



**Maryland Department of Transportation**  
**Office of Procurement**  
CATSII Task Order J01B9200036  
Technical & User Support For Microsoft Dynamics SL Software

**Addendum #1**

**November 28, 2011**

**To all bidders of the CATS II Task Order J01B9200036**

**This Addendum is being issued to amend and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP. Specific parts of the TORFP have been amended.**

**Changes to the scope of work or any response requirement will be published as an amendment and supersede the original published document per COMAR 21.05.02.07.**

SEE ATTACHED DOCUMENTS:

Revisions to the original Solicitation

Pre-proposal Minutes

Questions and Responses

Pre-proposal Sign In Sheets

End of Addendum #1



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**Revisions to the original Solicitation**

Table of Contents referenced the Criminal Background Check Affidavit as Attachment 12 and it should read Attachment 13

Page 2, section 1.7 references Attachment 8 and it should read Attachment 9. Another paragraph was added to 1.7 also:

“In addition, certain documentation may be required by the Master Contractor awarded the TOA in order to fulfill the requirements of the TOA. The Master Contractor, employees and agents who review such documents will be required to sign, including but not limited to, a Non-Disclosure Agreement (Master Contractor) in the form of Attachment 10”.

Section 1.9 second paragraph references the TO Contractor Self-Reporting Checklist as Attachment 9 and it should read Attachment 10

Section 2.5.1.5 should read subject matter “expert” not “export”.

Attachment 8, Non-Disclosure Agreement “Offeror” had an incorrect TORFP #- Attached to this email as a separate Word Document

Corrected MBE Form B- Attached to this email as a separate Word Document (“DBE” firm was mentioned in 2 areas, but should have been MBE firm)

**Bid Due Date has been extended: Bids Due: Tuesday, December 13, 2011 at 2:00 PM**





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**Pre-proposal Minutes**

Barbara Ryer, on behalf of the Procurement Officer, Joy Abrams, welcomed everyone to the Pre-proposal meeting for the CATS II Task Order- J01B9200036 for Technical & User Support for Microsoft Dynamics SL Software.

Everyone was reminded to sign the attendance sheet check the right hand column indicating whether or not they are a MBE certified firm.

In attendance today was Donna Ziegenhein, MDOT Procurement, Carl Stein- MDOT IT, Steven Chen, MdTA, Debra Stewart, MdTA and Yai Waite, MDOT Procurement.

The following reminders and areas of interest were reviewed by Joy Abrams:

- The main purpose of this pre-proposal meeting is to explain the procurement requirements, answer questions, address concerns, provide clarification to the scope of work and provide offerors with instructions pertaining to the solicitation.
- The Technical & Financial Proposals are due no later than **Thursday, December 1, 2011 at 2:00 pm**. As per section 1.3 Offers received after the stated date and time shall not be accepted.
- MDOT encourages MBE firms to participate in this solicitation. This project has a **25%** MBE goal.
- Any MBE firms in attendance today? Invited MBE firms to stay after and network. There were **4** MBE firms in attendance.
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.
- It is the Offeror's responsibility to ensure that their offer has been received and should get an email response with "Received" only confirming receipt of their offer. If you do not, you must call and confirm receipt.
- Offerors will have the opportunity to submit additional questions in writing; written questions must be submitted by email to the Procurement Officer only. The deadline for submission of written questions is **Friday, November 18, 2011 @ 12:00 PM**
- Pre-proposal minutes, sign in sheet and all questions and responses will be published as an amendment and become part of this solicitation and may be published by Tuesday, November 22, 2011.
  
- Frequently Asked Questions:
  - Are you happy with them? We are not allowed to discuss this





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- Is this a re-compete? Yes
- When will it be awarded: Depends on the amount of responses received

- Other friendly reminders:

- Please follow the directions with regard to submission of your Task Order Proposal. Offers must be submitted electronically to the Procurement Officer, Joy Abrams; hard copies shall not be accepted.
- Changes to the scope of work or any response requirements will be published as an amendment and supersede the original published documents per COMAR 21.05.02.07.
- Only information communicated by the Procurement officer in writing shall be the official position of the MDOT. The MDOT assumes no responsibility for information communicated by any other source
- Section 1.3 Proposal Submissions-
  - Submit all required attachments.
  - Late bids will not be accepted.
  - Proposals must be submitted electronically as 2 separate attachments in MS Word Formal
  - PDF documents will be accepted for those documents requiring signatures
  - Email subject lines must have the TORFP # and name(s) of attachments
  - Technical must say technical in subject line; Financial as well
  - Also, you may want to indicate number of emails, example:. 1 of 5, 2of 5, etc
  - You are required to provide the name/number of your point of contact to set up interviews

Section 3.2 FORMAT

- The TO Proposal should provide all the information requested in this section.
- Submit your offer in the sequence listed in this section as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.

Section 4.1 Evaluation Criteria

- Review this section as it provides the evaluation criteria for the TO Proposal.
- The State will award the TOA to the contractor offering the most advantageous offer consider both the technical and financial submissions.
- SHARPEN YOUR PENCILS

Attachment 5 Labor Classification

- Must include labor category
- Work experience must include month and year (1/2008-1/2010)
- Please be sure to update company information as necessary. (ie. MBE, SBR, address, point of contact and especially point of contact) the DoIT.





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- MDOT Procurement does not have the capability of updating DoIT's master contractor's information
- Any questions or concerns should be directed to [itpo@doit.state.md.us](mailto:itpo@doit.state.md.us)

### **Questions and Responses**

Does anyone need assistance with the completion of the MBE forms? I introduced Yai, she introduced herself again and passed out business cards. Yai asked if anyone had questions on the new MBE forms. Yai stated to pay specific attention to the following areas on the MBE forms: You must indicate clearly on your MBE forms if you are meeting the full MBE Goal, partial or full waiver, be sure that all subs are appropriately certified in the areas that you will have them perform work. On Form D – make sure you list how and what kind of specific tasks you intend those MBE certified firms to be used on the contract. There were no questions on the MBE forms.

Question: Is the date for cut off of questions the 18<sup>th</sup>?

Answer: Yes at noon

Question: Who is the incumbent?

Answer: Avaya formerly Nortel

Question: This TORFP references 4500 hours total for the contract that would only be about 2 resources full time. How is that time used?

Answer: This depends on the needs of MdTA, we may need a team of multiple people including subject matter experts for projects. The work will be issued on an as needed basis. There is currently a team of people being used and a project manager. Most work is done on a work order basis as need arises.

Question: Are there Any issues with the current capacity is this why you are re-completing? Is there an issue with the current contractor?

Answer: No the current contract will be expiring soon and this is a re-compete.

Question: Is the incumbent currently meeting the MBE goal?

Answer: There was no goal assigned to the current contract.

Question: We are a certified MBE but we are currently not Gold Microsoft certified. Does the Prime have to be certified "gold" MS or can the prime hire a certified MBE who has the gold certification.

Answer: Debra explained that the goal is that either the prime or the sub is gold MS certified. Please reference as a reference:

<https://partner.microsoft.com/US/program/competencies/compenterpriseresourceplanning>

Question: Are you currently using Dynamics Solomon

Answer: We are currently using SL.



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Question: What are the typical work hours are you using full time people on site?

Answer: We will be utilizing this TORFP for specific projects to meet targets, upgrades, etc. This will cover the day to day break/fix items and these resources are used as a second level of defense. Individuals are more or less on call- most work is done remotely except for the upgrade projects. The hours vary greatly month to month and depend on the type of work being done. However when there are large projects the resource(s) could be contacted daily.

Question: Can we ask what the overall budget is?

Answer: We do not provide that information.

Question: Have you ever gone over the 4500 hours? Were there sufficient hours on the last contract?

Answer: We don't anticipate that we would go over but we never know. In the past We increased hours by a change order. We always have the option to add hours to the contract as long as it does not go past the expiration date of 5/31/2014.

Are there any more questions? This pre proposal is officially ended. Thank you all for coming and good luck.





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CATS II - TORFP - J019200036-MdTA Technical & User Support for Microso

15-Nov-11

Name	Firm/Company Name	Telephone	E-mail	Is your firm a Certified MBE Firm: Yes/No
Barbara Plyn	MDOT-COP	410-865-1129	bplyn@mdot.state.md.us	
Brian ZernheLT	Software Consortium	443-583-9393	BZernheLT@SCINFO.com	Yes
Sid Sai Siddabath	Exceptional Software	410-800-1940	dsai-siddabath@ExceptionalSoftware.com	Yes
Steven Chen	MDTA	410-537-5674	schen@mdta.state.md.us	
Debra Stewart	MDTA	410-537-1356	dstewart@mdta.state.md.us	N/A
Donna Ziegenhein	MDOT	410-865-1133	dziegenhein@mdot.md.us	N/A
Carl Stein	MDOT	410-865-1315	cstein@mdot.state.md.us	N/A
Dino Rodwell	MTS / Adventure <sup>Looking for partner</sup>	240-355-3055	DRodwell@adventuresystems.ca	Yes
William Hopson	ICETECH INC	410-225-3117	Whopson@icetech.net	Yes
Jai Wente	MDOT-TSU	410-865-1123	jwente@mdot.state.md.us	

Looking for partner.