

**STATE BOARD OF ELECTIONS**  
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**Q&A Set #1**  
**MDCRIS Web-Based Application Software: Operations and Maintenance Support**  
**D38B9400001**  
**11/19/2018**

Ladies/Gentlemen:

SBE is issuing this Question and Answer Set #1 in response to the questions asked during the Pro-Proposal Conference on November 19, 2018 for TORFP D38B9400001. The statements and interpretations of contract requirements, which are stated in the following questions of potential offers, are not binding on the State, unless the State expressly amends the TORFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

- 1) For the System Security Specialist, you have that indicated as a part time position. Does that mean the other indicated positions are full time?

A: Yes.

- 2) I can see how the Application Developer would be busy throughout the year, is the DBA position full time in the current contract with PCC?

A: The response should be for a full time position.

- 3) Even though PCC was a combined contract and now you have split it up into two separate contracts, do you have a preference for the same vendor as the awardee for both?

A: No, SBE has no preference. They are totally separate contracts. In an unrelated contract we have which is similarly divided into DC and AP contracts, there are two separate vendors and it has been a successful contract.

- 4) Under Section 2.2.2 the TORFP lists the TO contractors supplying of software and materials. Could you elaborate on the costs we would be accountable for?

A: Sections 2.2.2 - 2.2.6 describe the current environment as it exists now. These are not requirements of the vendor for this TORFP.

5) The TORFP mentioned that you have two servers supporting the MDCRIS right now. Do you still want to have physical servers as such or do you envision going to the cloud?

A: Assume the hosting environment is cloud based pending DoIT final approval. SBE will offer an update at the appropriate time.

6) One of the things it asks in financials is monthly hosting. If you look at Attachment B hosting, it seems like that would be part of the contract you were waiting to award. Am I misunderstanding what this one is for?

A: The deliverables listed on Attachment B (Price Sheet) were incorrect. The corrected Attachment B is included in Amendment #2.

7) In your current contract, was PCC staffing these positions in addition to the hosting?

A: Yes, they did both. In this TORFP #D38B9400001, the labor categories may be a little different than the current contract positions because this is a CATS contract and the labor categories provided are the closest match we could find.

8) Is the incumbent eligible to be a subcontractor on this contract?

A: Yes, but not as a Prime as they are not a CATS Plus contractor.

9) How much of the work can be offsite?

A: All can be offsite except for some meetings as long as there is access and support.

10) Does the current set up include source control and testing tools that you currently use? Would you prefer to keep those moving forward?

A: We do not have required tools as long as the application is up and running. No set tools are required.

11) With regards to minimum qualifications section 1.1.1 is election experience required?

A: No.

12) Would election experience make a difference in rankings?

A: This depends on the opinion of the evaluation committee regarding the proposals received.

13) Section 5.4.1 talks about the layout- 2.3, 2.4, 2.6- highlight these sections; should we only focus upon responding to these sections?

A: The Technical Proposal should address all requirements in the TORFP. Section 5.4.1 emphasizes certain sections, but is not an exhaustive list. Please provide detailed responses to the TORFP requirements.

14) With regards to the security, the level of security, is that FedRamp or do you have your own protocols?

A: The security must meet the NIST requirements.

15) There is a SOC requirement for this TORFP. Would any replacement options be acceptable?

A: A SOC 2 Type 2 audit applies to this contract (TORFP section 3.7.1). As stated in the TORFP, the 2 principles that will be required which are: Security and Confidentiality.

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**Q&A Set #2**

**MDCRIS Web-Based Application Software: Operations and Maintenance Support  
D38B9400001  
11/29/2018**

Ladies/Gentlemen:

SBE is issuing this Question and Answer Set #2 in response to the questions asked through November 29, 2018 for TORFP D38B9400001. The statements and interpretations of contract requirements, which are stated in the following questions of potential offers, are not binding on the State, unless the State expressly amends the TORFP. Nothing in the State’s responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

1) Requirement 2.4.5.6.3 identifies to “submit the System Security Plan (SSP) with the Technical Proposal”, however, Table 1: Deliverable Description and Due Dates in section 2.4.4.M identifies “Due Date/Frequency as Annual – the 1st of March. Please clarify.

A: The initial draft System Security Plan (SSP) should be submitted with the Technical Proposal. The SSP shall be reviewed, updated, and submitted annually, by March 1st of each year.

2) Requirement 2.4.5.14.1 identifies to submit the Disaster Recovery Plan with the Technical Proposal, however, Table 1: Deliverable Description and Due Dates in section 2.4.4.O identifies “Due Date/Frequency as Annual – the 1st of March. Please clarify.

A: The initial draft Disaster Recovery Plan should be submitted with the Technical Proposal. The Disaster Recovery Plan shall be reviewed, updated, and submitted annually, by March 1st of each year, in addition to quarterly maintenance and testing.

3) Requirement 1.1 Offeror Personnel Minimum Qualifications requires a Business Process Consultant (Senior). After reviewing the labor category requirements and qualifications, we believe that this role for business process re-engineering is not an applicable resource for the work that will be performed. Would the State be willing to change the required role to one suited for the TORFP, such as a project manager or interdisciplinary engineer?

A: No. The State has determined along with the Department of Information Technology that the Business Process Consultant (Senior) is the appropriate resource, so a change will not be made.

4) What was the previous contract award amount for the initial period of performance and what was the duration of the initial period of performance.

A: The initial award amount was \$897,280 but with modifications, the initial term was increased to \$1,193,175. Please note, SBE has separated the previous single contract into two separate contracts for this new procurement, so it is not an apples to apples comparison. The previous contract included hosting, but D389400001 does not because the hosting was procured via TORFP D38B84000011.

5) What was the award amount of the renewal period of the contract and the amount of years in the renewal period?

A: There were four renewal periods, each one was \$219,600. Please see the caveat in the response to question 4 regarding a comparison to the previous contract.

6) Does the state prefer using an Agile or Waterfall SDLC methodology?

A: The state prefers the Agile methodology.

7) Would the State Board of Elections (SBE) prefer to host this system on MD DOIT infrastructure?

A: No. This was considered and it was determined not to be appropriate for this contract.

8) How much new application development is expected?

A: This will be based on annual Legislative changes and mandates. Additionally, SBE will require changes in business process to streamline data entry based upon user feedback.

9) How many tables, stored procedures, functions, indexes exist in the database?

A:

Tables	192
Views	79
Procedures	1085
Functions	32

Indexes	202
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10) What is the current state of source-controlled artifacts (source code, design documents, etc)? Would we get a copy of source control (to include history, work items, etc)?

A: The winning vendor will be provided access to all SBE owned codes, work items and artifacts.

11) Will we get instructions on build/deploy processes? Maintenance processes? Annual/monthly/weekly/daily/hourly processes?

A: Updates to the system occur monthly. Yes, SBE will provide a list of action items to be completed by the end of each month. During the UAT process, SBE will provide feedback and guidelines.

12) Are the various environments (prod, staging, UAT) in sync with each other?

A: Yes. It was a requirement in the hosting contract.

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**Q&A Set #3**  
**MDCRIS Web-Based Application Software: Operations and Maintenance Support**  
**D38B9400001**  
**12/7/2018**

Ladies/Gentlemen:

SBE is issuing this Question and Answer Set #3 in response to the questions asked through December 5, 2018 for TORFP D38B9400001. The question and answer deadline was December 5, 2018 at 4:00 pm. The statements and interpretations of contract requirements, which are stated in the following questions of potential offers, are not binding on the State, unless the State expressly amends the TORFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

1) Can you please provide any specifics on the part-time position such as how many hours per week?

A: The hours per week is at the discretion of the Offerors to determine in terms of the time it would take to fulfill the security requirements in the TORFP.

2) Based on experience with managing similar projects, will the SBE allow vendors to submit an alternate price quote for consideration of potential options?

A: No, SBE will not consider alternate price quotes. The pricing offered must be pursuant to Attachment B Financial Proposal Instructions and Form.

3) Although the Government may request that contractor personnel work less than 40 hours per week, are we correct to understand that the three full time positions are each expected to work up to 40 hours per week?

A: Yes, that is correct.

4) Are we correct to understand that after accounting for Federal holidays, State holidays, and vacation, that the three Full-Time positions are expected to work up to 1920 hours per year?

A: SBE recognizes all State and Federal holidays with the exception of Election Day. The full time positions are expected to work up to 40 hours per week minus holidays and vacation for each year.

5) Are we correct to understand that the part-time position will be required to work up to 960 hours per year?

A: The part time position is expected to be at approximately 25% utilization, or 10 hours per week, with the same exceptions as mentioned in answer #4 for holidays and vacation time.

6) Has the anticipated requirement changed significantly from the historical requirement?

A: The requirements are as outlined above. Personnel shall include three full-time and one part-time position at approximately 25%. The contract manager believes this is appropriate for the scope of work in this current Task Order.