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Q&A Set #5
Election Security Specialists TORFP
D38B9400005
April 26, 2019

Ladies/Gentlemen:

SBE is issuing this Question and Answer Set #5 in response to the questions asked through 3 pm on April 25, 2019. This set is the final set, as the deadline to submit questions was April 25, 2019, at 3 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) I wanted to follow up with one specific question regarding the Minimum Qualifications of the Systems Security Specialist Senior (Key Personnel). It states that the Key Personnel must be a Certified Information Systems Security Professional (CISSP) or Certified Cyber Forensic Professional (CCFP). Our Key Personnel is a Certified CISO with 20 years of experience in line with the Responsibilities and Tasks outlined in Section 2.3 of the TORFP. Will we be able to leverage that experience and designation as a Certified CISO as a substitution for that minimum qualification?

A: No. The individual proposed as the Systems Senior Specialist (Senior) must be a Certified Information Systems Security Professional or a Certified Cyber Forensic Professional. The TORFP allows for substitution of education for experience, experience for education, and professional certificates for experience, but it does **not** allow for substitution of one type of professional certificate for another type of professional certificate.

- 2) Would you please extend the due date for another week?

A: No. SBE is **not** extending the due date for this TORFP. The deadline to submit a proposal is Tuesday, April 30th at 3 pm.

- 3) When [will] SBE be extending the due date for the response? It would prove helpful, if the deadline could be extended by 7 to 10 business days from the original date of April 30th at 3 pm.

A: SBE is **not** extending the due date for this TORFP. The deadline to submit a proposal is Tuesday, April 30th at 3 pm.

- 4) Since this is a multi-year award, for the purpose of pricing the services, which CATS rates should the Master Contractor use?

A: (a) For the base period, the proposed rate should be at or below the current year of the Master Contractor's Master Contract.

(b) The proposed rate for the options periods will depend on the rates in the Master Contractor's Master Contract. A Master Contractor should align the option periods to the appropriate year of its Master Contract and propose a rate at or below that rate.

- 5) Can we send (email) [the] Technical Proposal Document in a searchable PDF format?

A: Yes, that is one of the required formats. The Technical Proposal must be submitted in: (1) Word version 2007 or greater; and (2) a searchable Adobe PDF format. See Section 5.3.5A (page 27) of the TORFP.

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Q&A Set #4
Election Security Specialists TORFP
D38B9400005
April 25, 2019

Ladies/Gentlemen:

SBE is issuing this Question and Answer Set #4 in response to the questions asked through April 24, 2019 for TORFP D38B9400005. 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) In Section 5.4 Volume I – TO Technical Proposal, Under subsection 5.4.2.D.2) It states “Provide three (3) references per proposed Key Personnel containing the information listed in **Appendix 4-A.**”. However, in Appendix 4-A ‘Labor Classification Personnel Summary’ there is no section for references. Is there an updated form Appendix 4A?

A: Please attach to Appendix 4-A three (3) references per proposed Key Personnel and label these references as Appendix 4-A.

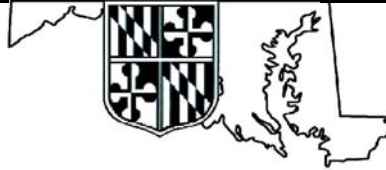
- 2) In addition, in the last amendment, the state (SBE) decided to allow current sub-contractors of current primes to participate in this solicitation. However, it is the State's practice and under COMAR Conflict of Interest not to allow any prime & sub-contractors to participate in solicitations (directly or indirectly) where they might have undue advantage over other vendors because of their access to agency information that will favor them in their response. May I request the state to reconsider this decision?

A. SBE will not reconsider its decision.

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Q&A Set #3
Election Security Specialists TORFP
D38B9400005
April 16, 2019

Ladies/Gentlemen:

SBE is issuing this Question and Answer Set #3 in response to the questions asked through April 16, 2019 for TORFP D38B9400005, including questions asked at the pre-proposal conference held on April 15th, 2019. 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 a subcontractor on one of the current IT contracts or Task Orders with SBE submit a proposal as a Prime/Master Contractor on this opportunity?

A: Section 2.1.4 of the TORFP specifies that "SBE intends to award this Task Order to one (1) Master Contractor. The Master Contractor shall not be currently providing IT Services to SBE on any Task Order or Contract." If you are a vendor that currently provides to SBE IT services as a **Prime** contractor, you are **not** eligible to bid on this Task Order.

However, it is SBE's decision that subcontractors on current contracts may submit proposals provided they provide (1) a summary of services they are currently providing and (2) what percentage of the contract they are performing with their technical proposal. Amendment #3 will be issued to update the TORFP accordingly.

2) Can you please restate the requirements regarding submission of a PIA redacted version with our offer?

A: Sections 5.3.5.A(3) and 5.3.5.B(3) of the TORFP requires a second searchable Adobe copy of the TO Technical Proposal and the TO Financial Proposal, redacted in accordance with confidential and/or proprietary information (see Section 5.4.2.G). You may submit your redacted PIA versions as a third email with password protected attachments (the first email is your Technical Proposal, and your second email is your Financial Proposal), or you may include them as additional attachments to the appropriate technical and financial proposal emails.

3) Is the Prime Contractor required to have Cyber Risk/Data Breach insurance of \$5 million? Are subcontractors required to have Cyber Risk/Data Breach insurance?

A: A Prime Contractor is required to have Cyber Risk/Data Breach insurance of \$5 million and provide within 5 days of the Notice to Proceed a certificate of insurance for this amount. Subcontractors are not required to have a Cyber Risk/Data Breach insurance, but SBE prefers that a subcontract of 30% or more have this type and level of insurance or provide an explanation why the subcontractor was not able to secure one.

4) What is the budget for this TORFP? Is the full amount of the federal funds received (\$7 million) the budget for this TORFP?

A: SBE is unable to share this information.

5) How did the Agency reach the 4,000 labor hours total on the financial proposal form (Attachment B).

A: This contract has 2 year terms (for the base and each option period). Since 2,000 hours is the standard billable hours a year, SBE multiplied the 2,000 hours by 2 years to arrive at 4,000 hours. Please note that is a “not to exceed” amount, not a guarantee that SBE will utilize all 4,000 hours.

6) Why are there separate sections in Attachment B Financial Proposal for option periods when the labor categories are the same?

A: Offerors may submit different pricing for the base and each option period. Pricing for the base and each option period is generally the same but pricing in option years may increase slightly.

7) What is the project start date for services?

A: It is difficult to say because of the new requirement that TORFPs over \$200,000 be approved by the Board of Public Works. SBE hopes that the notice of intent to award will be issued in July or August 2019

8) How many of SBE’s IT staff are dedicated to security?

A: Although there are no SBE staff dedicated full time to IT security, it is part of various individuals’ jobs. SBE has identified this as a gap and intends to use this TORFP to provide strategic leadership for information security. Currently, 6-7 SBE staff perform IT security functions.

9) Why does the TORFP include a requirement that the Offeror is not currently providing a contract for SBE?

A: We are looking for a team independent of any existing contract we have to provide strategic IT leadership. Please note the response to Question #1 in this Q and A Set. The TORFP will be amended to state this requirement only precludes Prime contractors on current contracts from submitting an offer.

10) How many applications does SBE currently have?

A: The applications are: voter registration and candidacy system; electronic pollbooks; voting system; suite of online services (online voter registration and ballot request, online ballot delivery, voter look-up and polling place locator); SBE's internal network; SBE's main website (hosted separately from our suite of online services); online campaign finance system; and election results network.

SBE staff are the points of contact for security on their contract or application. The team staffed by this TORFP will work with SBE's points of contact on the various applications.

11) Are we a DoIT enterprise system?

A: No.

12) How many vendors work at SBE in this area of IT security?

A: SBE utilizes a combination of vendors, in-house staff, or other government agencies in the area of IT security. The total fluctuates as new contracts are awarded and others expire.

13) How does SBE currently approach data hosting and servers? Are they hosted by SBE or vendors? Are they cloud-based?

A: All of the above. We host some applications and have vendors host other applications. We have separate contracts for software application and hosting for all systems.

14) Are current vendors are precluded from bidding?

A: Yes, if the vendor is a Prime contractor.

15) Can a subcontractor be part of more than 1 proposal?

A: Yes. Please note that SBE requests that proposed subcontractors attend the Oral Presentation if an invitation to present is extended.

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**Q&A Set #2
Election Security Specialists TORFP
D38B9400005
04/10/2019**

Ladies/Gentlemen:

SBE is issuing this Question and Answer Set #2 in response to most of the questions asked through April 10, 2019 for TORFP D38B9400005. If your question is not answered on this Q and A Set, it will be on Q and A Set #3. 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) Regarding Cyber Risk/Data Breach Insurance Section 3.4.2 , can this be required after a letter of recommendation, before the contract start date or within 5-10 days from contract award date?

A: The Certificate of Insurance (COI) for Cyber Risk/Data Breach insurance in the amount of \$5 million per occurrence outlined in section 3.4.2. is required within 5 days of the vendor's receipt of an Intent to Award Notification.

2) Can key personnel work remotely (within United States? If yes, is there any requirement to come for on-site either for meetings or specific work?

A: There may be opportunities to work remotely, but the key personnel will primarily be working at SBE's office in Annapolis, MD.