



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application

Addendum #1

October 24, 2012

To all bidders of the CATS II Task Order J02B2400017

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.

SEE ATTACHED:

New bid due date

CHANGES TO SECTION 2.10

Pre-Proposal Minutes

Questions and Responses

Pre-proposal Sign- In Sheets

End of Addendum #1



Quality Transportation Services through Information Technology Excellence



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application

Addendum #1

October 24, 2012

Bid Due Date has been extended: Bids Due on Friday November 9, 2012 at 2:00 p.m.

CHANGES TO SECTION 2.10

The Master Contractor shall propose a team of resources that collectively shall possess the following minimum qualifications. The team shall possess:

- 3 years of experience working with development of Environmental Planning business Process
- 3 years of experience working with Project Planning business processes
- 2 years of experience with Oracle 10g or higher
- 2 years of experience with SQL Server 2008 or higher
- 2 years of experience with MS Access 2007
- 2 years of experience with Visual Studio 2008, ASP.NET or C# programming
- 2 years of experience with ADO.NET (Oracle Client Protocols)
- 2 years of experience with .NET Framework 3.0 or higher
- 2 years of experience with Business Objects Crystal Reports
- 2 years of experience with Active Reports
- 2 years of experience with Web Services
- 3 years of experience with application development using SharePoint platform

Deleted : 3 years of experience working with SHA application development process





Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

Pre-Proposal Minutes

The Procurement Officer, Bryan Walker, welcomed everyone to the Pre-proposal meeting for the CATS II Task Order- **J02B2400017** for **State Highway Administration (SHA) Office of Planning and Preliminary Engineering (OPPE) Information Technology (IT) Application.**

Everyone was reminded to sign the attendance sheet, check the right hand column indicating whether or not they are a Minority Business Enterprise (MBE) certified firm and also whether or not they are a Veteran-Owned Small Business Enterprise (VSBE) certified firm.

In attendance today was Bryan Walker (MDOT Procurement Officer), Joy Abrams (MDOT Procurement), Michael Haifley (MDOT Procurement), Erica Carte (OOP Executive Assistant), Carl Stein (MDOT IT), Morteza Tadayon (TO Manager / SHA), and Jerry Einolf (SHA).

The following reminders and areas of interest were reviewed by Bryan Walker:

- 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 Wednesday, October 31, 2012 at 2:00 p.m. **(THIS BID DUE DATE HAS BEEN CHANGED TO: FRIDAY, NOVEMBER 9, 2012 AT 2:00 P.M.)**. As per section 1.3 Offers received after the stated date and time shall not be accepted.
- There is a 25% MBE goal for this project, MDOT encourages MBE firms to participate in this solicitation.
- Any MBE firms in attendance today? Invited MBE firms to stay after and network. There were **17** MBE firms in attendance. All MBE firms were given a moment to stand up and introduce them selves and the company they represent.
- 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 **Wednesday, October 10, 2012 at 12:00 p.m.**





Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application

Addendum #1

October 24, 2012

- Pre-proposal minutes, sign in sheet and all questions and responses will be published as an amendment and become part of this solicitation. Amendments should be published as soon as possible depending upon the number of questions 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, Bryan Walker; 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.
- This is a New Requirement.

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 Format
- 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, 2 of 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





Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

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 with DoIT (ie. MBE, SBR, address, point of contact and especially point of contact).
- 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@maryland.gov

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

Questions and Responses

- 1) Q. Page 16- 2.10. One of the minimum qualification is 3 years of experience working with development of Environment Planning business Process. Is that means any firm who doesn't have that won't be qualified to perform the work? is it part of the
A. **Qualifications are part of rating criteria. TO contractor shall submit the best proposal possible.**
- 2) Q. On page 18 section 2.13- Performance evaluation it mentioned attachment 14 but it is not there in the TORFP.
A. **There are 15 attachments and we have confirmed that all attachments are attached.**
- 3) Q. Who are the previous vendors who used to maintain the systems?
A. **Development of applications were performed under other types of contracts and original developers are not available.**
- 4) Q. Page 20 section 3.2.1. A) it asks for Schedule. Do you want a high level understanding of the schedule we will be using for this T&M project? at this point there are no concrete deliverables?
A. **This is a required response from TO contractor. TO contractor should submit the best proposal possible and make best recommendations.**
- 5) Q. Could the SHA clarify how they intend the Work Order Assignment (Section 2.6.4) process to work in conjunction with the Service Level Agreement (Section 2.6.5)? For example, is the Help Desk/SLA effort simply to be an open ended Work Order #1?
A. **2.6.5 is part of the service provided under 2.6.4.**





Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application

Addendum #1

October 24, 2012

- 6) Q. In Section 2.10 – a wide array of technical skills are listed however the TORFP only calls for 4 rate categories. Could you confirm that multiple resources could be proposed for each category to be used as-needed to meet the skill requirements for individual work orders.
A. **The TO contractor shall submit name of 4 resources.**
- 7) Q. In Section 2.10 – the minimum qualification of 3 years of experience working with SHA application development process would significantly restrict the vendor/resource pool, could you confirm this requirement? Related, is the SHA application development process different from the State’s SDLC methodology referenced in Section 2.8 (and if so, how)?
A. **This minimum qualification has been removed. Qualifications are part of the rating criteria. The TO Contractor should submit the best proposal possible. Section 2.8 provides the necessary information.**
- 8) Q. Can we assume that the resources assigned to this contract would be required to work full-time (40 hours per week) on SHA projects for the duration of this contract? If they are not required to work full-time, what is the minimum number of hours per week that they would be expected to work on SHA projects?
A. **Many variables could determine resource assignments. TO contractor shall submit the best proposal possible.**
- 9) Q. Should the “TO Contractor Key Management Personnel” be one of the four resources requested in the RFP or should be “TO Contractor Key Management Personnel” be separate from the four resources requested in the RFP?
A. **TO Contractor should submit best proposal possible and propose best possible solution to get the tasks done in an efficient manner.**
- 10) Q. Why is “3 years of experience working with development of Environmental Planning business Process” a minimum requirement. This requirement severely limits the number of developers who can qualify for this requirement. Can this requirement be removed as a minimum requirement? If not, please clarify what is meant by “Environment Planning business Process”.
A. **Qualifications are part of rating criteria. TO contractor shall submit the best proposal possible.**
- 11) Q. Why is “3 years of experience working with SHA application development process” a minimum requirement. This requirement severely limits the number of developers who can qualify for this requirement. Can this requirement be removed as a minimum requirement?
A. **This minimum qualification has been removed.**



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application

Addendum #1

October 24, 2012

- 12) Q. Are all the technologies listed in TORFP used equally among the SHA applications or are some technologies used more widely? For example, is Business Objects Crystal Reports as widely used and as important as MS Access 2007 for this requirement?
A. **Technologies are used on as need basis and availability.**
- 13) Q. In the technical proposal format (3.2.1 E), so you need 3 examples of projects done by the Master Contractor as a company (regardless of who worked on these projects) or by the staff proposed by us on our proposal response.
A. **Provide examples of projects completed by the Master Contractor or by the Resource, either will do. 3.2.1 provides sufficient guidance for TO contractor to submit their proposal.**
- 14) Q. 3.2.1 TECHNICAL PROPOSAL, B – Proposed Personnel, Item 4: How should *Attachment 5 Labor Classification Personnel Resume Summary* be presented as part of our response if the form is to be completed and provided at the interview?
A. **Attachment 5 shall be submitted when submitting technical proposal and at the interview.**
- 15) Q. The Ad Schedule Tracking system mentions that there are plans for an automated process of updating contracts data on a monthly basis. What system are the contracts data currently stored in?
A. **File is extracted from another SHA oracle data base.**
- 16) Q. Several of the existing programs/applications state “Plan to add a GIS component,” additionally the Project Review Application states “include several more features...” (i.e. Coordinating with eGIS efforts). Based on *2.6 Requirements*, the TO Contractor shall be responsible for developing an action plan for preparing data migration into the existing SHA’s maintained Enterprise GIS, will the TO Contractor be expected to integrate these systems with eGIS?
A. **TO Contractor shall be responsible for developing an action plan for preparing data migration into the existing SHA’s maintained Enterprise GIS. TO contractor will not perform any GIS work under this contract.**
- 17) Q. Based on Section *2.6.1.9*: “Prepare and maintain updates to disaster recovery plans for identified systems.” Do disaster recovery plans currently exist for these systems?
A. **No.**
- 18) Q. Based on the general information provided on each system, is it SHA’s intention to consolidate these systems if feasible?
A. **No.**



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

- 19) Q. Section 2.7.1 *Deliverable Submission Process* states that “Drafts of all final deliverables are required at least 2 weeks in advance of when all final deliverables are due.” Section 2.7.2 lists deliverables, acceptance criteria, and due date/frequency. Does the draft 2 weeks prior apply to all of the deliverables listed in the table found in Section 2.7.2?
A. Under 2.7.2, deliverables are due on 10th day of each month unless specified.
- 20) Q. Under 3.2.1.B Proposed Personnel, Item 4 requests that Attachment 5 - Labor Classification Personnel Resume Summary forms be submitted at the interview stage. Could you clearly confirm that these are not due with the Technical and Financial proposals?
A. Attachment 5 shall be submitted when submitting technical proposal and at the interview.
- 21) Q. Under 3.2.2 Financial Response, Item A states that any assumptions on which the Financial Proposal is based "shall not constitute conditions, contingencies, or exceptions to the price proposal." Is this supposed to relate back to the Technical submission instead - conditions, exceptions, or contingencies to the Technical proposal?
A. It is for the Financial Response.
- 22) Q. Can we submit more than three project examples?
A. 3.2.1.E indicates “...up to three examples...”.
- 23) Q. Can we submit all documents as PDF files only instead of Word and PDF files?
A. Yes, but the preferred method is explained in Section 1.3 TO Proposal Submissions. Also, Technical Proposal and Financial Proposal shall be submitted separately.
- 24) Q. Is a project manager required to be provided by the consultant as one of the four positions or will project management duties be performed by SHA personnel?
A. TO Contractor should submit best proposal possible and propose best possible solution. The rating criteria is based on your proposal.
- 25) Q. Is experience being viewed on an individual basis or as a team?
A. The team as a whole needs to meet the required minimum qualifications. TO Contractor should submit best proposal possible and propose best possible solution. The rating criteria is based on your proposal.
- 26) Q. For MBE percentage, is the State using labor hours to determine the 25% or total dollar amount?
A. The MBE percentage is determined by total dollar amount.



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

- 27) Q. Can Business Objects Crystal Reports requirement be substituted with general Crystal Report experience?
A. No.
- 28) Q. Page 17, Section 2.10 TO Contractor Minimum Qualifications, First bullet on the top of the page: " 3 years of experience working with SHA application development process" Please confirm that this is a mandatory requirement, and at least one team member must have prior SHA experience.
A. This minimum qualification has been removed.
- 29) Q. Will the anticipated volume of work orders allow all 4 resources work for SHA on a full time basis? If not, is there anticipated load of work? How many resources full time, part time, or as needed?
A. Many variables could determine resource assignments. TO contractor shall submit the best proposal possible.
- 30) Q. Will personnel be allowed to work remotely?
A. Application development will be done remotely or at SHA based on needs. However, bi-weekly meeting will be held at SHA with proposed TO contractor's staffs who are involved in application developments.
- 31) Q. Price proposal is based on 1500 total class hours per year. Is it expected that personnel will work only 1500 hours? Is it for evaluation purposes only?
A. Yes, the 1500 hours is for evaluation purposes only.
- 32) Q. Who were some of the previous vendors who supported the applications (Travel Forecasting Log Book, Noise Reports System, Ad Schedule Tracking, Project Review Application, etc.)
A. Development of applications were performed under other types of contracts (Not CATS) and developers are not available.
- 33) Q. If SHA requests the **team** to have the minimum qualifications, that might make responses limited. We respectfully request that **team** be replaced with **company** for Section 2.10 in the last sentence before the listing of all minimum qualifications.
A. Qualifications are part of rating criteria. TO contractor shall submit the best proposal possible.
- 34) Q. Why does the team collectively need 3 years as a minimum of SHA application development experience?



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

A. **This minimum qualification has been removed.**

35) Q. Which is the correct response date? Key information summary sheet says 10/30 at 2:00pm. Your message below says 10/31 2:00pm.

A. **The correct closing date and time is now Friday, November 9, 2012 at 2:00 p.m.**

36) Q. What is SHA's target start date for this engagement?

A. **As soon as possible.**

37) Q. Is this a new requirement or a re-bid of an existing contract?

A. **This is a new requirement.**

38) Q. If re-bid, who is the incumbent vendor?

A. **Not Applicable (N/A)**

39) Q. How long has the incumbent vendor been providing these services to SHA?

A. **N/A**

40) Q. Is SHA satisfied with their performance?

A. **N/A**

41) Q. Why is this being re-bid?

A. **N/A**

42) Q. What are the expected hours per year per resource proposed?

A. **This is indicated in the TORFP.**

43) Q. Can SHA recommend which CATS II Labor Categories should be used for each position?

A. **This is indicated in the TORFP.**

44) Q. How often are contactor resources expected to work at SHA headquarters?

A. **On an as needed basis.**

45) Q. Can we get clarification on when Attachment 5 – Labor Classification Personal Resume Summaries are due?

- a. Page 20, Section 3.2.1, B), 4) reads “Complete and provide, at the interview, Attachment 5 - ...”





Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

b. The attachment itself reads “Submit with Technical Proposal / Signature Required at the time of the interview”.

A. Attachment 5 shall be submitted when submitting the technical proposal and at the interview.

46) Q. Is Oracle or SQL Server your preferred platform for this TORFP? Are there any other Oracle or SQL Server products that SHA expects contractors to use in the course of the project?

A. Oracle is the preferred platform.

47) Q. Functional/business requirement 2.6.1.16 on page 13 of the TORFP: “Plan, design, develop and integrate a GIS component, at the direction of SHA, as required based on SHA approved GIS technology.” Please specify GIS software development technologies involved.

A. Provide GIS ready applications. No GIS work is required under this task order.

48) Q. Attachment 1 Price Proposal has space for up to 4 labor categories. Is this intended as a limit on the number of labor categories that a vendor should propose, or may the vendor propose more than 4 categories? If additional labor categories, beyond four, can be added then how will the price proposal be evaluated?

A. Only 4 labor categories are required.

49) Q. The systems referenced in the TORFP provide document management capabilities. What is SHA’s preferred document management system for this TORFP? Is it SharePoint?

A. Yes, it is SharePoints.

50) Q. Will MD SHA require the vendor to provide its own information technology hardware and software environment to perform the programming services required by this TORFP, or is there an option for the vendor to remotely access the MD SHA IT development environment through a virtual private network (VPN) or similar communications technology?

A. Vendor may be able to remotely access the MD SHA IT development environment through a virtual private network (VPN) or similar communications technology if SHA feels it is necessary.

Q#	Reference	Question
51)	TORFP, Key Information Summary Sheet (Page 4)	Q. TORFP states that the title of this TORFP under CATS II as OPPE IT Application Business Services. Is there any incumbent currently providing these services? A. No.





Maryland Department of Transportation
Office of Procurement
 CATSII Task Order J02B2400017
 State Highway Administration Office of Planning and Preliminary Engineering
 Information Technology Application

Addendum #1

October 24, 2012

52)	TORFP, Scope of Work - Section 2 (Page 7)	<p>Q. Agency has awarded a contract (J02B0400007) to Deque Systems, Inc. that will run through 05/31/2014 to provide similar kind of services stated in this TORFP J02B2400017. Will there be any overlap of web-based applications developed under that contract and this TORFP?</p> <p>A. No, they are not related</p> <p>Q. Will services under this TORFP be supplementary to that contract number J02B0400007?</p> <p>A. No, they are not related.</p> <p>Q. Will services under this TORFP be in addition to the service being provided under contract number J02B0400007?</p> <p>A. No, they are not related.</p>
53)	TORFP, Scope of Work - Section 2 under 2.1 Purpose (Page 7)	<p>Q. TORFP states that SHA has the appropriate resources, skills and expertise to manage and enhance OPPE's toolkits and... What are the components / details of this OPPE' toolkits?</p> <p>A. The question is misleading. The complete sentence from TORFP states "The goal of this Task Order is to ensure that SHA has the appropriate resources, skills and expertise to manage and enhance OPPE's toolkits and associated web sites that are consistent with Maryland Department of Information Technology standards, Internet and application security, and Section 508 compliance standards." The Contractor needs to recommend the type of tool kits needed.</p>
54)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Page 9)	<p>Q. TORFP states that annual growth rate of oracle db is 10%, 90 are the active user accounts and documentation is not available currently. Is this growth of database due to increasing number of the users or newly added functionality or combination of both?</p> <p>A. A combination of both increasing number of users and newly added functionality.</p> <p>Q. Will documentation of the oracle database be available in near future?</p> <p>A. The winning contractor needs to provide documentation.</p>
55)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Travel Forecasting Log Book on Page 9)	<p>Q. TORFP states that annual growth rate of MS Access 2007 db is 10%, 45 are the active user accounts and documentation is not available currently. Is this growth of database due to increasing number of the users or newly added functionality or combination of both?</p> <p>A. A combination of both increasing number of users and newly added functionality.</p>



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

		<p>Q. Will documentation of the MS Access 2007 database be available in near future?</p> <p>A. The winning contractor needs to provide documentation.</p>
56)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Noise Reports System on Page 9)	<p>Q. TORFP states that annual growth rate of MS Access 2007 db is 5%, 6 are the active user accounts and documentation is not available currently. Is this growth of database due to increasing number of the users or newly added functionality or combination of both?</p> <p>A. A combination of both increasing number of users and newly added functionality.</p> <p>Q. Will documentation of the MS Access 2007 database be available in near future?</p> <p>A. The winning contractor needs to provide documentations.</p>
57)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Ad Schedule Tracking on Page 10)	<p>Q. TORFP states that annual growth rate of MS Access 2007 db is 0-5%, 10 are the active user accounts and documentation is not available currently. Is this growth of database due to increasing number of the users or newly added functionality or combination of both?</p> <p>A. A combination of both increasing number of users and newly added functionality.</p> <p>Q. Will documentation of the MS Access 2007 database be available in near future?</p> <p>A. The winning contractor needs to provide documentation.</p>
58)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Project Review Application on Page 10)	<p>Q. TORFP states that annual growth rate of MS Access 2007 db is 10%, 35 are the active user accounts and documentation is not available currently. Is this growth of database due to increasing number of the users or newly added functionality or combination of both?</p> <p>A. A combination of both increasing number of users and newly added functionality.</p> <p>Q. Will documentation of the MS Access 2007 database - (in particular about GIS Component that needs to be added in addition to new reports) be available in near future?</p> <p>A. The winning contractor needs to provide documentation.</p>





Maryland Department of Transportation
Office of Procurement
 CATSII Task Order J02B2400017
 State Highway Administration Office of Planning and Preliminary Engineering
 Information Technology Application
Addendum #1

October 24, 2012

59)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Several more features to enhance the project management activities on Page 11)	<p>Q. TORFP states that ‘Develop a web page interface using portal..’. Will there be any consolidation of the data from different projects into a single database? If so, will it be oracle database? A. Possibly; the winning contractor will provide a recommendation.</p> <p>Q. Will there be any queries to be run from this portal interface? A. Possibly; the winning contractor will provide a recommendation.</p> <p>Q. Will there be any views to be created after queries run(s) from this portal interface? A. Possibly; the winning contractor will provide recommendation</p>
60)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Several more features to enhance the project management activities on Page 11)	<p>Q. TORFP states that ‘Explore ways to data mine project information..’. Will this be ETL (Extract, Transform and Load) type? (in other words, any pulling of data from one database and placing it into other will be involved) A. Possibly; the winning contractor will provide a recommendation.</p> <p>Q. Or just provide an interface to these project databases? A. Possibly; the winning contractor will provide a recommendation.</p>
61)	TORFP, Scope of Work - Section 2 under Section 2.6.2 Technical requirements (ID 2.6.2.4 on Page 13)	<p>Q. TORFP states that TO Contractor resources be responsible for system maintenance after delivery. What is the duration of time for this system maintenance support? A. Delivery and acceptance.</p>
62)	TORFP, Scope of Work - Section 2 under Section 2.6.3 Non-Functional, Non-Technical requirements (ID 2.6.3.3 on Page 13)	<p>Q. TORFP states that TO Contractor resources shall perform upgrades on any time during the weekends. What will be the frequency of such upgrades based on the historical data? A. Bi-weekly or as needed.</p> <p>Q. Will time spent on these upgrades be out of project hours which have been proposed? A. Time spent on upgrades will be included in proposed project hours.</p> <p>Q. Will there be any VPN access provided to TO Contractor resources? A. If it is deemed necessary by SHA.</p>
63)	TORFP, Scope of Work	<p>Q. Any mainframe applications involved? A. No.</p>
64)	TORFP, Attachment 1 - Price Proposal (Page 23)	<p>Q. TORFP states Total Class Hours of 6,000 in year 1 and additional 6,000 hours in year 2 of the contract. Are hours for this TORFP limited</p>



Maryland Department of Transportation
Office of Procurement
 CATSII Task Order J02B2400017
 State Highway Administration Office of Planning and Preliminary Engineering
 Information Technology Application
Addendum #1

October 24, 2012

		to total 12,000 for all labor categories to be proposed? A. Yes.
65)	TORFP, Section 2.6 Requirements (Page 12)	<p>Q. TORFP states that TO Contractor be responsible for developing an action plan for data migration into existing SHA Enterprise GIS. Will there be any data verifications / validations involved with SHA staff? A. Yes.</p> <p>Q. What will be the format of data to be migrated (flat files, text files, Excel files or CSV)? A. Do not know at this time.</p> <p>Q. What will be the volume of data to be migrated? A. Do not know at this time.</p> <p>Q. Will there be any data from mainframe to handle? A. Do not know at this time.</p> <p>Q. Are there any standard APIs in place (interface mechanisms) today to retrieve data from its sources? A. No.</p>
66)	TORFP, Scope of Work - Section 2 (Page 7)	<p>Q. If any incumbent there on this TORFP then... Will it be rebid for them on this TORFP? A. There is no incumbent, this is a new requirement.</p> <p>Q. Will there be any overlap of web-based applications developed by them? A. Not applicable.</p> <p>Q. Can they bid (allowed) on this TORFP? A. Not applicable.</p>
67)	TORFP, Scope of Work - Section 2 under Section 2.4 Project Background (Page 9)	<p>Q. TO Contractor's minimum qualifications: Are Letters of commitment required (in addition to resumes) for resumes that will be submitted for staffing this project? A. Requirements are stated in the TORFP. Refer to Section 3 – Task Order Proposal Format and Submission Requirements.</p>
68)	TORFP, Key Information and Scope of Work - Section 2 (Pages 4 & 7)	<p>Q. Per information provided during pre-bid on 10/04/2012, this whole TORFP is of T&M type. Will agency provide us any information on the status of funding and its schedule and technical issue(s) if any? This will help both parties to identify a common goal to effectively communicate with each other.</p>



Maryland Department of Transportation
Office of Procurement
 CATSII Task Order J02B2400017
 State Highway Administration Office of Planning and Preliminary Engineering
 Information Technology Application
Addendum #1

October 24, 2012

		A. Many variables could determine resource assignments. TO contractor shall submit the best proposal possible.
69)	TORFP, Section 2.0 SCOPE of WORK and Requirements (Pages 7 and 11)	Q. TORFP states that an IT Project Manager maybe needed to manage this engagement. Will agency would like to manage this project on its own? Or Will vendor need to provide an IT Project Manager for this engagement? A. TO contractor should submit the best proposal possible and make best recommendations.

70) Q. Should bids be submitted electronically?

A. Yes, email bids to bwalker5@mdot.state.md.us

71) Q. Should we submit bids in word format?

A. Yes, please be sure to submit the technical proposal separate from the financial proposal. Submit attachment # 1 (Price Proposal) with the financial proposal. All other required affidavits are to be submitted with the technical proposal.

72) Q. Is work to be performed at the contractor's location and does the contractor's location have to be within a certain distance- i.e. state, country, etc?

A. It can be wherever you want. There will be bi-weekly or monthly onsite meetings at SHA's Headquarters located at 707 North Calvert Street, Baltimore Maryland 21202.

73) Q. How were the 1500 hours estimated?

A. This is just approximate. We are trying to give everyone an equal chance. Basically, it's a baseline; hours could be more or less.

74) Q. Are there only 4 labor categories?

A. Yes, there are only 4 labor categories and the labor rates and categories are for the entire term of the contract. They cannot be changed.

75) Q. Will this work be full or part time?

A. Many variables could determine resource assignments. TO contractor shall submit the best proposal possible.





Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

- 76) Q. Do you expect the work to be completed by the end of CATS II?
A. Yes, the work has to be completed by May 31, 2014. There will be no extension. It will be re-competed under CATS+.
- 77) Q. Are the projects communicated to the contractor and the contractor decides who should be assigned the project?
A. Project assignments and details will be provided and discussed at bi-weekly meetings with the contractors.
- 78) Q. Is the work based on “project based work”
A. Yes.
- 79) Q. For instance, if the resource is assigned a 2-month project, would you consider them working full time or part-time? Would they work straight through until the project is completed?
A. Whatever it takes (full or part-time) to complete the tasks on time.
- 80) Q. You list GIS in the SOW, however there’s no GIS listed in the minimum requirements.
A. We will be phasing out the GIS System. There won’t be any GIS work needed.
- 81) Q. What current GIS software is being used?
A. ESRI
- 82) Q. SharePoint and Sequel are not identified as being used right now, Do you expect to go from Access to a SQL Server?
A. No, we are going from Access to Oracle. Some SQL may be needed for integration, but the majority of the work is Oracle.
- 83) Q. What is expected of the vendor if you are running in a 10G environment, but upgrading to 11? Is the contractor responsible for providing materials for the upgrade?
A. No. SHA will be responsible for providing all software and hardware for the upgrade, but the contractor should be experienced in Oracle 11.
- 84) Q. Does the entire team need to meet minimum qualifications as a whole, or does each resource need to meet the minimum qualifications?
A. The team as a whole needs to meet the required minimum qualifications.
- 85) Q. Who is required to attend the bi-weekly or monthly meetings?
A. Whoever is working on the project, Programmers, Contract Managers, etc.



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application

Addendum #1

October 24, 2012

- 86) Q. Clarify the work order estimates. Is it time and materials? What happens if the work exceeds the estimate?
A. Yes, this is a time and materials contract. The vendor is to provide an estimate for each project and if the work is expected to go over, it must be approved by the TO Manager in advance.
- 87) Q. Can we submit more than four (4) resources?
A. No, four (4) is the maximum number of resources.
- 88) Q. Is there a budget?
A. Yes, we have the appropriate funding and cannot divulge any additional information.
- 89) Q. Does SHA provide any software tools needed for development, or is the contractor responsible?
A. Contractor is required to have the software needed to perform the tasks.
- 90) Q. Under Technical Response on page 20, it states to provide three (3) examples of projects completed. Does this mean work completed by the master contractor or by the resources?
A. Provide examples of projects completed by the Master Contractor or by the Resource, either will do.
- 91) Q. When is the expected start date?
A. As soon as possible. The award process depends on the number of responses we receive. The more responses we receive, the further away the start date will be.
- 92) Q. Are we limited to submit on 3 project references?
A. You have to submit a minimum of 3 project references.
- 93) Q. When are questions due?
A. Questions are due by Wednesday October 10, 2012 by 12:00 p.m.
- 94) Q. Can you provide some guidance as to which labor categories we should propose?
A. No, this is to be determined by the master contractor.
- 95) Q. Do you specifically need a project manager as one of the resources?
A. TO Contractor should submit best proposal possible and propose best possible solution. The rating criteria is based on your proposal.



Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application
Addendum #1

October 24, 2012

96) Q. Do you have something in writing that provides sufficient information on the existing system to assist the developer who will be working with it?

A. No, there's no written documentation.

97) Q. Was the system built by an external vendor?

A. Yes.

98) Q. Will we have access to SHA employees to help us understand your system?

A. The winning contractor will have access to SHA employees through SHA task manager.

99) Q. Will we have access to actual programs before submitting the proposal?

A. No.

100) Q. Is there currently anyone maintaining your system?

A. No.

101) Q. When was the current source code written?

A. Approximately 2007-2010.

102) Q. Was the source code written by another contractor?

A. Yes

103) Q. Was the work done as part of another contract?

A. Yes

104) Q. Are there any major issues with the current system?

A. No, but it needs several upgrades.

105) Q. Will the system be replaced or require upgrades only?

A. Upgrades and enhancements, no replacements are expected.

106) Q. During the evaluation process, will you be interviewing every proposed resource?

A. Yes. All resources meeting the minimum qualifications and have been submitted on time will be interviewed.

107) Q. What operating system are the application servers running on?

A. The operating system is Windows.





Maryland Department of Transportation
Office of Procurement
CATSII Task Order J02B2400017
State Highway Administration Office of Planning and Preliminary Engineering
Information Technology Application

Addendum #1

October 24, 2012

- 108) Q. If any of the equipment requires replacement due to being obsolete, is this passed to the vendor?
A. No, SHA will buy all/any required equipment to include hardware and software.
- 109) Q. Is there specific scoring for technical criteria? Are all equal?
A. No, there is no specific scoring and they are not all equal. There are no specific percentages assigned, but the first criteria is more important than the second, and the second is more important than the third.
- 110) Q. Does the financial outweigh the technical even if you have a more experienced resource who costs more?
A. The evaluations are based on the best value and whatever is the most advantageous to the State.
- 111) Q. Do you prefer a more experienced resource who costs more, or a resource who is less experienced but cost less?
A. Whatever is most advantageous to the State.
- 112) Q. What are the percentages of technologies being used by each resource?
A. This is for the master contractor to determine. Submit your best proposal and we will evaluate it.





Maryland Department of Transportation
Office of Procurement
 CATSII Task Order J02B2400017
 State Highway Administration Office of Planning and Preliminary Engineering
 Information Technology Application

Addendum #1

October 24, 2012

CATSII - TORFP - J02B2400017 - SHA OPPE IT Application		October 4, 2012 @ 10:00 a.m.			
Name	Firm/Company Name	Telephone	E-mail	Is your firm a Veteran Certified MBE Firm?	Is your firm a Veteran Owned Firm?
Yan Hawkins	MathEd, Inc	703-875-8866	YHawkins@MathEdInc.com	No	No
Ken Kelly	Stratvision Software	301-362-6555	Ken Kelly@Stratvision.com	Yes	No
Luis Voldiviso	Convertech	410-327-6458	lvoldiviso@convertech.com	Yes	NO
ED MANDOX	XRNER TECHNOLOGIES	703-674-4586	EMANDOX@XRNERTECH.COM	NO	NO
TEAR COOPER	VERIPULSE INC	717-622-9560	TEAR@VERIPULSE.COM	Yes	No
Faye Fiocco	Baytek Digital	410-851-3763	Ffiocco@baytekinc.com	Yes	NO
Davan Kumar	Plascom Solutions	765-691-8823	Davan@plascomsol.com	NO	NO
Alamy Nizam	Shorex Services & Analytics	410-960-6361	h00n.net	YES	NO
			amy@shorex.com		
Marshall Stevenson	ICE Technologies Inc.	410-311-7855	marshall.stevenson@ice.com	NO	NO
Nora Presti	GROUP 2 INC.	410 732 0888	nprestie@group2.net	Yes	No
Sudhakar Gundam	A P Ventures	240-593-7726	sgundam@apventures.com	Yes	NO
BIRON G	APVENTURES	301-260-2276	biron@apventures.com	YES	NO
Martezia Tadiyon	MDOT/SHA	410-545-5580	MTadiyon@dot.state.md.us	—	—
JERRY ENOUE	MDOT/SHA	410-545-5514	senior@dot.state.md.us	—	—
ERICA MACT	MDOT/TSU	410-865-1122	emact@dot.state.md.us	—	—
SHARON SHAWHAT	CYQUENT, INC.	240-292-0231	ssawhat@cyquant.com	YES	NO
KEVIN GATHER	EA Engineering	410-584-7000	kgather@ea-dot.com	NO	NO
Ryan Walker	MDOT/POB	410-975-1130			

NO/NO

