



**Maryland Department of Transportation  
Office of Procurement  
CATSII Task Order J01B9200037  
CAPITAL PROGRAM MANAGEMENT SYSTEM  
Addendum #1**

**To all bidders of the CATS II Task Order – J01B9200037**

**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:

Pre-proposal Minutes

Questions and Responses

Revisions to the original Solicitation.

Pre-proposal Sign In Sheets

MBE Forms



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**Pre-Proposal Minutes  
Cats II J01B9200037  
Capital Program Management System  
MDOT/OTTS  
August 4, 2011 @ 11:00 am**

Hi my name is Donna Ziegenhein and I am the Procurement Officer assigned to this project. Welcome to the Pre-proposal meeting for the CATS II Task Order – CATS II J01B9200037 – Capital Program Management System.

Please be sure to sign the attendance sheet for those firms that are certified MBE firms, please be sure to make a note of this on the sign in sheet in the far right hand column.

In attendance with me today is Brian Martin, Task Order Manager Office of Planning, Carl Stein, Office of Contract Management, Barb Ryer, Office of Procurement, Dave Devlin, Office of Procurement, and myself Donna Ziegenhein, Office of Procurement.

Reminder to everyone-

- The main purpose of this pre-proposal meeting is to explain the procurement requirements, answer questions, 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 **August 22, 2011 At 2pm.** As per section 1.3 of the solicitation Offers received after that time will not be accepted.
- Although there is a zero goal on this project MDOT encourages MBE firms to participate in this solicitation.
- While on this subject –Are there any MBE firms in attendance today? Can you please raise your hand if you are a certified MBE. After the pre-proposal meeting, this is a good opportunity to network with the other contractors
- 2 MBE firms were in attendance.
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE in my email inbox TIMELY.



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- It is YOUR responsibility to make sure I have received your proposal. If you do not receive a “received” email from the Procurement office, you should call and confirm that your proposal has been received.
- Please follow the directions with regard to submission of your Task Order Proposal. Offers must be submitted electronically to the Procurement Officer, Donna Ziegenhein; hard copies shall not be accepted.
- Changes to the scope of work, pre-proposal notes, sign in sheet, questions and answers will be published as an amendment and supersede the original published documents per COMAR –Title 21 State Procurement Regulations
- 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 August 9<sup>th</sup> at noon.**
- We anticipate the amendment containing the questions and answers and sign in sheets will be **distributed by no later than August 11th.**
- Only information communicated by me, the Procurement officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source

I WOULD LIKE TO REVIEW THE SECTIONS OF THE SOLICITATION:

Section 1.3 Proposal Submissions-

- Make sure to Submit all required attachments.
- Late bids will not be accepted.
- Proposals must be submitted electronically as separate attachments in MS Word Formal
- Scanned 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



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- Submit your offer in the sequence listed in this section as this will help to ensure that you have submitted all requested information and will 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.
- Remember to SHARPEN YOUR PENCILS when submitting your proposals

Friendly reminder:

- Please be sure to update company information as necessary. (ie. MBE, SBR, address, point of contact) with the DoIT. We receive a number of email kickbacks indicating the vendor information is incorrect. You don't want to miss a solicitation due to incorrect data in DoIT's database.
- MDOT Procurement does not have the capability of updating DoIT's master contractor's information
- Any questions or concerns about the CATS II process should be directed to [itpo@doit.state.md.us](mailto:itpo@doit.state.md.us)

**Frequently asked questions:**

Who is the incumbent? **Computer Sciences Corp. (CSC)**

Is this a re-compete? **Yes**

When will it be awarded? **Depends on the amount of responses**

How many resources are being requested - **one**

There were 2 MBE contractors in attendance and they were asked to introduce their firms.

**Questions & Answers for CATS II TORFP #J01B9200037**



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1. Does MDOT currently have an estimate and a list of the new technologies it plans to deploy over the Period of Performance of this TOA? Can these be specified at this time?

**The only technologies that MDOT has on the horizon that might impact CPMS would be the upgrading of the MICROSOFT OFFICE SUITE to 2007 and ultimately, 2010. There are currently no dates for these upgrades.**

2. Does MDOT currently have a Configuration Management (CM) tool in which to retain all deployed versions of the CPMS?

**No – MDOT does not currently use a CM Tool to maintain deployed versions of CPMS.**

3. Will MDOT provide all necessary hardware, software, and storage that may be necessary for implementing version configuration management, e.g., CM tool and hosting? Does MDOT already have a CM tool that may be used?

**MDOT does have a CM tool and will provide access to it if it is desired. If the contractor wishes to utilize the MDOT CM tool they will have access to it for development. Only MDOT Software Configuration Management will promote code in and out of Production though.**

**The tool that MDOT uses for ACCESS is CHANGEMAN.**

4. Will MDOT be using Maximo to document Change Requests for the CPMS?

**No. If changes are required for CPMS, Office of Planning and Capital Planning (OPCP) contacts the Contractor directly and has the changes made as required. Contractor documents these changes, but alterations and maintenance of the CPMS system are included in the scope of the contract.**

**Any changes to the infrastructure that supports the CPMS system, Servers, Switches, Routers, SANS etc WILL use IMAXIMO to document those changes requests and it will follow the MDOT Approved Change Management Process.**

5. Does the term “fix” imply that the SLAs only apply to operational problems, not to routine development/maintenance activities covered under 2.6.1.F?

**The word “Fix” applies only to operational problems for the purposes of the Service Level Agreements. SLA’s do not apply to routine development/maintenance activities. The SLA’s are for Break/Fix only.**



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6. Will more than one background check be required? If so, will MDOT specify all of the Law Enforcement Agencies, other than the FBI, from which background checks will be required on an annual basis?

**Background checks are only required for contractor employees who must have access to any MDOT Network device. In this case, access to the server(s) running CPMS. MDOT will perform background checks for those personnel, as it is a requirement to maintain our Police Network rating. For purposes of responding to the TORFP, provide criminal background checks of all staff proposed in the proposal.**

7. Will background checks be required for personnel working on this project other than the resources submitted to perform to the Statement of Work, e.g., management, finance, administration, etc.?

**Background checks are only required for contractor employees who must have access to any MDOT Network device. In this case, access to the server(s) running CPMS. MDOT will perform background checks for those personnel, as it is a requirement to maintain our Police Network rating. For purposes of responding to the TORFP, provide criminal background checks of all staff proposed in the proposal.**

- a. Can a more detailed description of Section 2.6.9 Backup/Disaster Recovery be given to answer the following? Will the contractor be given access to all of the servers?
- b. For the two years of storage required for weekly backups and other backups – will MDOT supply the software, hardware and media?
- c. Will MDOT supply an automated method to perform the required backups to store the data at the contractor's or other proposed facility? Given that only one resource is required – an automated system would be needed when that resource is not available due to personal time off.
- d. Is the current backup methodology by MDOT servers not sufficient for disaster recovery and is that why contractor's facility or another proposed offsite location is required?

How large are the back up and disaster recovery system, how many servers, how large are the servers and where are they located so that we can get a better idea of what we are working with?

**MDOT will delete this section /requirement (2.6.9) from the Task Order RFP (TORFP)**



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8. What locations will then TO Contractor work at MTA ?

**6 St. Paul Street, Baltimore.**

9. How long was the current contract awarded for and what was the total value?

**Total of approximately 6 years and will expire 12/31/11.**

10. What was the total dollar value of the original award?

**The awards can be found on DoIT's web site under CATS I. Click on Status and search for the contract name.**

11. In section 2.6.8 (pg 13), is the back ground check required only for the actual resource or is anyone that visits the work site or interacting with the resource required to have a background check?

**Background checks are only required for contractor employees who must have access to any MDOT Network device. In this case, access to the server(s) running CPMS. MDOT will perform background checks for those personnel, as it is a requirement to maintain our Police Network rating. For purposes of responding to the TORFP, provide criminal background checks of all staff proposed in the proposal.**

12. Who needs to get the background check?

**Background checks are only required for contractor employees who must have access to any MDOT Network device. In this case, access to the server(s) running CPMS. MDOT will perform background checks for those personnel, as it is a requirement to maintain our Police Network rating. For purposes of responding to the TORFP, provide criminal background checks of all staff proposed in the proposal.**

13. On the current contract there are monthly meetings, on the new award are we still having monthly meetings?

**The current contract requires quarterly status meetings along with monthly update reports. The new contract will continue this requirement.**



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14. Four versions (page 8) Generic, MTA, SHA and Headquarters versions. Do you have any system documentation available so we can see how they compare from one version to another?

**For this information, please see Section 2.4 The System Background and Description**

15. If this is awarded to a contractor other than the incumbent, will there be any transition period?

**Depending on the timing of the award and available budget, there may be a transition period but it would be advisable to not factor a transition into your proposal.**

16. Can we substitute the required 5 years of State experience (page 14-2.8) with a combination of State, Federal, County to meet the minimum quals?

**Yes.**

**\*\*\*PLEASE NOTE THESE ADDITIONAL CHANGES  
TO THE TASK ORDER REQUEST FOR PROPOSAL\*\*\***

**Change 1)**

**The following section, 2.6.9, page 13 entire paragraph of the TORFP solicitation has been deleted.**

**Section 2.6.9 BACKUP / DISASTER RECOVERY**

The TO Contractor shall perform backups of the web, application, and database servers on a regular basis. This shall include daily incremental backups and full weekly backups of all volumes of servers. Daily backups shall be retained for one (1) month, and weekly backups shall be retained for two (2) years, by the TO Contractor. Daily backups will be stored off-site by the TO Contractor. System backups for each of the listed servers will be on a quarterly basis, with two (2) additional during the year, for a total of six (6) system backups per server.





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**Change 2):**

Even though there was a zero percent goal on this TORFP, the following MBE forms have been included for the Master Contractor's use if they are offering MBE participation.

**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 submission.



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**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. J01B9200037, 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.

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.

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.

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.

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.



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\_\_\_\_\_  
Offeror Name

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

SUBMIT AS A .PDF FILE WITH TO RESPONSE



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**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 J01B9200037	
<b>List Information For Each Certified MBE Subcontractor On This Project</b>	
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: \_\_\_\_\_




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**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

	<p><b>Maryland Department of Transportation</b>  <b>Office of Procurement</b>  CATSII Task Order J01B9200037  <b>CAPITAL PROGRAM MANAGEMENT SYSTEM</b>  <b>Addendum #1</b></p>
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**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 # J01B9200037, 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



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**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. J01B9200037, 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):

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- 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



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**ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS  
FORM D – 5**

**Minority Business Enterprise Participation TO Contractor Paid/Unpaid Invoice Report**

Report #: _____	CATS II TORFP #J01B9200037
Reporting Period (Month/Year): _____	Contracting Unit _____
<b>Report is due by the 15<sup>th</sup> of the following month.</b>	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:			
<b>List all unpaid invoices over 30 days old received from the MBE subcontractor named above:</b>			
1.			
2.			
3.			
<b>Total Dollars Unpaid: \$ _____</b>			

\*\*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:**

MBE Compliance 7201 Corporate Center Drive  Hanover, MD 21076 MS315	Contracts Management Office – Carl Stein 7201 Corporate Center Drive Hanover, MD 21076 MS 370
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT AS REQUIRED IN TO CONTRACTOR MBE REPORTING REQUIREMENTS





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**ATTACHMENT 2 – MINORITY BUSINESS ENTERPRISE FORMS**

**FORM D – 6**

**Minority Business Enterprise Participation Subcontractor Paid/Unpaid Invoice Report**

Report #: _____ Reporting Period (Month/Year): ___/____ <b>Report Due By the 15<sup>th</sup> of the following Month.</b>	CATS II TORFP #J01B9200037 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:			
<b>List all payments received from Prime TO Contractor during reporting period indicated above.</b>  1.  2.  3.  <b>Total Dollars Paid: \$</b> _____		<b>List dates and amounts of any unpaid invoices over 30 days old.</b>  1.  2.  3.  <b>Total Dollars Unpaid: \$</b> _____	
Prime TO Contractor:		Contact Person:	

**Return one copy of this form to the following address:**

MBE Compliance 7201 Corporate Center Drive  Hanover, MD 21076 MS315	Contracts Management Office – Carl Stein 7201 Corporate Center Drive Hanover, MD 21076 MS 370
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit as required in TO Contractor MBE Reporting Requirement



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4 Aug-11

Name	Firm/Company Name	Telephone	E-mail	Is your firm a Certified MBE Firm: Yes/No
JEFF MILLER	CAS SEVERN, INC	301-776-3400	j.miller@cassevern.com	N
Kiranmai Chirumamilla	Angarai International Inc.	410-479-5000	kchirumamilla@angarai-intl.com	Yes
MARIAM KATO R	SNAP INC	303-393-6400	INFO@SNAPINC.NET	YES
Srivani Jayanti	Angarai International Inc.	410-472-5000	ndbida@angarai-intl.com	Yes.
Andre' Stephens	YzB	410-335-6300	andre.w.stephens@ant.verizon.com	No
Jim Bradshaw	YzB	571-784-9160	James.Brads@evergen.com	No
Kou Yaktis	CSC	410-691-6033	yaktis@xemp.com	No
NIGINA NICHOLSON	CSC	410-684-6384	NICHOLSON@CSC.BM	No
David Beach	CSC	410-691-6624	dbeach@CSC.com	No



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Name	Firm/Company Name	Telephone	E-mail	Is your firm a Certified MBE Firm: Yes/No
Diana Ziegler	MDOT - PROCUREMENT	410-865-1133	dziegler@mdot.state.md.us	-
Ryan Rye	MDOT - " "	410-865-1129	rye@mdot.state.md.us	
Dave Devlin	MDOT - " "	410-865-1236	ddevlin@mdot.state.md.us	
Carl Stein	MDOT	410-865-1315	cstein@mdot.state.md.us	
Brian Martin	MDOT CAPITAL PROGRAMMING	410-865-1290	bmartin@mdot.state.md.us	



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**End of Addendum # 1**