

February 27, 2015

TO: Prospective Offerors  
RE: Addendum 2  
Managed Image and Data Access System (MIDAS)  
TORFP #P00B5400041

This addendum shall serve as the formal mechanism to make the following change in the above referenced Task Order Request for Proposal (TORFP). Key revisions are in **red, boldface** type.

Proposal Closing Date and Time: The proposal closing date has been extended to **Wednesday, March 11, 2015, at 2:00 p.m.** Please update the "TORFP Key Information Summary Sheet" on page 4. Please update the "TORFP Key Information Summary Sheet" on page 4. "

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sincerely,

*Sean Watson*

Sean Watson  
Procurement Officer

March 2, 2015

TO: Prospective Offerors  
RE: Addendum#3  
Managed Image and Data Access System (MIDAS)  
TORFP #P00B5400041

This addendum shall serve as the formal mechanism to make the following change in the above referenced Task Order Request for Proposal (TORFP). Key revisions are in **red, boldface** type.

**Revised "List of Attachments"** - on page 35 of the MIDAS TORFP template: The list of attachments now reads: please submit with the TO Technical Proposal Attachment 2-1A.

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sincerely,

*Sean Watson*

Sean Watson  
Procurement Officer

March 6, 2015

TO: Prospective Offerors  
RE: Addendum 4  
Managed Image and Data Access System (MIDAS)  
TORFP #P00B5400041

This addendum shall serve as the formal mechanism to make the following change in the above referenced Task Order Request for Proposal (TORFP). Key revisions are in **red, boldface** type.

Proposal Closing Date and Time: The proposal closing date has been extended to **Tuesday, March 17, 2015, at 2:00 p.m.** Please update the "TORFP Key Information Summary Sheet" on page 4. Please update the "TORFP Key Information Summary Sheet" on page 4. "

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sincerely,

*Sean Watson*

Sean Watson  
Procurement Officer

March 13, 2015

TO: Prospective Offerors  
RE: Addendum 5  
Managed Image and Data Access System (MIDAS)  
TORFP #P00B5400041

This addendum shall serve as the formal mechanism to make the following change in the above referenced Task Order Request for Proposal (TORFP). Key revisions are in **red, boldface** type.

**Revised "TO Financial Proposal 3.4.2 (B)"** - on page 31 of the MIDAS TORFP template: Attachment 1 –Price Sheet, completed in .PDF format with all proposed labor categories including all rates fully loaded. Master Contractors shall list all proposed resources by approved CATS+ labor categories in the price proposal. Prices shall be valid for 120 days.

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.

Vendor: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sincerely,

*Sean Watson*

Sean Watson  
Procurement Officer

**\*\* Q &A for MIDAS TORFP#P00B5400041\*\***

**Question#1:** Can you tell me how you validate that the State of Maryland Information Technology Non-Visual Access Standards are being met and enforced?

**Answer#1:** Maryland IT contracts require contractors to comply with all applicable laws, regulations, policies, standards and guidelines affecting IT. It is the responsibility of the contractor to ensure adherence to all IT policies, standards and guidelines affecting project execution.

Compliance with the State of Maryland Information Technology Non-Visual Access Standards are validated and enforced during system design and development phases. Please refer to to Maryland Department of Information Technology's website - <http://doit.maryland.gov/policies/Pages/NVAGuidance.aspx> for guidance on how to meet regulatory standards.

**Question#2:** We want to know which 4 resources DLLR is looking for in P00B5400041 - Managed Image and Data Access System (MIDAS) Operations, Maintenance and Support.

**Answer#2:** The MIDAS TORFP allows the vendor to designate the resources needed to fulfill the requirements as described in the TORFP; specifically Section 2.6.4 TO Contractor Responsibilities.

**Question#3:** Please confirm that it is your intent that this only applies to the four named proposed personnel (2.9.1). Please confirm that this does not apply to any other individuals named as “all team resources available to fulfill the TO scope of work” (3.4.1.F).

**Answer#3:** Please refer to Section 2.1; the purpose of the TORFP, wherein it is stated that the purpose is to obtain technical services to provide operations and maintenance support on an as needed basis. Further this Section requires the Master Contractor to propose a plan to maintain the MIDAS system. Therefore, Key Personnel would refer to any personnel needed to fulfill the requirements of the TORFP as outlined by the Master Contractor; this would include staff availability in accordance with the Transition in Plan as outlined in Section 2.8.4.

Further, any team member included in the Staffing Plan to maintain the MIDAS system shall be considered Key Personnel for the purposes of fulfilling the Scope of Work as outlined in Section 2.

Finally, proposed labor rates should only be per labor category.

**Question#4:** Please clarify if the SLA listed in Section 2.6.6 of the TORFP is an example and it is your intent to work with the TO Contractor post award to develop the final SLA.

If the SLA in Section 2.6.6 properly reflects the requested support level for the project, please:

- 1) Confirm that the TO contractor will be provided VM administrator console access to the Hyper-V clustered environment in order to assist with the management of the MIDAS Virtual Machines / Environments.
- 2) Confirm that you would like 24 Hour / 7 day a week, 1-hour on-site response capability from the TO Contractor.

- a) If so, is the DLLR Building open from the hours of 8PM through 5AM?
- b) If so, will the TO Contractor dispatch technician require an escort in the building during the hours of 8PM through 5AM?

If so, will the TO Contractor dispatch technician be granted access to the MIDAS Server Rooms during the hours of 8PM through 5AM?

**Answer#4:** The SLA outlined is accurate. The TO Contractor will be given privileges and appropriate access as necessary to comply with the SLA.

**Question#5** Please confirm that it is acceptable to submit the technical proposal in multiple emails with multiple parts of less than 5MB each (e.g., Part 1 of 2, Part 2 of 2) if the technical proposal exceeds the 5MB limit.

**Answer#5:** Yes, it is acceptable to send submit technical part 1 of 2 and part 2 of 2.

**Question#6:** In addition to providing our US based team and their labor rates by category, we also have the ability to offer a second set of labor rates by category with substantially discounted rates from the US. We can do this with our dual-shore delivery model. With this completely optional and additional delivery model, to be utilized solely at DLLR's discretion for select (or no) Work Orders, we could offer DLLR the ability to assign specific portions of select projects (for example, software development and defect resolution) to our Offshore Development Center in India. By doing this, we could combine the advantages of our local and offshore services to deliver high-quality results with substantially reduced costs to the Government. Please confirm if DLLR is interested in receiving this additional delivery model in our proposal.

**Answer#6:** No, all work must be performed by firms within the United States. Furthermore, all workers performing the work must be located in the United States.

**Question#7:** Attachment 2 Instructions are to submit Attachments 2, forms 1A through 5 with the proposal. Please clarify these instructions as they appear contradictory to the instructions that are provided on each of the separate MBE forms.

**Answer#7:** Only MBE Attachment 2-1A should be submitted with the proposal.

**Question#8:** Please confirm that if Attachment 2-1A is submitted with the proposal (with MBE subcontractors identified to meet the 5% MBE goal), then Attachments 2-1B and 2-1C Good Faith Efforts Documentation (pages 44-54) are not required to be returned with the proposal.

**Answer#8:** Yes that is correct, only attachment 2-1A is to be submitted with the proposal.

**Question#9:** Attachment 2-2 MBE Outreach Efforts Compliance Statement says to return the form within 10 working days of notification of apparent award or actual award.

This is in conflict with List of Attachments (page 35) that provides instructions to submit with the proposal. This also conflicts with Page 40, Section 2 Additional MBE documentation which instructs to submit Attachment 2-2 after notice of award.

Please confirm that Attachment 2-2 is not required to be returned with the proposal.

**Answer#9:** Yes that is correct, only attachment 2-1A is to be submitted with the proposal

**Question#10:** Attachment 2-3A MBE Subcontractor Project Participation Certification provides instructions to submit within 10 working days of notification of apparent award.

This is in conflict with List of Attachments (page 35) that provides instruction to submit with proposal. This also conflicts with Page 40, Section 2 – Additional MBE documentation which instructs to submit Attachment \_-3A within 10 business days of receiving notice of the potential award or from the date of conditional award.

Please confirm that Attachment 2-3A is not required to be returned with the proposal.

**Answer#10:** Yes that is correct, only attachment 2-1A is to be submitted with the proposal.

**Question#11:** Attachment 2-3B MBE Prime - Project Participation Certification instructs to submit within 10 working days of notification of apparent award.

This is in conflict with List of Attachments (page 35) that provides instruction to submit with proposal. And this also conflicts with Page 40, Section 2 – Additional MBE documentation which also instructs to submit Attachment \_-3B within 10 business days of receiving notice of the potential award or from the date of conditional award.

Please confirm that Attachment 2-3B is not to be returned with the proposal.

**Answer#11:** Yes that is correct, only attachment 2-1A is to be submitted with the proposal.

**Question#12:** Attachment 2-4A, a monthly report pertaining to after-award activity, instructs to submit the report to the MBE Officer by the 15th of the month following the month the services were provided. This is in conflict with List of Attachments (page 35) that provides instructions to submit with proposal. Please confirm that Attachment 2-4A is not to be returned with the proposal.

**Answer#12:** Yes that is correct, only attachment 2-1A is to be submitted with the proposal.

**Question#13:** Attachment 2-5, a monthly report pertaining to after-award activity, instructs to submit the report to the MBE Officer by the 15th of the month following the month the services were provided. This is in conflict with List of Attachments (page 35) that provides instructions to submit with proposal.

Please confirm that Attachment 2-5 is not required to be returned with the proposal.

**Answer#13:** Yes that is correct, only attachment 2-1A is to be submitted with the proposal.