

STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

David J. McManus, Chairman
Patrick J. Hogan, Vice Chairman
Michael R. Cogan
Malcolm L. Funn
Kelley Howells



Linda H. Lamone
Administrator

Nikki Charlson
Deputy Administrator

Amendment #2

**MDCRIS Web-Based Application Software: Operations and Maintenance Support
D3B9400001
11/21/2018**

Dear Offerors:

This Amendment #2 is being issued to amend and clarify certain information contained in the above referenced TORFP. All information contained herein is binding on all Offerors who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikethrough (i.e., ~~word~~).

Roles and Responsibilities, G. TO Technical Project Manager on page vii.

- A. **TO Technical Project Manager** – The TO Technical Project Manager has the primary responsibility ~~for~~ **of** coordinating security updates, ~~and~~ information regarding security vulnerabilities, and ~~if the hosting system meets~~ **adherence** to State technical requirements, including issuing written ~~directions~~ **instructions when necessary. The TO Technical Project Manager is also responsible for providing technical guidance to the TO Contractor and** for ensuring compliance.

TORFP Subject to CATS+ Master Contract, 3.12.1.D on page 55

- A. By responding to this TORFP and accepting a Task Order award, an Offeror specifically agrees that for any software **or** hardware ~~or hosting services~~ that it proposes for use by the State in response to this TORFP, the State will have the right to purchase from another source, instead of from the selected Offeror.

Attachment B TO Financial Proposal Instructions and Form (pg 74-75): The below table shows the changes made to the Price Sheet- these changes apply to the Base Term and both Option Periods. The new Attachment B is included as a separate attachment to this email.

Price Sheet – Fixed Price

Price SHEET (Fixed Price) for CATS+ TORFP # D38B9400001 BASE PERIOD March 1, 2019 through March 31, 2021 (Approximately 2 years and 1 month)

Identification	Deliverable	Proposed Price
# of Deliverable	Title of Deliverable	
1	<u>Transition of MD CRIS database administration to the AP TO Contractor</u> Transition of the MD CRIS data and functionality to the new hosting site	
2	<u>Monthly application software operations and maintenance for MD CRIS</u> Monthly hosting and maintenance of MD CRIS	Per month
3.	<u>Monthly database maintenance and support</u> Monthly Security reports, upgrades, updates, and maintenance	Per month
4.	<u>Monthly security reports, upgrades, updates, and maintenance</u> Monthly Network Administration and Support	Per month
5.	Creation <u>and agency acceptance</u> of the annual reports defined in the TORFP and obtain agency acceptance	
Total Proposal Fixed Price Base Period		\$

STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

David J. McManus, Chairman
 Patrick J. Hogan, Vice Chairman
 Michael R. Cogan
 Malcolm L. Funn
 Kelley Howells



Linda H. Lamone
 Administrator

 Nikki Charlson
 Deputy Administrator

Amendment #3

**MDCRIS Web-Based Application Software: Operations and Maintenance Support
 D3B9400001
 11/28/2018**

Dear Offerors:

This Amendment #3 is being issued to amend and clarify certain information contained in the above referenced TORFP. All information contained herein is binding on all Offerors who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold (i.e., **word**) and language deleted has been marked with a ~~word~~.

2.4.4. Deliverable Descriptions/Acceptance Criteria

In addition to the items identified in the table below, the TO Contractor may suggest other subtasks, artifacts, or deliverables to improve the quality and success of the assigned tasks.

Table 1: Deliverable Description and Due Dates

ID #	Deliverable Description	Acceptance Criteria	Due Date / Frequency
2.4.4.A	Draft Transition Management Plan (TMP)	An accepted plan for the transition of application software operations and maintenance for MD CRIS	With Technical Proposal
2.4.4.D	MD CRIS Application Software Development	The release is approved and moved to production.	Monthly- 1 st of every month
2.4.4.F	Risk Management Plan	An accepted plan that identifies and mitigates risks to the MD CRIS application software	Annual- 1 st of March
2.4.4.G	Asset Management Plan	A plan demonstrating the requirements set forth in the TORFP	Annual- 1 st of March
2.4.4.H	Controls Management Plan	A plan demonstrating the requirements set forth in the TORFP	Annual -1 st of March

ID #	Deliverable Description	Acceptance Criteria	Due Date / Frequency
2.4.4.I	Configuration and Change Management Plan	A plan demonstrating the requirements set forth in the TORFP	Monthly- 1 st of every month
2.4.4.J	Vulnerability Management Plan	A plan demonstrating the requirements set forth in the TORFP	Annual- the 1 st of the March
2.4.4.K	Incident Management Plan	A plan demonstrating the requirements set forth in the TORFP	Annual- the 1 st of March
2.4.4.L	Service Continuity Management Plan	A plan demonstrating the requirements set forth in the TORFP	Annual- the 1st of March
2.4.4.M	System Security Plan (SSP)	A plan demonstrating the requirements set forth in the TORFP	<u>Initial Plan with the TO Technical Proposal and</u> Annual- the 1st of March
2.4.4.N	Annual Work and Test Plan	A plan demonstrating the requirements set forth in the TORFP	Annual- the 1st of March
2.4.4.O	Disaster Recovery Plan	A plan demonstrating the requirements set forth in the TORFP	<u>Initial Plan with the TO Technical Proposal and</u> then Annual- the 1st of March
2.4.4.P	Deliverable and Payment (D&P) Schedule	A schedule for deliverable submission, as defined in the TORFP	Annual- the 1st of March
2.4.4.Q	Service-Level Agreement (SLA) Report	A report demonstrating the requirements set forth in the TORFP	Monthly - 1 st of every month
2.4.4.S	SOC 2 Type 2 Audit Report	A report demonstrating the requirements set forth in the TORFP	Annual- the 1st of March

STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

David J. McManus, Chairman
Patrick J. Hogan, Vice Chairman
Michael R. Cogan
Malcolm L. Funn
Kelley Howells



Linda H. Lamone
Administrator

Nikki Charlson
Deputy Administrator

Amendment #4

**MDCRIS Web-Based Application Software: Operations and Maintenance Support
D3B9400001
12/6/2018**

Dear Offerors:

This Amendment #4 is being issued to amend and clarify certain information contained in the above referenced TORFP. All information contained herein is binding on all Offerors who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikeout (i.e., ~~word~~).

Key Information Sheet:

Proposal Due (Closing) Date and Time: ~~December 12, 2018 at 2:00 pm Local Time~~
December 17, 2018 at 2:00 pm. Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made.

Attachment A. TO Pre-Proposal Conference Response Form

Solicitation Number D38B9400001

Maryland Campaign Reporting Information System (MD CRIS) Web-Based Application
Software: Operations and Maintenance Support

A TO Pre-proposal conference will be held on ~~November 16, 2018~~ **November 19, 2018** at 10:00 am at the State Board of Elections, 151 West Street Suite 200, Annapolis, MD 21401.

Please return this form by ~~November 14, 2018~~ **November 15, 2018** advising whether or not you plan to attend. The completed form should be returned via e-mail or fax to the TO Procurement Officer at the contact information below:

Whitney LeRoux
Procurement Officer
E-mail: Whitney.Leroux@maryland.gov

Please indicate:

- _____ Yes, the following representatives will be in attendance.
Attendees (Check the TORFP for limits to the number of attendees allowed):
1.
2.
3.
- _____ No, we will not be in attendance.

Please specify whether any reasonable accommodations are requested (see TORFP § 4.1 "TO Pre-proposal conference"):

Offeror: _____
Offeror Name (please print or type)

By: _____
Signature/Seal

Printed Name: _____
Printed Name

Title: _____
Title

Date: _____
Date

STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

David J. McManus, Chairman
Patrick J. Hogan, Vice Chairman
Michael R. Cogan
Malcolm L. Funn
Kelley Howells



Linda H. Lamone
Administrator

Nikki Charlson
Deputy Administrator

Amendment #5

**MDCRIS Web-Based Application Software: Operations and Maintenance Support
D3B9400001
12/16/2018**

Dear Offerors:

This Amendment #4 is being issued to amend and clarify certain information contained in the above referenced TORFP. All information contained herein is binding on all Offerors who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikeout (i.e., ~~word~~).

Key Information Sheet:

Proposal Due (Closing) Date and Time: ~~December 12, 2018 at 2:00 pm Local Time~~
December 19, 2018 at 2:00 pm. Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made.

Attachment A. TO Pre-Proposal Conference Response Form

Solicitation Number D38B9400001

Maryland Campaign Reporting Information System (MD CRIS) Web-Based Application
Software: Operations and Maintenance Support

A TO Pre-proposal conference will be held on ~~November 16, 2018~~ **November 19, 2018** at 10:00 am at the State Board of Elections, 151 West Street Suite 200, Annapolis, MD 21401.

Please return this form by ~~November 14, 2018~~ **November 15, 2018** advising whether or not you plan to attend. The completed form should be returned via e-mail or fax to the TO Procurement Officer at the contact information below:

Whitney LeRoux
Procurement Officer
E-mail: Whitney.Leroux@maryland.gov

Please indicate:

- _____ Yes, the following representatives will be in attendance.
 Attendees (Check the TORFP for limits to the number of attendees allowed):
- 1.
 - 2.
 - 3.
- _____ No, we will not be in attendance.

Please specify whether any reasonable accommodations are requested (see TORFP § 4.1 "TO Pre-proposal conference"):

Offeror: _____
Offeror Name (please print or type)

By: _____
Signature/Seal

Printed Name: _____
Printed Name

Title: _____
Title

Date: _____
Date