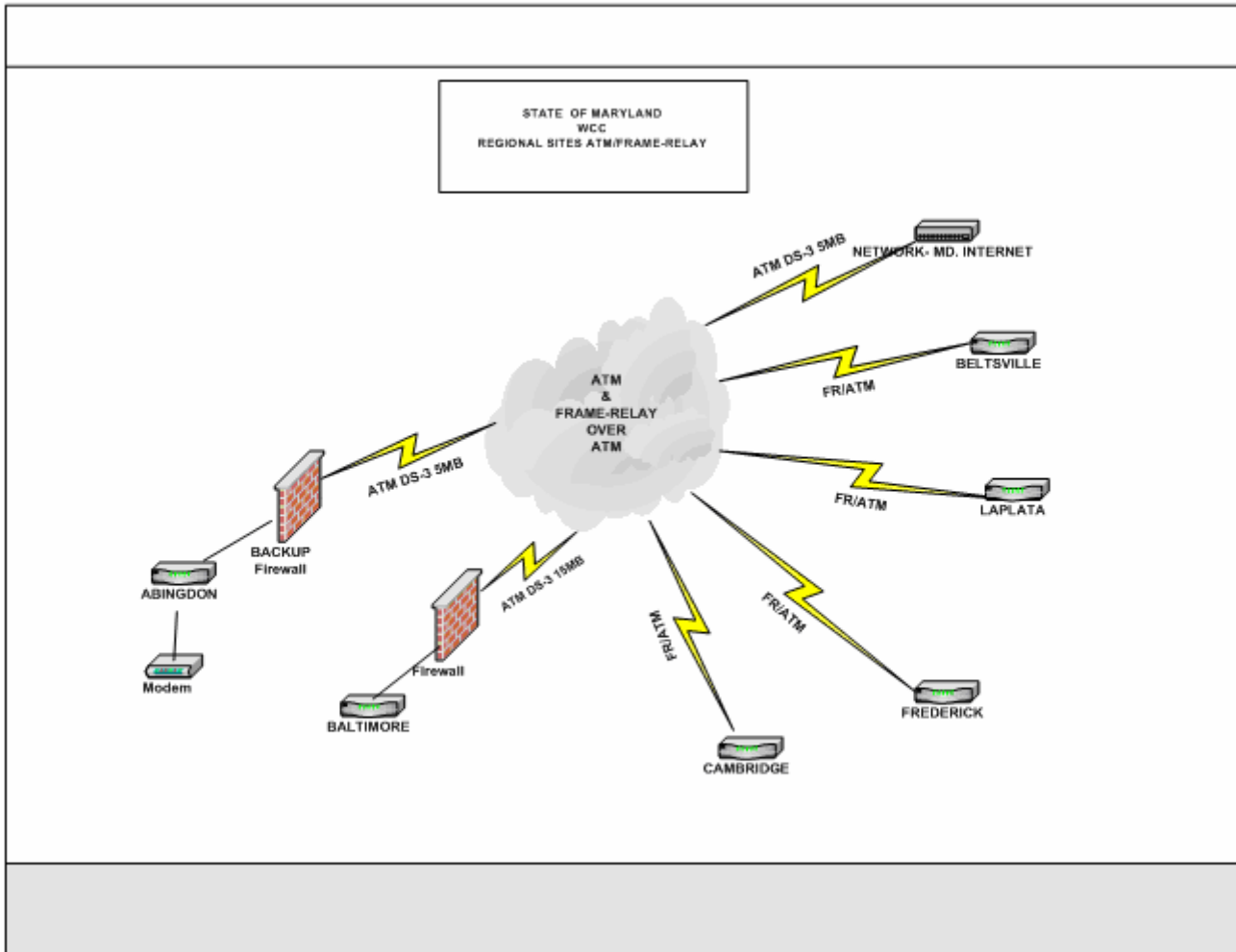
Printed Name and Address
of Employee or Agent

Signature

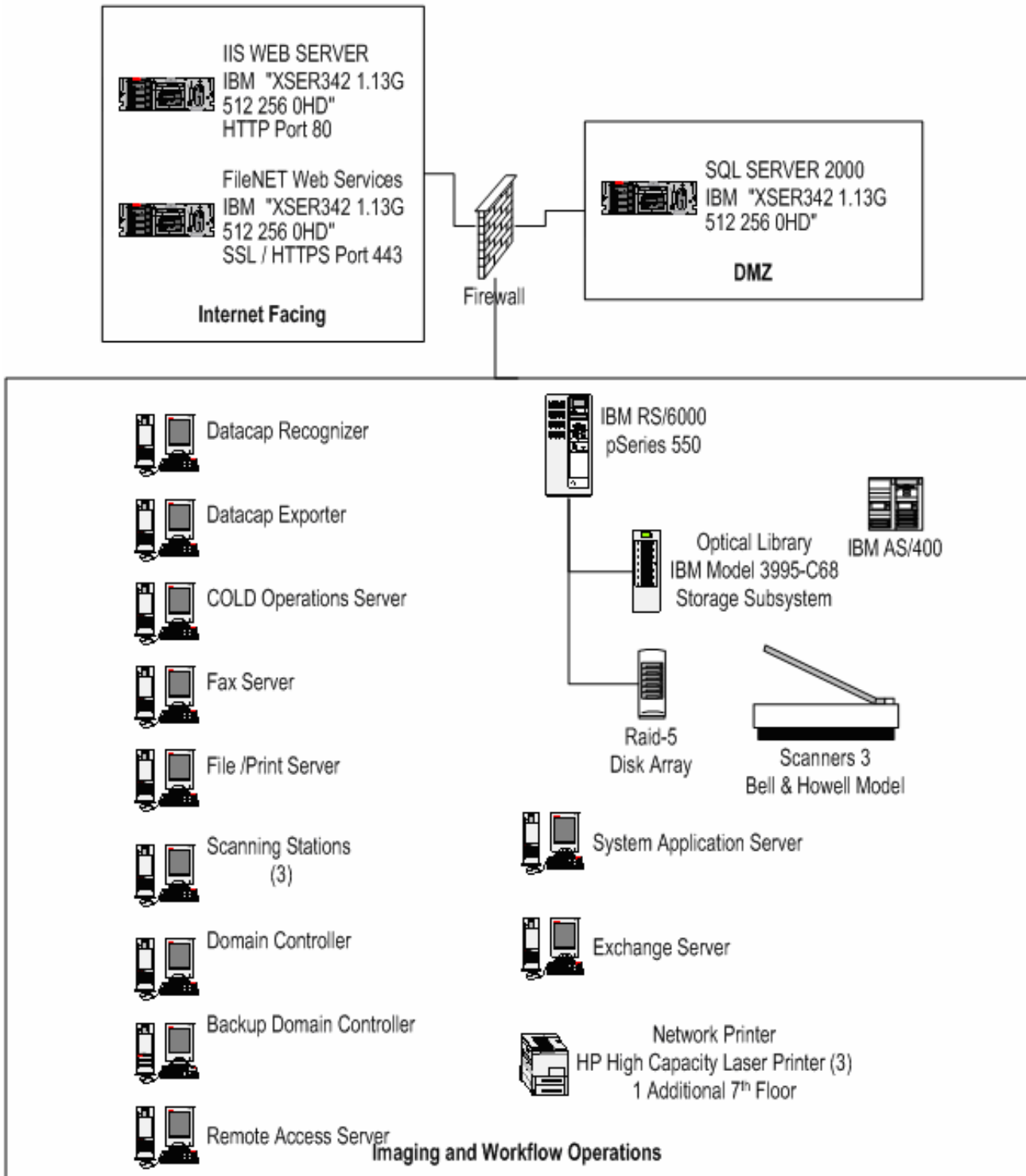
Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
=====	_____	_____

WCC WAN Network Diagram



WCC FileNet Systems Architecture



RISC 550 (Primary Location)

Model	Description	Qty
	***** HARDWARE *****	
2104-TS4	IBM TOTALSTORAGE EXPANDABLE STORAGE PLUS 000000000	1
	ULTRA320 PORT, SECOND PORT	1
	AC POWER SUPPLY	2
	73.4 GB ULTRA320 SCSI 15K RPM DISK DRIVE	12
	DISK BAY FILLER	2
	5M ULTRA320 CABLE	2
	U.S. ENGLISH	1
	2.8M 125V 10A (COUNTRY GROUP 1) POWER CO	2
7014-T42	RACK 1:RACK MODEL T42 000000000	1
	RACK CONTENT SPECIFY: 9113/550 - 4EIA	1
	RACK CONTENT SPECIFY: 7316/TF3 - 1EIA	1
	RACK INDICATOR, RACK #1	1
	FRONT DOOR (BLACK) FOR HIGH PERFORATION	1
	SIDE PANEL (BLACK)	2
	PDU TO WALL POWERCORD 14', 200-240V/24A	2
	POWER DIST UNIT-SIDE MOUNT, UNIVERSAL UT	1
	POWER DISTRIB UNIT SPECIFY - BASE/SIDE M	1
	LANGUAGE GROUP SPECIFY – US ENGLISH	1
7316-TF3	IBM 7316-TF3 RACK-MOUNTED FLAT PANEL CON 000000000	1

Model	Description	Qty
	KEYBOARD/VIDEO/MOUSE (LCM) SWITCH	1
	USB CONVERSION OPTION	1
	SPACE SAVER 2 KEYBOARD, US ENGLISH	1
	LANGUAGE GROUP SPECIFY – US ENGLISH	1
	POWER CORD (4M) ALL (STANDARD CORD)	1
9113-550	SERVER 1:9113 MODEL 550 000000000	1
	IDE SLIMLINE DVD-ROM DRIVE	1
	POWER GXT135P GRAPHICS ACCELERATOR WITH	1
	73.4 GB 10,000 RPM ULTRA320 SCSI DISK DR	2
	DIRECT ATTACH TAPE CABLES	1
	2048MB (4X512MB) DIMMS, 208-PIN, 266 MHZ	2
	SOFTWARE PREINSTALL	1
	0/2-WAY 1.65 GHZ POWER5 PROCESSOR CARD,	1
	IBM GIGABIT ETHERNET-SX PCI-X ADAPTER	1
	PCI-X DUAL ULTRA320 SCSI BY ADAPTEC, INC	3
7208-345	60/150 GB 16-BIT 8MM INTERNAL TAPE DRIVE	1
	POWER CABLE -- DRAWER TO IBM PDU, 14-FOO	2
	4-DISK SLOT EXP - BASE CTRLR	1
	IBM RACK-MOUNT DRAWER RAIL KIT	1
	PROCESSOR ACTIVATION	1
	CPU POWER REGULATOR	1
	MEDIA BACKPLANE CARD	1
	550 RACK MOUNT	1
	1475W AC POWER SUPPLY	2
	ZERO-PRICED VALUE PAK PROCESSOR ACTIVATI	1

Model	Description	Qty
	LANGUAGE GROUP SPECIFY - US ENGLISH	1
	***** SOFTWARE *****	
5692-A5L	SYSTEM SOFTWARE 000000000	1
	MEDIA 5765-G03 AIX V5.3	1
	EXPANSION PACK	1
	AIX 5.3 UPDATE CD	1
	MICROCODE UPD FILES AND DISC TOOL CD	1
	MOZILLA FOR AIX CD	1
	CD-ROM PROCESS CHARGE	1
	ENGLISH LANGUAGE	1
	CD-ROM	1
	PREINSTALL	1
	ENGLISH U/L SBCS SECONDARY LANGUAGE	1
5765-G03	AIX V5.3 000000000	1
	VALUE PAK PER PROCESSOR E5 AIX V5.3	2
5773-SM3	SOFTWARE MAINTENANCE FOR AIX, 3 YEAR 000000000	1
	E5 3 YR SWMA FOR AIX PER PROCESSOR REG/R	2
	E5 3 YR SERVICES 7X24 SUPPORT PER PROCES	2

RISC 660 Abingdon

Product	Description	Qty
7026-6H0	pSeries 660	1
	1.44MB 3.5-in Diskette Drive	1
	Integrated SCSI-2 F/W Adapter	1
	Integrated Ultra2 SCSI Adapter	1
	Integrated Ethernet Adapter	1
2624	32x Speed CD-ROM	1
2830	POWER GXT130P Graphics Adapter (PCI)	1
2969	Gigabit Ethernet SX Adapter	2
3102	18.2 GB 10K RPM Ultra SCSI Hard Disk Drive	2
3142	Remote I/O Cable - 3m	2
3627	P76/P77 Color Monitor, Stealth Black, Captured Cable	1
4075	Memory Board, 16-position	1
4137	2048 MB Memory (2x1024MB DIMMs)	2
4959	Token-Ring Adapter	1
5005	Preinstall	1
5212	2-Way RS64 IV 600 MHz Processor Card,4MB L2 Cache	1
5992	System Control and Initialization Cable	1
6132	CEC to Primary I/O Drawer Power Control Cable	1
6156	20GB/40GB 8mm Tape Drive (Black)	1
6204	Universal Ultra SCSI Differential Adapter	1
6230	Advanced Serial RAID Plus Adapter	1
6235	32 MB Fast-Write Cache Option Card	1
6282	Redundant AC Power Supply, CEC, 645W	1
6283	Redundant AC Power Supply, I/O Drawer, 595W	1
6283	Redundant AC Power Supply, I/O Drawer, 595W	1

6324	Primary I/O Drawer, 5 EIA	1
6540	IPL Disk Mounting Hardware, Cables, Terminator\par	1
8700	Quiet Touch Keyboard, Stealth Black - English (US)	1
8741	3-Button Mouse - Stealth Black	1
9172	AC Power Specify	1
9300	Language - English (US)	1
9800	Power Cord - US/Canada	1
<hr/>		
7014-T00	Enterprise Rack - 36 EIA	1
156	Content : 7133-D40 (4 EIA)	2
176	Content : FC 6324 (5 EIA)	1
198	Content : 9910-P33 (2 EIA)	1
203	Content : 7026-6H0 (5 EIA)	1
6088	Front Door for 1.8m Rack, Black	1
6098	Side Panel for 1.8 or 2.0m Rack, Black	2
6171	Additional Power Distribution Unit, Side-Mount, 1 Phase	1
9171	Power Distribution Unit, Side-Mount, 1 Phase	1
9300	Language - English (US)	1
9800	Rack Power Cord - US/Canada	1
<hr/>		
7133-D40	Advanced SSA Disk Subsystem (Rack-Mounted)	2
550	Hungary Manufacturing Ship Direct to Customer	2
8022	50/60Hz AC, 300 VDC Power Supplies	2
8031	Raven Black Drawer Cover	2
8536	One 10K/36.4GB Advanced Disk Drive Module	22
8805	5m Advanced SSA Cable	4
9300	Language - English (US)	2
<hr/>		
9910-P33	Powerware 5125 3000VA, 200-240V - Rackmount	1
6630	Rail Kit	1

9010	Factory Install for P33/B38	1
9851	Power Cord set (L6-30)	1

***** P660 7208-345 TAPE DRIVE *****

7208-345	60/150 GB 16-BIT 8MM INTERNAL TAPE DRIVE	1
	.5 METER CABLE	1
	SCSI CONTOLLER	1

Optical Storage and Retrieval System

IBM Enhanced 3995-C68 & 3995-C64 Optical Juke Box

Based upon 5.2GB (8x) optical technology,
features Extended Multifunction optical drives
rewriteable, permanent WORM, and continuous composite
WORM, (non-permanent) optical storage for direct
Attachment to the IBM RS6000

cartridge storage slots and six internal Extended

Multifunction drives.