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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg  
Procurement Officer

RE: ADDENDUM I – MARYLAND LONGITUDINAL DATA FEEDER SYSTEM  
MAINTENANCE AND SUPPORT  
TORFP R00B9200181

DATE: July 25, 2012

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**YOU SHOULD RECEIVE 16 PAGES INCLUDING  
COVER SHEET AND ATTENDANCE SHEET  
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628  
OR EMAIL [drichburg@msde.state.md.us](mailto:drichburg@msde.state.md.us)  
THANK YOU.**

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- Minutes from the Pre-Proposal Conference and clarification questions from Pre-Proposal Conference;
- Questions received prior to the Pre-Proposal Conference;
- Questions received after the Pre-Proposal Conference;
- Updated Personnel Requirements, Deliverable Descriptions, Contractor Minimum Qualifications and Revised Cost Proposal; and
- Attendance Sheet.

**PLEASE NOTE NEW PROPOSAL DUE DATE BELOW**

**PROPOSALS ARE DUE THURSDAY,  
AUGUST 2, 2012 NO LATER THAN  
2:00 PM**

**MARYLAND STATE DEPARTMENT OF EDUCATION**  
200 West Baltimore Street  
Baltimore, MD 21201-2595  
410-767-0628  
410-333-2017 (Fax)

**MARYLAND LONGITUDINAL DATA FEEDER SYSTEM  
MAINTENANCE AND SUPPORT  
TORFP R00B9200181  
ADDENDUM I**

Received By \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendor \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**PLEASE E-MAIL, FAX OR MAIL THIS TO:**

**Dorothy M. Richburg, Procurement Officer**  
**MARYLAND STATE DEPARTMENT OF EDUCATION**  
**200 West Baltimore Street**  
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MS. RICHBURG:

Good morning to each of you. For those of you who don't know me, I'm Dorothy Richburg. I'm one of the Procurement Officers here at MSDE. And let me take the opportunity to say welcome on this hot day in July. We have a cold room. And see, we did that to keep you awake. If you get a little bored, I want to make sure you stay awake.

Let me give you some instructions on how we will conduct our Pre-Proposal Conference. We do have the sign-in sheet and a handout for you to take. I'm going to tell you a little bit how we're going to conduct our Pre-Proposal Conference. We will first have our introductions. We'll go around the room and have introductions, after which Marc Allen will give us the overview of the TORFP.

We have some questions that have been received prior to the Pre-Proposal Conference. Now I'm not going to ask those now. But if any time if you want to ask, if anyone submitted a question and they want an answer today, you're more than free to ask that question.

We will conduct the question and answer period round robin. We'll start and go around the table and we will ask you to ask one question and we'll continue around and you can ask as many as you want and we will go around as many times as needed. If we do not know an answer to a question today, it will be in the minutes that we send out.

Hopefully we'll have the minutes out to you the first of next week.

Your proposals are due, let me just look in here and see again. I don't want to tell you the wrong date. I know I do have a little mistake in the date inside here and I apologize for that. I hope nobody came yesterday.

So proposals are due **Friday, July the 27<sup>th</sup> by 2:00 p.m.** We have to have the minutes out to you the first of next week so that will hopefully give you plenty of time to get your proposals together. And we hope to have all the questions answered here today so you won't have to worry about that.

There is a handout in the back. It's an addendum. Please take a copy of the handout as you come in, please, and sign in.

We have Bill with us today from the Conference Reporting Services. He's here today strictly for the purpose of taping the minutes of this Pre-Proposal Conference. So with all of that said, we will start with our introduction. And I'll start with Marc and we'll go right around.

MR. ALLEN:

I'm Marc Allen. I work in the Division of Accountability Assessment and Data Systems, Database Specialist Supervisor there.

MS. RICHBURG:

Okay. Again for those of you who just entered the room, I'm Dorothy Richburg, Procurement Officer.

MR. SMITH:

And I'm Leonard Smith and I work in that same division as Marc. I'm a Project Manager on this Proposal.

MS. RICHBURG:

CHRISTA?

MS. CHRISTA STOLARIK:

CHRISTA Stolarik from Gantech.

MS. JOHNSON:

Lisa Johnston, ITS Consulting.

MR. ASHTON:

Bill Ashton, TCC Software Solutions.

MR. KLEMKOWSKI:

Richard Klemkowski, Baytech Consulting.

MS. MEYERS:

Natalie Meyers, Advantage Industries.

MR. ZERNHOLT:

Brian Zernholt, Software Consortium.

MS. RICHBURG:

Okay. Again I say welcome to each of you. Glad to have you. Marc, I'll going to turn it over to you.

MR. ALLEN:

Sure. MSDE is looking to obtain a vendor to as the TORFP says, provide highly technical

services to support and maintain a variety of applications that are listed in the TORFP, LMA Management System, Web Data Collection System, the Unique Identifier System, USIS, and Unique Teacher Identifier System.

They're all explained in the TORFP. I can read what's in the TORFP for each one if you like.

MS. RICHBURG:

Everybody can read.

(Laughter)

MR. ALLEN:

All right. The Unique Student Identifier System that assigns a unique ID to each student in public school. What that allows us to do is it allows us to longitudinally track a system from Kindergarten through 12<sup>th</sup> grade if that student stays in the public school system.

The Teacher Identification System, same principal, same concept as the student except it applies to teachers. So that will allow us to track teachers longitudinally.

The custom development application that governs logging into all these various applications. It grants access, log-in privileges. It allows the LEA's to administer their log-ins themselves, so it's kind of delegated because MSDE doesn't maintain all the log-ins. That's kind of delegated out to the LEA's who utilize the system.

Web data collection consists of several different modules, school data set is the backbone of all of our collections. It's information that's updated annually. About this time each year new schools open. Schools close. Schools address change. Information like that is maintained. Opening schools, closing schools, school name changes.

Sometimes the school goes from elementary to elementary/middle or elementary/middle to just elementary, information like that.

So as you can see, the SDS School Day Set contains demographic information. Federal day identifiers. Data elements listed in the TORFP.

Attendance module, that collection is done three times a year. There's March, there's end of year and then there is September attendance. So it's a collection that captures similar information three times during the school year.

And attendance, by collecting attendance, it allows us to calculate attendance rates, drop-out rates, grad rates, if you are at all familiar with Report Card. The information we collect from attendances we capture and then record it on that part on the report card website.

Statistical process control, I'm not real familiar with this module, but I must say it looks like with your permission we collect and make sure, it compares it to previous year's status and makes sure the information we're collecting this year kind of matches what was collected in previous years.

Like for example, if the LEA for school didn't identify any female students. That would be something the statistical process control would capture, or identify and bring to our attention. So the abnormalities with what's been reported.

Class number membership, that's collected once a year and that helps us determine how we qualify teachers.

Title III, I'm not real familiar with the Title 3 module so I can't really offer much insight into that. MSDE sees what applications it has in house, development tests, and production environments.

These applications operate in a specific set of technologies and we require a specific skill set to be able to support and maintain these applications on these technologies.

I can go into more detail of the technologies. They're kind of described in the TORFP. Also, the production environment and the test environment are listed. Like, for example, Oracle application servers use, the data base is Oracle. We're an Oracle shop. Reporting is done through COGNOS report net (In).

MS. RICHBURG:

So I guess that's about it. Just before we go into a question and answer period, the addendum you have in your hand, I think it will clarify the positions a little bit more. You have a cost proposal that will show all the positions. I think in the original TORFP, is it not.

There is a 35 percent MBE goal and I think with these additional positions, you will be able to meet your sub goals. I just wanted to point that out.

Also, someone had asked about a reading room to see the system. Now in the TORFP there is a diagram.

MR. ALLEN:

There is a diagram of the production architecture and the test architecture.

MS. RICHBURG:

So, if anyone requests to see anything else, a system, they need to let me know by Friday, so we can schedule some time for you to come in. Everything was clear in the TORFP but if you need to come in for some

reason, please email me by Friday, 12 noon, so we can schedule some time for that.

With all that said, I believe we're ready to entertain all your questions and answers.

MS. RICHBURG:

I'm sorry. Let me go over this a little bit more for those of you who just came in late. And I'm going to ask as we go around once again, just to introduce ourselves because some of you did come in a little late so everyone would know who you are.

We're going to conduct this round-robin style and we will start however I start, and we will ask you to ask one question at a time.

And we will continue around the table until everyone has asked their questions. Then we'll come back to you as many times as we need.

If we do not know the answer to a question today, it will be in the written addendum that will come out hopefully by the first of next week.

As I stated, we have Bill here who will be recording the Pre-Proposal Conference, so we ask that you would speak up clearly and loudly. And any time Bill can't hear us, if he will interrupt us, wave his hand and interrupt us.

We did receive some questions prior to this Pre-Proposal Conference. I'm not going to go into all those today. But if someone is here who did submit a written question, please feel free to ask it at this time. And once again, if we do not know the answer to a question, we will have it in the Minutes that will be sent out to you next week.

Yes, sir?

MALE SPEAKER:

Can we submit the questions after the Conference?

MS. RICHBURG:

Yes, sir.

MALE SPEAKER:

How much time do we have?

MS. RICHBURG:

Yes, sir. If you go back and you still have some questions, I would like to have them by Friday 12 noon, if possible. Then that way it would be included in the Minutes. But if you get the Minutes next week and you still have a question, please email me. They will be answered. All questions will be answered. Even if you submit a question on the 26<sup>th</sup>, the day proposals are due, I will still answer your question.

Okay. We'll try to accommodate you. We want your written proposals so we try to answer all the questions. Okay. I'm going to start here on my left with CHRISTA.

MS. CHRISTA:

Oh, thank you.

MS. RICHBURG:

Oh, you're welcome.

MS. CHRISTA:

I was just reviewing the Addendum quickly and it has like a Project Manager would attend the weekly Project Team meetings. Are any of the other positions in the TORFP required to be on site for those meetings?

MR. ALLEN:

I would say no, unless there's like a particular problem or issue that needs to be addressed by a technical resource person. Or that can be done over the phone.

MS. RICHBURG:

Okay. Now do you have any questions? Okay. Mr. Vijay.

MR. VIJAY (phonetic):

First question is, comment on this for a second.

MR. SMITH:

There is no incumbent.

MS. RICHBURG:

It's being handled by the RFR process. We have some resources.

MR. VIJAY

RFR process?

MS. RICHBURG:

Yes, sir. We do not have an incumbent at this time who's handling it. We have a couple of resources who are just handling it as we need it if something comes up.

We do not have any support.

MR. VIJAY (phonetic):  
Well, would you identify the company holding the RFR, please.

MALE SPEAKER:  
That's two questions.

MS. RICHBURG:  
I will have to get that in the minutes to you. I don't know that. And that was two questions he said. Yes, sir. That was a follow up so I'll allow that.

MR. VIJAY:  
Okay.

MS. RICHBURG:  
But I will be getting the Minutes to you.

MR. VIJAY:  
Thank you.

MS. RICHBURG:  
So what was your name again, I'm sorry?

MS. RICHBURG:  
And your company?

MS. RICHBURG:  
Okay. And you have a question, sir?

MALE SPEAKER:  
Are you going to provide us with a bidder's list?

MS. RICHBURG:  
Yes, sir. That will be with the Minutes. A copy of it. The bidder's list. Everyone who signed it. So please make sure you sign your name and it's clear and legible so everyone can read it.

MR. KRIS:  
MR. KRIS::  
It's KRIS from (In) Communications. The filing date with MSDE here (In) associates, right, like we (In) similar (In) hours, so the whole thing could be full-time (In) can be ...

MR. SMITH:  
Okay. None of the positions are actually located here. They all can operate remotely.

MR. KRIS:  
So would this change be in another location?

MR. SMITH:  
It can be, through VPN.

MR. KRIS:  
Thank you, sir.

MR. SMITH:  
You're welcome.

MS. RICHBURG:  
Question?

FEMALE SPEAKER:  
I have no questions at this time.

MS. RICHBURG:  
Next.

FEMALE SPEAKER:  
No questions. Thank you.

FEMALE SPEAKER:  
No questions.

MALE SPEAKER:  
No questions. Thank you.

MALE SPEAKER:  
No questions.

MALE SPEAKER:  
Is it just going to be one prime selected or will you select multiple primes?

MS. RICHBURG:  
One prime selected.

MALE SPEAKER:  
One prime has to have all the positions?

MS. RICHBURG:  
That's correct. Yes, sir. Okay.

MALE SPEAKER:  
Yes, I have a question on the addendum. So you have your multiple positions listed here with the hours as well. So will this be —

MS. RICHBURG:  
A minimum of hours.

MALE SPEAKER:  
So are they only, these positions or are they, do you have a SQL developer (In) 80 hours, so it would be like full-time here?

MS. RICHBURG:  
It would be two of them, yes.

MALE SPEAKER:  
Okay.

MS. RICHBURG:  
So we expect that to be full time.

MALE SPEAKER:  
Okay.

MS. RICHBURG:  
And it's two, it will be two positions.

MALE SPEAKER:  
Okay. Thank you.

MS. RICHBURG:  
Mr. VIJAY:

MR. VIJAY:  
You indicated a 10 percent retainer on page 26?

MS. RICHBURG:  
Yes. Yes, sir.

MR. VIJAY:  
Now would they have that as we go along or at the end. What is the process?

MS. RICHBURG:  
You just held at the end, right? Or each end?

MR. SMITH:  
Yeah, the way we have done it in the past is filed it like each month. So if you submit an invoice, we'll hold back 10 percent.

MR. VIJAY:  
10 percent will be held back?

MR. SMITH:  
Of each month, yeah.

MS. RICHBURG:  
Sir? Do you have a question?

MALE SPEAKER:  
No further questions.

MS. RICHBURG:  
KRIS?

MR. KRIS:  
Will there be background investigations done on any of these proposals?

MS. RICHBURG:  
We're not doing any background checks.

MR. SMITH:  
We're not doing them, no.

MR SPEAKER:

We'll check references.

MS. RICHBURG:

We have not done background checks in the past.

MR. SMITH:

We relied on the company.

MR. ALLEN:

We do have MSDE, MSDE does have, started a working relationship with Department of Public Safety and Corrections, DPSCS, so if ever these systems ever got relocated there, DPSCS would require a background check for people to have access either in person or remotely to their data center. But I don't see that happening, but I just thought I'd throw it out there just to offer clarity.

MALE SPEAKER:

Does the badge (In) go through a background check or something because we've seen some other agencies in Maryland state go through that background check for Maryland State Police before they, get the badge.

MS. RICHBURG:

In the Department of Corrections...

MR. ALLEN:

I don't know anything about how they give out badges at State Police. I'm sure they have to go through a background check.

MS. RICHBURG:

And as Mark stated, we have a relationship now with the Department of Corrections and Public Safety, so the employees working there, and even some of us who may be working there will have access that we have to have a background check.

MS. RICHBURG:

Anybody else? Okay. Kecia? Nanadita?

MS. NANADITA:

I do have a question. Thank you, Dorothy.

MS. RICHBURG:

Okay.

MS. NANADITA:

The question is regarding the little categories that you had and associated (In) categories. For example, you have Project Director, Project Manager... Architect having 100, 300, 150 hours. Are the vendors allowed to pool certain labor categories into one main source if that resource would be a minimum cause for several of those categories...

MS. RICHBURG:

No, we have individual persons. Each person has to fill only one position.

MR. ALLEN:

You know, one person could be the Project Director...

MS. NANADITA:

Thank you.

MS. RICHBURG:

Okay. Nora?

MS. NORA:

No questions.

MALE SPEAKER:

No questions.

MALE SPEAKER:

I'm good. Thank you.

MALE SPEAKER:

I'm good as well.

FEMALE SPEAKER:

What is the anticipated start date?

MS. RICHBURG:

We're hoping in September. As soon as we can.

MALE SPEAKER:

As soon as we can. As soon as it's awarded and shortly thereafter.

MALE SPEAKER:



Will we have limited support ...I would say ...

MS. RICHBURG:  
The proposals are due July... we going to try to get them submitted by August, no later than the 1<sup>st</sup> of September.

All right.

MR. ZERNHOLT:  
Brian Zernholt, Software Consortium. Can you review the new process with the MBE goal?

MR. ALLEN:  
The MBE, we now can be prime. A MBE can be a prime and awarded a certain percentage.

MALE SPEAKER:  
Okay. That percentage develops in the system?

MS. RICHBURG:  
Yeah. The Master Contractor, you can be prime, but you must still satisfy the MBE goal. You still have to meet that MBE participation goal or whatever it is, I think it's 35 percent.

MALE SPEAKER:  
Didn't the whole process just change July 1<sup>st</sup>, if you are an MBE goal, some of the MBE can go, if you're a prime and you're an MBE, some of the MBE goal can be applied to you as a prime.

MS. RICHBURG:  
I have not heard that.

MALE SPEAKER:  
One of the recent ones they mentioned taking place. I don't know how long this has been but they made a regulation change ...

MR. ZERNHOLT:  
Transportation put that out in a bidder's conference I attended there a month ago.

MALE SPEAKER:  
That's right.

MS. RICHBURG:  
I'll look into that.

MALE SPEAKER:  
The break down, it was right down to last July. This July they added this.

MS. RICHBURG:  
They're saying that if the prime is an MBE, some of that percentage can go towards a prime and you cannot award that.

MALE SPEAKER:  
Yeah because if you got 35 percent set aside MBE and if you're a Hispanic-owned company which would be two percent, if you're the prime you meet that two percent. But you still have 33 percent... right.

MS. RICHBURG:  
I will look into that and I'll let you know.

MR. ZERNHOLT:  
Okay. That was in June, that conference, and the young lady that presented said it was to be effective 1 July.

FEMALE SPEAKER:  
I just spoke to someone on Friday and they said it's in effect. It's not in effect.

MS. RICHBURG:  
Okay. I have -- who do we give notices of regulations, you know, notices, announcements of things happening. Sometimes I can miss it. I will just double check just to make sure, just to clarify for Brian and for everyone, okay? CHRISTA?

MS. CHRISTA (?):  
CHRISTA again. I want to start this as soon as possible but you said that you were going to try to get questions to us on Monday.

MS. RICHBURG:  
Yes.

MS. CHRISTA:  
Monday, that would be the 22<sup>nd</sup>?

MS. RICHBURG:  
Yes.

MS. CHRISTA:  
And with the addition of (In)

MS. RICHBURG:  
As I gave them to you today.

MS. CHRISTA:  
If I have any other questions can I hand them in Monday, the 22<sup>nd</sup> or?

MS. RICHBURG:  
Well, we're answering all the questions now. We're trying to answer everything now.

MS. CHRISTA:  
So I'm going to ask if there's a possibility of an extension, but.

MS. RICHBURG:  
I would say no. You can ask. At this time I'm going to say no.

MS. CHRISTA:  
Okay.

MS. RICHBURG:  
We'll really on a fast track because we are without support. Except for what the RFR's are doing. They're doing a good job of keeping us. Okay. And this is our busy season, this is a busy time for us. Okay. All right. Mr. VIJAY?

MR. VIJAY:  
One question. On page 29 regarding the Master Contractor and subcontractor experience and capabilities. You asked for three examples. The work done by the Master Contractor or his staff, which is going to perform the work.

MS. RICHBURG:  
We want three examples from the Master Contractor. Because you're the ones we're holding responsible for this. If something happens, we're not going to hold the staff or that subcontractor responsible. We'll be coming to you.

MR. VIJAY:  
So any corporation or whatever entity you just give them the work.

MS. RICHBURG:  
If they meet the requirements and ranking.

MR. VIJAY:  
Thank you.

MS. RICHBURG:  
The Master Contractor.

MALE SPEAKER:  
This contract expires May 21<sup>st</sup> 2014.

MS. RICHBURG:  
Yes, sir. That's when the CATS II Master Contract expires.

MALE SPEAKER:  
Is there a plan for this work to continue after that?

MS. RICHBURG:  
Yes, there is.

MALE SPEAKER:  
And there's going to be a separate contract?

MS. RICHBURG:  
There will be a new a procurement issue. Yes, Kris?

KRIS:  
This RFR, for which currently you have resources.

MS. RICHBURG:  
Yes.

KRIS:  
When are they expiring?

MS. RICHBURG:  
I believe they're up to 6 months. I am not sure when they started.

MR. SMITH:  
They were 6 months. One started in April. One started in May and it's only two. They're not covering all these positions.

MR. ALLEN:  
Yes, Internal Resources have provided support.

KRIS:  
Right.

MS. RICHBURG:  
Kecia, did you have a question?

MS. KECIA:  
No, ma'am.

MS. RICHBURG:  
Herb just came in. You want to introduce yourself?

MR. RUND:  
Oh, I'm Herb Rund from CAI. No questions.

FEMALE SPEAKER:  
No thank you.

MS. RICHBURG:  
Questions? Stanley, Brian?

MALE SPEAKER:  
At the top of the, the addendum, I guess it's page 9 which is the new --

MS. RICHBURG:  
Cost Proposal.

MALE SPEAKER:  
With that in place it's 32?

MS. RICHBURG:  
Yes, sir. That's correct. And I'm going to send this out again with the Minutes for anyone who's not here and you can also have it again.

I'm just going to open this up the floor for questions, just raise your hand. Not everyone shout out at one time. Yes, sir.

MALE SPEAKER:  
Was there a transition feeder for like a month or two months or something?

MS. RICHBURG:  
No, sir. Jump right in feet first and go to work. We have, as Marc said, we do have some internal people who will be helping you at a minimum.

MALE SPEAKER:  
Okay. We can expect like 30 days or something like that?

MS. RICHBURG:  
They will be here as a backup for you and will be here to work with you, as well as some other people who, if you need some assistance.

MR. ALLEN:  
But the positions we have, it's like an IT architect, a, what is the other one?

MR. SMITH:  
We have the --

MS. RICHBURG:  
Business senior. No, no. Elizabeth.

MR. SMITH:  
Oh Elizabeth.

MS. RICHBURG:  
Senior Education Specialist.

MR. SMITH:  
She's a testing specialist.

MR. ALLEN:  
Quality Assurance Testing Specialist.

MS. RICHBURG:  
Yes.

MR. ALLEN:  
So it won't be like a lot of technical.

Well, I guess like the IT architect can provide some, but I don't know how much technical knowledge, transfer could be done.

MALE SPEAKER:

Sometimes it would be some items, just some guidance you know, where do I go look for it.

MR. ALLEN:

We'll point you to the source code.

MS. RICHBURG:

We'll be there for you. We won't leave you hanging. Any other questions?

(PAUSE)

Oh, this is good. I'm not rushing you out, really. Okay. It's good to see all of you. I see a couple of new faces and I see many old, familiar faces. Good friends, so it's good to see all of you. So okay. I'm going to ask that you have a safe trip back and be careful on 95. Now we have this room until 2 o'clock, so you are welcome to remain and network.

(Whereupon the meeting was adjourned.)

### **The following questions were asked during the Pre-Proposal Conference:**

1. Who are the Master Contractors providing the resources?

**The Master Contractors providing support are Computer Aid, Inc. (CAI) and EA Engineering**

2. If the Prime is a MBE, can the Prime satisfy the Sub-Goal?

**There was legislation that went into law on July 1<sup>st</sup> pertaining to prime contractors being counted toward the overall MBE goal. The statute has NOT gone into effect at this time. GOMA, the AG and MDOT, must by law, develop guidelines as to how to apply this to contracts. They are working on that and it can't take effect until that is done.**

## The following questions were received prior to the Pre-Proposal Conference:

1. With 2 full time and 3 half time resources required under this project, how is a vendor to satisfy the sub-goals established by this procurement which includes 9 % Women, 6% African and 2 % Hispanic?  
**Additional resources have been added.**
2. Does the current MLDS contract have similar MBE Sub-goals?  
**We do not have a current MLDS Contract.**
3. Does MSDE have space for the project team to work onsite? **No.** Or, the team needs to work remotely by connecting through VPN? **Yes.**
4. As Title I, Title III divisions are involved, how are priorities managed between enhancements of individual modules. **Title I will not be included in this procurement. Priorities are established internally and then requirements given to vendor.** Are the support activities funded individually by the divisions? **Yes.**
5. There is a mention about Student and Family Services (DOSFS) in the RFP. In addition to DAA, Title I & III's data collections, do they have any data collections in MLDS? **Division of Student and Family Services (DOSFS) does not use the application for any data collection. There are no plans to add any new modules (data collections).**
6. What are the responsibilities of OIT in maintaining production, UAT and development databases vs. contractor's responsibilities esp. while applying periodic security patches, upgrades etc.?  
**OIT (or DPSCS as an extension of OIT) is responsible for the "infrastructure" meaning OS, hardware (server, SAN) and network components. OIT acts as the system administrator and is responsible for updates for patching, firm ware upgrades, updates to operating system. The vendor is responsible for application development.**
7. Is there an incumbent? If so, who is the incumbent?  
**This service is being supported by resources through a RFR.**
8. The vendor noticed the same (or similar) scope of work was issued on August 10, 2011 but canceled under TO Number: R00B9200112 (MD Longitudinal Data Feeder System Maintenance & Support). Why was R00B9200112 canceled and reissued under R00B9200181?  
**MSDE was unsure if we wanted to solicit through the Statewide Contract Vehicle or through the RFP process.**
9. The overall MBE subcontract participation goal is 35 percent of the total contract value. Can a Master Contractor, who is a MBE, be considered as a subcontractor participation goal at 100%? Or, does a Master Contractor, who is a MBE, have to submit another MBE at 35%?  
**The Master Contractor must still fulfill the MBE participation goal.**
10. Under Section 3 (TASK ORDER PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS), it states, "up to three examples of projects or contracts the Master Contractor has completed that were similar to Section 2 - Scope of Work." Can the three examples include contact information from a Master Contractor's partner and MBE partner?  
**The Master Contractor must submit three examples of similar projects.**
11. Are there reading room appointments available for us to review the systems in the TORFP?  
**The vendor must submit the request in writing.**
12. Page 18, section 2.5 #1 states "The TO Contractor shall provide an experienced, Senior IT Architect under the direction of MSDE' Task Order Manager on tasks described in this TORFP" but there is no corresponding labor category or role in section 2.3  
**It has been corrected; the labor category is included in the Addendum.**

13. Page 18, section 2.5 #10 – Please clarify what is meant by “...contractor provided third party software related services” **Boilerplate in TORFP. There are no third party software related services To Contractor needs to provide.**
14. Page 18, section 2.5 #11 states “The TO Contractor shall provide unlimited e-mail consultation or telephone consultation, via a toll-free hot line...” – Please clarify whether the contractor can provide one or the other (email or phone), or whether we must provide both and offer MSDE the option of which to use on a case by case basis. **To Contractor must provide communication via email and phone (toll-free number).**
15. Page 19, section 2.5 #14 & 15 – Training and documentation are not mentioned in section 2.3 (Roles and responsibilities). Which role did MSDE envision to provide these services? **Section 2.3 is updated in Addendum. Deliverable C is for To Contractor to - Maintain all SDLC documentation related to USIS, UTIS, LMA, and WDCS applications.**
16. Page 19, section 2.5 #16 – Please clarify what is meant by ” The TO Contractor shall support the development, test and production servers at MSDE” – what types of support? **Application and database support for the development, test and production servers at MSDE.**
17. Page 23, section 2.8 – Please clarify what is meant by “The Contractor shall provide MSDE direct access to systems representing these skills. **During the vendor selection process if so requested by MSDE the To Contractor shall provide MSDE with direct access to systems that represent the skills being asked for in TORFP.**
18. Page 35 – MBE Subgoals – Please confirm that of 2 full-time and 3 part-time positions required by the TORFP, the 35% MBE goal would be expected to be satisfied by subcontracting to three different entities (one woman-owned MBE, one African-American owned MBE, and one Hispanic owned MBE)? **Additional resources has been added.**

## The following questions were received after the Pre-Proposal Conference:

1. In the addendum distributed at Wednesday's pre-proposal conference, there were many changes to the personnel/labor categories. Some have been narrowed to the extent that locating specific candidates in the short period of time remaining may not be possible. Are these strict requirements, for example: 'the project director must have 2 years in more than one State Education agency'? **Yes the requirements are strict. For example the project director must have 2 years in more than one State Education agency.**
2. Due to the new requirements, would MSDE be willing to extend the deadline to allow more time to locate appropriate resources? **Yes, we are willing.**
3. Can one resource who meets qualifications for more than one of the part-time positions be submitted for those labor categories (more than one)?  
**No**
4. ADDENDUM I: In Section 2.3 – Personnel Requirements – Senior Internet Site Developer sub-section The following bullet does not mention Cognos ReportNet, where-as in previous sections of the RFP the reporting tool has been described as Cognos ReportNet Version 8.4.
  - Applies new and emerging technologies to the site development process including but not limited to J2EE, JavaScript, HTML, Java, XML, AJAX, and **Business Objects**.
    - A.** Is Cognos to be included as one of the tools in this bullet? **Cognos is to be included.**
    - B.** Is Business Objects replaced with Cognos OR is both Business Objects and Cognos required for the Internet Site Developer? **Cognos required. No Business Objects.**
5. ADDENDUM I: In Section 2.3 – Personnel Requirements – Database Administrator sub-section There is no mention of maintenance of the Oracle Application Server (Middleware).
  - A:** Is this function supposed to be added to the DBA responsibility? OR Does MSDE plan on using a Middleware Administrator to maintain the Application Server? **Maintenance of the Oracle Application Server (OAS) is not the responsibility of the DBA. Responsibility lies with Senior IT Architect.**

The last bullet in this section:

  - Perform analysis of business needs, write reporting requirements and turn requirements into delivered solutions.

This is not a typical DBA function, this is typically done by a Business Analyst.

**B:** Can MSDE review this bullet and provide feedback, confirmation that the DBA is expected to fulfill this responsibility? If yes, what % of time is the DBA expected to perform this role? **DBA will be expected to fulfill responsibility when called upon.**
6. ADDENDUM I: Page 7 - In Section 2.9 Contractor Minimum Qualifications – Internet Site Developer Senior sub-section The General Experience section states “as well as, web server and database administration”.

**General Experience:** Must have five (5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration.

This is not a typical function performed by an Internet Site Developer and it is not mentioned in other sections of the TORFP. And MSDE has sought a separate Database Administrator resource. **MSDE will look for a candidate with (5) years of web development experience using current Web development and graphic tools, as well as, Web Server administration. No database administration.**
7. Please clarify if the Internet Site Developer is expected to also perform Database administration and Web server administration functions. If yes, what % of time the internet site developer is expected to perform this role? **No database administration. Web server administration will be minimal. Only when asked for.**
8. If the Prime Contractor is a Certified MBE in the State of Maryland. If we are to play the role of the Prime Contractor will that meet the 35% MBE requirement?  
**No it will not. The Prime must provide certified MBE s to meet the goal.**

9. Can we perform all the tasks specified in the TORFP and Addendum without any sub-contractors?  
**The Prime must satisfy the MBE participation goal.**
10. Page 14 Software Tools: You have HP Mercury Quality Center for Test Director v9.2 as Bug Tracking Tool
- 8.1 Is this linked to Rational Requisite Pro v7.00 and IBM Rational ClearCase LT v7.00 to provide complete traceability of the change requests and bugs? **HP Mercury Quality Center is not linked to Rational Requisite Pro v7.00 or IBM Rational ClearCase.**
  - 8.2 Is this software also being used to track Issues/Needs of stakeholders? **Software is not currently being used. To Contractor can take advantage of software when come on board.**
11. ADDENDUM I: Page 1 Project Manager – Item 11 List various plans as defined by PMI. What documentation currently exists for the program including Scope Management, Requirements Management, Schedule Management, Quality Management, Resource Management, Communications Management, Project Change Management and Risk Management? **MSDE does have documentation that was developed during the initial implementation of each application. All documentation was recently updated by previous vendor before contract expired.**
12. ADDENDUM I: Page 4, ID# 2.6.2.3
- 10.1 Do you have a Change Management Plan, Functional Requirements Documents, Users Manuals, Data Dictionaries etc.? **MSDE has all of these.**
  - 10.2 What other Software related documentation is available in your archives? **MSDE has specific documentation as it relates to each module.**
13. In reviewing the RFP, it is not clear as to us which of the 4 systems -WDCS etc., are developed in Java and which ones are in .Net - C#. To ensure that we have the right mix of expert personnel in each language, would you please provide a breakdown of this? **Applications are developed in Java (J2EE) using Jdeveloper and not .Net.**