

DEPARTMENT OF INFORMATION TECHNOLOGY

**TORFP (TASK ORDER REQUEST FOR PROPOSALS)
FOR
CATS+ TORFP #F50B06000045 - Agile Teams Resources TORFP**

QUESTIONS AND RESPONSES #1

Question 1: As it is mandatory to provide the source file of the technical proposal in a word document and since in the RFP it says No attachment forms shall be altered and the TO Technical Proposal and all supporting material should be in Microsoft Word format, version 2007 or greater, when we try to copy-paste or insert the pdf to word converted attachment forms in a word document, we are coming across a lot of alignment issues.

So, would it be okay to fill the forms in a pdf editor and then take images of those filled attachment forms from the PDF and then copy-paste it as images in the source word document?

Answer: Yes.

Question 2: Limitation of Liability The TO Contractor's liability is limited in accordance with the Limitations of Liability section of the CATS+ Master Contract. TO Contractor's liability for this TORFP is limited to one (1) times the total TO Agreement amount.

What is the meaning of the above statement?

Answer: TORFP Section 1.9 states: The TO Contractor's liability is limited in accordance with Section 7 of the CATS+ Master Contract. TO Contractor's liability under Section 7.3 of the CATS+ Master Contract for this TORFP is limited to one (1) times the total for a Work Order Agreement amount unless otherwise specified.

Question 3: D-1A MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE -

We have to submit the D-1A form with the Work order proposal and not with the technical proposal response to this TORFP? Please confirm.

Answer: **Both Attachment D-TORFP and the MBE Form-1A must be submitted with the Technical Proposal to this TORFP.**

Question 4: 10 Business Days after the recommended award

Does the 10 Business days after the recommended award mean after the award for the response to this TORFP or after the award for the response to the Work Order Proposal?

Answer: **Please clarify which Section in the TORFP the question is referenced.**

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QUESTIONS AND RESPONSES #2

Question 5: Can a MBE firm be presented as a sub-contractor by two separate Prime contractor offerors?

Answer: Yes.

Question 6: Can you please let us know the NTP date of Agile Team Resources - Solicitation #F50B06000045?

Answer: The Department anticipates issuing the NTP before the end of 2020.

Question 7: Why is this TORFP being issued, when there are over 600 vendors on the Master CATS+ contract who provide most of the requested services?

Answer: The CATS+ Master Contract requires that services are procured through a secondary level of competition. Refer to CATS+ Master Contract section 1.1.

Question 8: Can a subcontractor or prime bid on multiple bids so the state receives best value?

Answer: A prime offeror may only submit one proposal in response to the TORFP. A subcontractor may work with multiple prime offerors.

Question 9: Can a Prime bid as a subcontractor for another Offeror, to ensure the state receives the most qualified bid responses to deliver its programs?

Answer: See response to Question #5 and #8.

Question 10: Can offerors bid all three, or individual categories? If individual--can all categories be submitted in one TORFP response, or are separate TORFP responses per category required?

Answer: The TORFP is broken down into three categories only to provide examples of potential services for which work orders will be issued. Offerors are not required to submit by category. Offerors are encouraged to submit a proposal that provides evidence that the Offeror has the capability and experience to provide the resources to perform a variety of agile consulting services.

Question 11: If a Prime bids for all three categories, are 9 Offeror Experiences required? (eg: 3 Offeror Experiences per category). Please confirm, or clarify what Past Performances are required if a prime bids all three or less than all Categories in Sections 3.2.1-3. Thank you.

Answer: Offerors are not required to submit proposals by category (see response to Question #10). Offerors are to provide up to three examples of engagements or contracts the Master Contractor has completed that include the types of services listed in Section 3 (refer to TORFP Section 4.4.1.D.)

Question 12: How many waterfall projects are there currently active in the state at this time, as MITD programs? Is the expectation that winning vendors will transition these waterfall programs to agile implementations?

Answer: The first question is not relevant to this TORFP. No. It is not expected that current waterfall projects will be transitioned under this TORFP. Please refer to TORFP Section 3.1.

Question 13: As part of this TORFP response, for the Master Contractor selection, please confirm the state requires vendors submitting a response to describe in detail how they plan to address the examples of potential services in 3.2.1, 3.2.2, 3.2.3

Answer: **Offerors need to follow the proposal format instructions in TORFP Section 4.4.1. Offerors should also review the TO Proposal Evaluation Criteria in TORFP Section 5.2 to ensure that their response can be evaluated accordingly.**

Question 14: For Subsequent Work Orders, does the state anticipate issuing only T&M requests with no deliverables required from vendors (putting all the risk for completion on the state), or, will the state issue some WO's that have deliverables based requirements.

Answer: **Please refer to TORFP Section 3.10 Work Order Process.**

Question 15: The TORFP is for Functional Area 10: Management Consulting Services. Regarding B.a-q: How does the state want vendors to address the requirements contain in Data Protection and Controls?

Answer: **Please refer to TORFP Section 3.11.2.**

Question 16: Please confirm that in accordance with CATS+ Master terms, any requested software and hardware for this TORFP and subsequent work orders will be within the CATS+ 49% or less contract term. (CATS+ Section 2.2.1.1.D) A TORFP shall not be issued under this CATS+ Master Contract, if equipment and/or COTS software costs are anticipated to exceed 49% of the value of the resulting TO Agreement.

Answer: **The terms contained in the CATS+ Master Contract apply to all CATS+ TORFPs.**

Question 17 : As per 3.12 insurance section, Master Contractors shall confirm that, as of the date of its TO Proposal in response to the TORFP, the insurance policies incorporated into its Master Contract are still current and effective at the required levels.

Please identify in which section of the TO proposal we need to include this. In section 4.44.1.G we can only include Attachment D, F, H.

Answer: **Section 3.12 states: The recommended awardee must provide a certificate(s) of insurance with the prescribed coverages, limits and requirements set forth in the CATS+ RFP Section 2.7**

within five (5) Business Days from notice of recommended award.

Question 18: As per 4.4.1.G we can include Attachment D, F, H. Whereas section 6 indicates that we need to include additional forms, Attachment C-Bid proposal affidavit, Attachment L-Location of the performance of service disclosure , and offeror information sheet. Can we include these forms along with D,F,H in the same section of TO Response?

Answer: Yes.

Question 19: RFP section 3.2.4 indicates 47 labor categories where as pricing spreadsheet includes 48 labor categories . It seems Subject Matter expert (Senior) is missing in RFP Section 3.2.4. please clarify the correct list.

Answer: Please see Amendment #2 to the TORFP.

Question 20: RPF Section 3.2.4 indicates labor category "Application Developer, Advanced Technology " whereas excel includes it as "Application Developer, Advanced Technology (Senior)" . please clarify the correct one to use.

Answer: Please see Amendment #2 to the TORFP.

Question 21: Does State of MD consider increasing page limit for executive Summary 4.4.1.A of the proposal to 3 pages at minimum?

Answer: No, the page limitation will remain.

Question 22: Our understanding is that we need to provide resources at work order level in one or more different labor categories listed in section 3.2.4. Whereas the RFP 4.4.1.b.1 RFP is calling for " resources in additional to those requested in TORFP". Are you requesting any resumes in response to TORFP? please clarify.

Answer: No, resumes are not required in response to the TORFP.

Question 23: RFP Section 4.4.1.d.1.e – Current Master Contractor team personnel who participated on the engagement. – Could you please clarify, Is state looking for list of labor categories supported for this past performance (or) management staff of the TO contractor supported the contract (or) each labor category personnel name supported this contract. We believe that list of labor categories supported will be of more valuable to Government to evaluate the past performance.

Answer: Provide what is requested, team personnel who participated in the engagement.

Question 24: If we submit as a Prime, can we be a sub on another team?

Answer: Yes.

Question 25: We are an MBE, certified company. If we add another MBE company for 12.5% of workshare, does it satisfy the 25% of the overall MBE goal?

Answer: Yes.

Question 26: Can the agency clarify if there will be an oral presentation at the time of selecting the master contractor or the oral presentation will be required only at the time of work order?

Answer: Please refer to TORFP Sections 1.5 and 5.3. Oral presentations may be required as part of the Task Order Award Process.

Question 27: Will there be a conflict of interest for the contractors who have been awarded for the DEPARTMENT OF INFORMATION TECHNOLOGY (DOIT) SOLICITATION NUMBER 060B8400062 OVERSIGHT PROGRAM SUPPORT SERVICES that was released in 2018 and awarded by the agency in the year 2019?

Answer: Please refer to Maryland Code, State Finance Procurement § 13-212.1 and Code of Maryland Regulations (COMAR) 21.05.08.08.

Question 28: Is this is a new solicitation or are there incumbents already performing this task for the agency?

Answer: This is a new solicitation. There are no incumbents.

Question 29: Can the agency clarify our understanding that a potential offeror need not propose any resume of any personnel at the time of responding to this TORFP but the resumes are to be proposed only at the time of responding to a work order?

Answer: No resumes are required in response to the TORFP.

Question 30: Can the resource proposed for a work order by a TO contractor be 1099 resources?

Answer: Yes.

Question 31: Can an offeror submit response for any one of the proposed 3 categories?

Answer: Please refer to the response to Question #10.

Question 32: Will agency select up to 10 master contractors per service category listed or up to 10 master contractors overall including all the 3 service category listed in this TORFP?

Answer: 10 Master Contractors overall, awards are not being made by category.

Question 33: Can a prime contractor who is submitting a response be on another team as a sub-contractor which is also submitting a response to this TORFP?

Answer: Yes.

Question 34: How many work orders are expected under this TORFP?

Answer: The State has no estimate for how many Work Orders will be issued under the TORFP.

Question 35: What is the minimum value of a work order that is anticipated?

Answer: The State does not have estimates for the value of future Work Orders issued under the TORFP.

Question 36: What is the budget allocated for this solicitation?

Answer: There is no budget for the TORFP.

Question 37: We understand that the work location will be decided at the time of work order , can the agency clarify if all the possible work location will be inside the state of Maryland?

Answer: All work will be performed in the State of Maryland.

Question 38: Will there be oral presentations prior to award of the Work orders as well?

Answer: Oral presentations may be required for Work Orders depending on the Work Order requirements.

Question 39: For the proposed personnel for a work order can the agency clarify what will be the mode of interviewing them? Will the agency interview TO contractor personnel over video conference platforms?

Answer: That will be determined in the Work Order.

Question 40: When is the expected award date?

Answer: Award date is not available at this time.

Question 41: If there is a work order with only 1 resource requirement and if that work order has for example 12% MBE goal how can a contractor meet this goal. Can the agency clarify how the MBE will be established at the work order level ?

Answer: Yes. The agency will assess whether a MBE goal can be set per work order.

Question 42: Can the agency consider making this an SBR procurement?

Answer: No.

Question 43: If a vendor were to be awarded TORFP #F50B0600039 - Delivery Project Management Services, will it be a conflict of interest?

Answer: Please refer to the response to Question #27.

Question 44: If a vendor were to be awarded for this TORFP, will it be a conflict of interest to participate in other TORFPs that may be released in the future?

Answer: Should a solicitation or other competitive award be initiated as a result of activity or recommendations arising from this Task Order, if the Offeror is awarded this Task Order, they may not be eligible to compete if such activity constitutes assisting in the drafting of specifications, requirement, or design thereof. Please refer to Amendment #2.

Question 45: What is the anticipated award date for this TORFP?

Answer: Award date is not available at this time.

Question 46: Post the award of this TORFP, when is the first Work Order anticipated to be released?

Answer: The State cannot predict when the first Work Order will be released.

Question 47: Please confirm that resumes are not required with the proposal and they are required only with the Work Order.

Answer: Resumes are not required in response to the TORFP.

Question 48: Can the Master Contractor provide details of its subcontracting experience for past performance?

Answer: Please refer to TORFP Section 4.4.1.D.

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TORFP (TASK ORDER REQUEST FOR PROPOSALS)
FOR
CATS+ TORFP #F50B0600045 - Agile Teams Resources TORFP**

QUESTIONS AND RESPONSES #3

Question 49:

TORFP Section	Topic	Question
4.4.1 TO Technical Proposal, A. Proposed Services (Page 26)	Executive Summary	<p>Per the instructions for the Executive Summary on page 26 of the TORFP, the proposal shall contain “<i>A one-page summary describing the Offeror’s understanding of the TORFP Scope of Objectives (Section 3).</i>”</p> <p>If a fully summarized level of understanding for all of Section 3 is required, we do not believe it is possible to provide an accurate level of our understanding of all the Scope of Objectives within one (1) page.</p> <p>Please confirm if the State requires the Offeror to summarize or acknowledge/affirm its understanding of all of the following content from Section 3 in one (1) page:</p> <p>3.1 BACKGROUND/PURPOSE 3.2 CATEGORIES OF SERVICES 3.2.1 – Category 1 - Program/Project Management (Subsections A -M) 3.2.1.1 (Subsections A -H) 3.2.2 Category 2 - Agile Consulting Services (Subsections A -J) 3.2.2.1 (Subsections A -C) 3.2.3 Category 3 - Systems Development and Implementation (Subsections A -H) 3.2.3.1 (Subsections A -D)</p>

		<ul style="list-style-type: none">3.2.4 Labor Categories (Subsections 1 -47)3.3 EXPANSION WINDOW3.4 TERMINATION OF WORK ORDER3.5 PROFESSIONAL DEVELOPMENT3.6 REQUIRED POLICIES, GUIDELINES AND METHODOLOGIES3.7 PERFORMANCE AND PERSONNEL (Subsections A -I)<ul style="list-style-type: none">3.7.1 SUBSTITUTION OF PERSONNEL<ul style="list-style-type: none">3.7.1.1 Prior TO and Within 30 Days After Work Order Execution3.7.1.2 Substitution Post 30 Days After Work Order Execution (Subsections A -C)3.8 SECURITY REQUIREMENTS<ul style="list-style-type: none">3.8.1 Employee Identification (Subsections a -e)3.8.2 Security Clearance / Criminal Background Checks (Subsections a -d)3.8.3 On-Site Security Requirement(s) (Subsections a -e)<ul style="list-style-type: none">3.8.4 Information Technology (Subsections a -c)3.8.5 Data Protection and Controls (Subsections A -B (Subset a-q))3.8.6 Security Incident Report (Subsections A -D)3.8.7 Data Breach Responsibilities (Subsections A -B)3.8.8 Additional security requirements3.8.9 The State, at its discretion, has right to review and assess the Contractor's compliance3.8.10 Provisions in Sections 3.8.1 – 3.8.9 shall survive expiration or termination of the TO Agreement. Additionally, the TO Contractor must flow down the provisions3.9 WORK SPACE, WORKSTATIONS, NETWORK CONNECTIVITY, SOFTWARE AND EQUIPMENT3.10 WORK ORDER PROCESS (Subsections A -I)3.11 INVOICING<ul style="list-style-type: none">3.11.1 Definitions (Subsections A -C)3.11.2 General (Subsections A -H)3.12 INSURANCE<ul style="list-style-type: none">3.12.1 Cyber Security / Data Breach Insurance
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Answer: **The Executive Summary does not need to specifically address each and every subsection in Section 3. The Executive**

Summary is to summarize the Offeror's understanding of the services to be provided in the TORFP.

Question 50: Can a MBE subcontractor be included in more than one proposal response as a sub?

Answer: Yes.

DEPARTMENT OF INFORMATION TECHNOLOGY

**TORFP (TASK ORDER REQUEST FOR PROPOSALS)
FOR
CATS+ TORFP #F50B0600045 - Agile Teams Resources TORFP**

QUESTIONS AND RESPONSES #4

Question 51: Should we include the Part 1 Instruction pages as well from the Attachment D. Minority Business Enterprise (MBE) Forms D-1A MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE along with the proposal

Answer: Please refer to TORFP Section 1.12.B of the TORFP which states: “Each Master Contractor that responds to this TORFP must complete, sign, and submit, without edits, Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission in response to this TORFP. Failure of the Master Contractor to complete, sign, and submit Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission will result in the State’s rejection of the Master Contractor’s TO Proposal.”

In addition, please refer to Section 6 TORFP Attachments and Appendices, MBE Forms D-1A and other associated MBE forms apply only to Work Orders and are not required with proposals in response to the TORFP.

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Question 52: Under the TORFP ATTACHMENTS AND APPENDICES "when to submit" column, it is mentioned that Non-Disclosure Agreement (Contractor) should be submitted 5 Business Days after recommended award – However, suggested with Proposal.

When it says suggested with Proposal, does it mean that we have to submit the Non-Disclosure agreement along with the proposal for this TORFP or along with the Work Order Proposal? Please confirm

Answer: **It is only a suggestion that the Offeror submit the NDA with the TO Proposal. If not submitted with the TO Proposal, and the Offeror is recommended for award, the Procurement Officer will request the NDA.**

Question 53: Biographical data and an organization chart detailing the names and titles of the Offeror's management staff who will supervise the personnel and a description of the services rendered under this TO Agreement.

Do we have to provide the Biographical data and an organization chart detailing the names and titles of all the labor categories mentioned in Attachment B?

Answer: **No, the biographical data is only requested for management staff who will supervise the personnel provided through work orders.**

Question 54: The response to this TORFP is to award up to 10 Master Contractors. Then if any work order request is sent to those awardees (TO Contractors), the TO Contractors will have to respond to the work orders with the technical and financial proposal, similar to the way we responded to the TORFP? Please confirm.

Answer: **Response requirements to a work order will be specified in each work order.**

Question 55: Under the TORFP ATTACHMENTS AND APPENDICES "when to submit" column, it is mentioned that Attachment D-1A is submitted with Work Order Proposal.

Does it mean that the Attachment D-1A has to be submitted only if we are awarded for this TORFP? And also only if we are issued a Work order request after awarding for this TORFP?

Answer: **Please refer to the response to Question #51.**

Question 56: Under the TORFP ATTACHMENTS AND APPENDICES "when to submit" column, it is mentioned that MBE Forms D-1B, D-1C, D-2, D-3A, D-3B should be submitted 10 Business Days after the recommended award

Does the 10 Business days after the recommended award mean after the award for the response to this TORFP or after the award for the response to the Work Order Proposal?

Answer: **10 days after the recommended award of a work order.**

Question 57: Section 4.4 does not mention any requirement for terms identified in Sections 1 (Administrative Information) or Section 3, Scope of Objectives sections 3.1-3.11.12

Please confirm the state does not want vendors to respond in detail to the terms in these sections, or if it does, what section numbers, specifically.

Answer: **Please prepare and submit the TO Proposal as required in Section 4.4 Proposal Format.**

Question 58: The following signed attachments shall be included with the TO Technical Proposal e-mail, with password protection and PDF format: 1. Attachment D – Acknowledgement of Work Order MBE Requirements, 2. Attachment F – Living Wage Affidavit of Agreement, 3. Attachment H – Conflict of Interest Affidavit and Disclosure"

In this section of the TORFP, are the required attachments mentioned to be included in the Technical Proposal email, but separate from the Technical Proposal, and attached to the email in as a separate file with their own passwords? If so, would the State prefer the rest of the attachments required for this TORFP be included within the proposal, or as separate file attachments in the submission email?

Answer: **Please prepare and submit the TO Proposal as required in Section 4.4 Proposal Format.**

Question 59: Does the State have a preference for how the TO Proposal is structured in response to the 3 categories listed in the SOW? I.e. Would 3 separate two-part TO Proposal Submissions (one for each SOW category) be preferred over one consolidated response?

Answer: **The TORFP is broken down into three categories only to provide examples of potential services under which work orders will be issued. Offerors are not required to submit by category but submit a proposal that provides evidence that the Offeror has the capability and experience to provide the resources to provide the required agile consulting services.**

Please prepare and submit the TO Proposal as required in Section 4.4 Proposal Format.

Question 60: Are 3 references desired for each SOW Category (1-3) (i.e. 9 references total)? If no, is one reference desired for each SOW Category, or can some or all references be for the same SOW Category?

Answer: Offerors are to provide up to three examples of engagements or contracts the Master Contractor has completed that include the types of services listed in Section 3 (refer to TORFP Section 4.4.1.D).

Question 61: Is there a weighted percentage (%) associated with each of the 5 Evaluation Criteria (A - E) listed in "Section 5.2 - TO Proposal Evaluation Criteria" of this TORFP?

Answer: No, the evaluation criteria is listed in descending order of importance.

Question 62: Does DoIT already have project(s) in mind for Work Order execution? If yes, is DoIT willing/able to disclose the type of work that may be involved on those projects?

Answer: No.

Question 63: Will DoIT disclose what departments and/or type of staff within DoIT will be involved in evaluation of proposal submissions for this TORFP?

Answer: No.

Question 64: Will the same DoIT staff be evaluating each of the 3 SOW Categories or will different DoIT staff be involved in the evaluation of each of the 3 SOW Categories?

Answer: The TORFP is broken down into three categories only to provide examples of potential services under which work orders will be issued. Offerors are not required to submit by category but submit a proposal that provides evidence that the Offeror has the capability and experience to provide the resources to provide the required agile consulting services.

Question 65: Are CATS+ Master Contractors responding to this TORFP required to respond to all three (3) SOW Categories listed? If no, will responding to only one or two of the three SOW Categories negatively impact the Master Contractor's Proposal evaluation and potential for award?

Answer: The TORFP is broken down into three categories only to provide examples of potential services under which work orders will be issued. Offerors are not required to submit by category but submit a proposal that provides evidence that the Offeror has the capability and experience to provide the resources to provide the required agile consulting services.

Question 66: If a CATS+ Master Contractor chooses to submit a proposal on only one or two of the three (3) SOW Categories, will the award be considered as one (1) full award (out of the "up to ten (10) Master Contractors") or will it be considered as a fraction of an award? i.e. are there "up to ten (10)" awards for each SOW Category for a total of 30 awards?

Answer: The TORFP is broken down into three categories only to provide examples of potential services under which work orders will be issued. Awards will not be by category. Evaluations will be based on the evidence that the Offeror has the capability and experience to provide the resources to provide the required agile consulting services in the examples provided in Section 3.

Question 67: Technical Proposal format -Proposed services - Biographical data and an organization chart detailing the names and titles of the Offeror's management staff who will supervise the personnel and a description of the services rendered under this TO Agreement.

Since we will not be submitting any resumes as a response to this TORFP, and only through a Work order requirement then what type of biographical data should we provide?

Answer: Please refer to the response to Question #53.

Question 68: Technical Proposal format - Staffing Plan -Proposed Personnel and TORFP Staffing –

Since we will not be submitting any resumes as a response to this TORFP, and only through a Work order requirement then which personnel should we propose?

Answer:

Offerors are to provide a Staffing Management Plan providing the process the Offeror will follow when recruiting for resources in response to a work order. No resumes are required in response to the TORFP. Please follow the requirements of Section 4.4.1.B.

**DEPARTMENT OF INFORMATION TECHNOLOGY
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FOR
CATS+ TORFP #F50B06000045 - Agile Teams Resources TORFP**

QUESTIONS AND RESPONSES #5

Question 69: Attachment B-Financial Proposal - statement D says "Please indicate which of the staff are guaranteed work and indicate the rest are appropriate for non-guaranteed work via Task Orders"

Please clarify what this means and where this information should be entered.

Answer: The requirement has been deleted from the CATS+ TORFP #F50B06000045 – Agile Team Resources TORFP Attachment B – Price Proposal, Attachment B – Instructions, Item D. Please refer to Amendment #3.

Question 70: Would you be able to provide the TORFP attachments in word format? It would make it much easier to complete and incorporate the required attachments into the technical proposal.

Answer: No. The requirements of will remain.

Question 71: Can an offeror provide its experience and capabilities of the same project, but under different master or sole source contracts (not task orders) to satisfy the TORFP requirements of section 4.4.1.D.1?

Answer: Yes.

Question 72: Can the offeror experience on current engagement be considered as 1 of 3 examples required under TORFP section 4.4.1.D.1?

Answer: Yes.

Question 73: Section 4.4.1.B.2 The RFP asks the Offeror to “Provide a statement that details the Offeror’s capabilities of providing the required services in the TORFP Scope of Work” and then lists three items that must be addressed in our response.

Is the State expecting a point-by-point response to the twelve subsections in Section 3 – Scope or Work also referred to as Section 3 – Scope of Objectives?

Answer: The purpose of the TORFP is to provide agile consulting resources. Offerors should respond to the proposal requirements in TORFP Section 4.4.1.B.2, items a), b) and c). A point-by-point response to the 12 subsections in Section 3 is not expected.

Question 74: One of the elements the State is asking for related to the sample engagements is “Current Master Contractor team personnel who participated on the engagement.”

Is the State expecting Offerors to provide the number of personnel in each job category that performed work on the engagement or is the State expecting name of each resource?

Answer: Offerors are only to provide the team personnel who participated in the engagement.

Question 75: The TORFP states that “The following signed attachments shall be included with the TO Technical Proposal e-mail, with password protection and PDF format:

1. Attachment D – Acknowledgement of Work Order MBE Requirements
2. Attachment F – Living Wage Affidavit of Agreement
3. Attachment H – Conflict of Interest Affidavit and Disclosure.”

Does the State want each of these attachments included password protected individually and emailed individually with the other proposal response documents? Or is it acceptable to include them as a section within the TO Technical proposal which will be password protected?

Answer: Please prepare and submit the TO Proposal as required in Section 4.4 Proposal Format. In addition, please refer to Amendment #3.

Question 76: Section G of the TORFP states that “The following signed attachments shall be included with the TO Technical Proposal e-mail, with password protection and PDF format:
1. Attachment D – Acknowledgement of Work Order MBE Requirements
2. Attachment F – Living Wage Affidavit of Agreement
3. Attachment H – Conflict of Interest Affidavit and Disclosure.”

The table in Section 6 also lists the following as required with the proposal submission:
Attachment C – Bid/Proposal Affidavit
Attachment L – Location of the Performance of Services Disclosure
Appendix 2 – Offeror Information Sheet

Please confirm whether these additional documents are required to be submitted with the proposal. And if so, does the State want each of these attachments included password protected individually and emailed individually with the other proposal response documents? Or is it acceptable to include them as a section within the TO Technical proposal which will be password protected?

Answer: Please refer to the response to Question #75.

Question 77: Proposed rates shall not exceed the rates defined in the CATS + Master Contract for the Master Contract year(s) in effect at the time of the TO Proposal due date.

Please confirm the year in the rate table we will be using for this effort.

Answer: The term of the CATS+ Master Contract is 4/22/2013 through 4/21/2028. The Master Contract is currently in Year 8.

Question 78: If new job categories are added for this Agile Team Resources TORFP, will they also be added to the CATS+ contract?

Answer: New labor categories cannot be added to the CATS+ Master Contract.

Question 79: Is it possible to propose different rates from those defined in the CATS+ Master Contract?

Answer: Rates proposed in response to the TORFP must be at or below the rates defined in a Master Contractor's price proposal submitted in response to the CATS+ Master Contract RFP.

Question 80: Does DoIT have any incumbent contractor(s) currently working, or who recently worked, on this project?

If so, is the incumbent eligible to respond to this solicitation?

Answer: No, please refer to the response to Question #28

Question 81: Apart from providing evidence that the offeror has the capability and experience to provide resources in the required agile consulting services based on the required proposal format given in section 4.4 should we propose any solution on how the company can facilitate the transition from replacing Waterfall-based practices with lean-agile methods or any other solutions?

Answer: No, that is not a requirement of the TORFP.

Question 82: Should we provide the offeror's understanding, experience, and

Answer: Should we provide the offerors complete understanding of the **No**

Question 83:

3.8.7 Data Breach Responsibilities
3.8.5 Data Protection and Controls
3.8.4 Information Technology
3.8 SECURITY REQUIREMENTS
3.7 PERFORMANCE AND PERSONNEL

Answer: Offerors may simply state they understand those sections, the State is more interested in the Offeror's understanding of the requirements for agile resources and the purpose of the TORFP.

Question 84: In Section 4.1.1 TO Technical Proposal format, it says we have to provide a one-page summary describing the Offeror's understanding of the TORFP Scope of Objectives (Section 3).

Is it mandatory that the offeror's understanding of the TORFP Scope of Objectives (Section 3) should be exactly on one page?

Answer: Yes, see the response to Question #83.

Question 85: Section 4.4.1.A Proposed Services, in our response, are we to provide only our Understanding of the TORFP Scope in the Executive Summary?

Answer: Yes, see the response to Question #83.

Question 86: Section 4.4.1.G - Summary of Attachments: As the submission of proposal are to be made in Microsoft Word format, can the signed Attachments be embedded as Word Objects?

Answer: No. The requirements of section 4.4.1. will remain.

Question 87: Section 4.4.1.G - Summary of Attachments: As the Volume I and Volume II are password protected, should these Attachments be further password protected?

Answer: Please prepare and submit the TO Proposal as required in Section 4.4 Proposal Format.

Question 88: Volume II – Financial Proposal: a. Volume II is pre-dominantly Attachment B – the pricing sheet. The other things requested are assumptions and validity of the proposal. Is our understanding correct?

Answer: Yes, which can be submitted in a cover letter to the Attachment B.

Question 89: Volume II – Financial Proposal: Where should we state our assumptions and provide our Price validity statement?

Answer: Please refer to the response to Question #87.

Question 90: Volume II – Financial Proposal: As Volume II is to be submitted in Adobe PDF format, should we also insert/include Attachment B in the PDF?

Answer: Please prepare and submit the TO Proposal as required in Section 4.3 TO PROPOSAL PACKAGING AND DELIVERY TO Financial Proposal.

Question 91: Volume II – Financial Proposal: We are requested to submit a redacted copy of the Financial Proposal as well; can the Labor Category prices be redacted? If not, based on the contents of Financial Proposal, a redacted copy of the Price Proposal has no relevance. Instead, can DoIT consider changing the Attachment B by including “Assumptions” and “Validity Statement” sheets in the Microsoft Excel and request us to provide only the Attachment B for Volume II?

Answer: Offerors are to redact Volume II – Financial Proposal in accordance with 4.4.1.F. Confidentiality. DoIT will not amend this requirement.

Question 92: Since this TORFP is for a down select of 10 qualified vendors and after the award, the State will conduct a secondary level of competition thru WO, what is the need for a price proposal now? There is already an approved price for each company from CATS+. The final competitive price can be obtained from the 10 selected vendors at WO level. This way, the state can evaluate the technical proposals now and only one you have to evaluate the price (at WO level).

Answer: The requirement for a price proposal in response to the TORFP will remain.

Question 93: Section 4.3.5.A.1) states “ TO Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater” – Can we submit the technical proposal in a searchable PDF format instead of MS Word. Since the proposal will have some proprietary graphs, diagrams, PDF will help the keep all-formatting intact.

Answer: No. The requirements of section 4.3.5.A. will remain.

Question 94: In section 4.1.1 TO Technical Proposal - (E) - State Assistance - Provide an estimate of expectation concerning participation by State personnel. What does the above mean?

Answer: This requirement has been removed from the TORFP. In addition, please refer to Amendment #3.

Question 95: In Page 39 of 58 of the TORFP Pdf, Attachment F. Contracts - Maryland Living Wage Affidavit of Agreement for Service, it says that This solicitation does not require a Living Wage Affidavit of Agreement. But link is also given on the same page.

Should we submit the Attachment F. Contracts - Maryland Living Wage Affidavit of Agreement along with the proposal?

Answer: Yes. The language “This solicitation does not require a Living Wage Affidavit of Agreement requirement has been removed from the TORFP.” In addition, please refer to Amendment #3.

Question 96: In the Attachment F - should we fill the solicitation number as the Contract No. as the Solicitation number and the offeror name in the Name of the Contractor section?

Answer: Yes.

**DEPARTMENT OF INFORMATION TECHNOLOGY
TORFP (TASK ORDER REQUEST FOR PROPOSALS)
FOR
CATS+ TORFP #F50B06000045 - Agile Teams Resources TORFP**

QUESTIONS AND RESPONSES #6

Question 97: In Section 4.4.1.D (1) and 4.4.1.D (2), it is asking to provide the following.

1. Up to three examples of engagements or contracts the Master Contractor has completed that included the type of services listed in Section 3 and 1.
2. If applicable, the Master Contractor shall submit a list of all contracts it currently holds or 2.has held within the past five (5) years with any entity of the State of Maryland.

If the Master Contractor is going to provide all the three experiences as State experience only, then in that case still do we need to repeat the same three experiences data under Section 4.4.1.D(1) and once again under Section 4.4.1.D(2)? Or just have one section which would be the Section 4.4.1.D(2) and include all the responses asked under both the sections?

Answer: Respond to sections 4.4.1.D(1) and 4.4.1.D(2) separately.

Question 98: The responses to the two same questions were different. Could you please clarify Question and Response Series # 1 - Question 1 and Q& A Series 5 - Question 86

Answer: Please refer to Amendment #4.

Question 99: In section 4.4.1.D.1 Provide up to three examples of engagements or contracts the Master Contractor has completed that included the type of services listed in Section 3. Up to one example may be used from a subcontractor if Master Contractor is teaming with a subcontractor. For each identified engagement or

contract, include contact information for each client organization complete with the following:

Is it mandatory that we can provide only one example of the Subcontractor?

Answer: **Please prepare and submit the TO Proposal as required in Section 4.4 Proposal Format.**

Question 100: The TO Contractor shall provide IT technical and/or consulting services for State agencies or component programs with those agencies, and shall do so impartially and without any conflicts of interest. Each Offeror shall complete and include with its TO Proposal a Conflict of Interest Affidavit and Disclosure in the form included as Attachment I of this TORFP

Is the Conflict of Interest Attachment I or Attachment H?

Answer: **Attachment H is Conflict of Interest Affidavit and Disclosure**

Question 101: In Amendment #3, it is mentioned that the following signed attachments shall be included with the TO Technical Proposal e-mail, with password protection and PDF format.

1. Attachment C – Bid/Proposal Affidavit
2. Attachment D – Acknowledgement of Work Order MBE Requirements
3. Attachment F – Living Wage Affidavit of Agreement
4. Attachment H – Conflict of Interest Affidavit and Disclosure
5. Attachment L – Location of Performance of Services Disclosure
6. Appendix 2 – Offeror Information Sheet

So does this mean that we do not have to include these forms in the technical proposal word document which we are preparing based on the instructions given in Section 4.4 Proposal Format instead send it as separate signed individual PDF forms in the same email thread as that of the Technical Proposal?

Answer: **Refer to TORFP Section 4.3.5 – Two Part Submission**

Question 102: In Section 4.4.1.B.1.c) (Page26) it mentions “Biographical data and an organization chart....”. What does the state mean by

Biographical data here? Is it a summary resume of the management staff?

Answer: **The biographical data is only requested for management staff who will supervise the personnel provided through work orders.**

Question 103: Section 4.3.5.A.1) states “ TO Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater” – Can we submit the technical proposal in a searchable PDF format instead of MS Word. Since the proposal will have some proprietary graphs, diagrams, PDF will help the keep all-formatting intact.

Answer: **Refer to TORFP Section 4.3.5 – Two Part Submission**

DEPARTMENT OF INFORMATION TECHNOLOGY

**TORFP (TASK ORDER REQUEST FOR PROPOSALS)
FOR**

CATS+ TORFP #F50B0600045 - Agile Teams Resources TORFP

QUESTIONS AND RESPONSES #7

Question 104: Is there a page limitation for the technical response in section 4.4.1.B.1-3, Proposed Personnel and TORFP Staffing?

Answer: No

Question 105: What is the size of engagement of the team that is transforming from water fall to agile?

Answer: The question is not relevant to this TORFP. Please refer to TORFP Section 3.1 for the purpose of the TORFP.

Question 106: Is your organization segmented by lines of business or lines of service?

Answer: The question is not relevant to this TORFP. Please refer to TORFP Section 3.1 for the purpose of the TORFP.

Question 107: Have the team or teams been identified that will participate in a pilot of Agile adoption?

Answer: The question is not relevant to this TORFP. Please refer to TORFP Section 3.1 for the purpose of the TORFP.

Question 108: Who is the executive sponsor for the project?

Answer The question is not relevant to this TORFP. Please refer to TORFP Section 3.1 for the purpose of the TORFP.

Question 109: Please verify if there is a page count/page limitation associated with the proposal.

Answer **No page limit.**

Question 110: We have multiple subcontractors on our team; may we include a past performance from two of them as part of the requirements for 3 past performances?

Answer: **Yes.**

DEPARTMENT OF INFORMATION TECHNOLOGY

**TORFP (TASK ORDER REQUEST FOR PROPOSALS)
FOR
CATS+ TORFP #F50B06000045 - Agile Teams Resources TORFP**

QUESTIONS AND RESPONSES #8

Question 111: In section 4.3.5, Two Part Submission A. TO Technical Proposal consisting of: TO Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater,

When we are trying to convert the Attachments provided in PDF format to word to insert it in the proposal word document, the proposal word document is losing its alignment.

Will you be able to provide all the attachments in word document itself so that we can insert the same to our proposal document. Or could you please suggest a method to do that as you the option of inserting the images of those attachments in the proposal word document is not allowed?

Answer: Refer to Question #103.

Question 112: In section 4.3.5, Two Part Submission 4.3.5A.3 a second searchable Adobe copy of the TO Technical Proposal, redacted in accordance with confidential and/or proprietary information removed (see Section 4.4.1.F).

Do we have to submit a second searchable Adobe copy of the TO Technical proposal, if we do not have any confidential and/or proprietary information to be removed?

Answer: Yes.

Question 113: Section 4.3.4 C - All Technical and TO Financial Proposals must be password protected, and the password for the TO Technical Proposal must be different from the password for the TO Financial Proposal. Offerors will provide these two passwords to DoIT upon request or their TO Proposal will be deemed not susceptible for award.

We will not send the passwords of the technical and financial proposal in the email we are submitting both the proposals and will send the password only upon DoIT's request. Please confirm if our understanding is correct?

Answer: Yes.

Question 114: Section 4.3.4 E - TO Proposals submitted via e-mail must not exceed 25 Mb. If a submission exceeds this size, split the submission into two or more parts and include the appropriate part number in the subject (e.g., part 1 of 2) after the subject line information below.

Section 4.3.4 F - The e-mail submission subject line shall state the TORFP #F50B06000045 and either "Technical" or "Financial." Suppose if we are sending one word and one PDF of the technical proposal, and if the word document has itself met the 25 MB limit, then do we send two separate emails with the below subject?

Answer a: Yes.

Could you please confirm?

Answer b: Yes.

Email subj for the technical word proposal: TORFP #F50B06000045
"Technical" - Part 1 of Part 2?

Answer c: Yes.

Email subj for the technical pdf format : TORFP #F50B06000045
"Technical" - Part 2 of Part 2?

Answer d: Yes.

Maximum how emails are allowed for sending the Technical and Financial proposal if we are facing the 25 MB email size limit restriction?

Answer e: **Yes, the Offeror may submit multiple emails. No more than six emails.**

Question 115: Section 4.3.4 E - TO Proposals submitted via e-mail must not exceed 25 Mb. If a submission exceeds this size, split the submission into two or more parts and include the appropriate part number in the subject (e.g., part 1 of 2) after the subject line information below.

Section 4.3.4 F - The e-mail submission subject line shall state the TORFP #F50B06000045 and either "Technical" or "Financial."

Suppose if our technical proposal word document itself has reached the 25 MB limit, then still do we split the technical proposal word document into different parts?

Answer a: **Yes.**

If we split the technical proposal itself into different parts then how would we manage the below? Do we need to create a separate cover page and table of contents for each of the parts?

Answer b: **No.**

Will the page numbers be a continuation of the previous part?

Answer c: **Yes.**

Will the email subject simply be TORFP F50B06000045 "Technical" - Part 1 of Part 2?

Answer d: **Yes**

Is it mandatory that any of the sections of the Technical proposal should be prepared specifically in the company's letterhead (eg: Cover page) apart from adding a regular header and footer?

Answer e: No.

Question 116: Section 4.4.1 D Master Contractor and Subcontractor Experience and Capabilities - Provide up to three examples of engagements or contracts the Master Contractor has completed that included the type of services listed in Section 3. Up to one example may be used from a subcontractor if Master Contractor is teaming with a subcontractor. For each identified engagement or contract, include contact information for each client organization complete with the following:

Can the offeror's experience exceed more than 3 examples?

Answer a: Offeror may provide up to 3 examples.

Can we provide more than one example for each of the subcontractors we are partnering with?

Answer b: Provide what is required, up to 3 examples, one of which can be from a subcontractor.

Question 117: Section 4.4.1 C Subcontractors -Identify all proposed subcontractors, and their roles in the performance of Section 3 - Scope of Objectives

Is there any limit in the number of non- MBE Subcontractors the offeror is partnering with?

Answer a: No.

Is there any limit in the number of MBE Subcontractors the offeror is partnering with?

Answer b: No.

Do we have to provide a one-page summary describing each of the subcontractor's understanding of the TORFP Scope of Objectives

(Section 3) similar to the executive summary provided for the offeror?

Answer c: No, the Executive Summary is for the Offeror's understanding of the TORFP.

What are the mandatory and specific details you are looking at to see in the subcontractor details section apart from their roles in the performance of Section 3 - Scope of Objectives?

Answer d: Respond as required in TORFP Section 4.4.1.C

Do we have to provide each of the subcontractor's capability and experience to provide the resources to perform a variety of agile consulting services?

Answer e: Respond as required in TORFP Section 4.4.1.D

Do we have to provide Biographical data and an organization chart for each of the subcontractors we are partnering with?

Answer f: The biographical data is only requested for management staff who will supervise the personnel provided through work orders.

Question 118: In section 4.4.1 B.1.c a) Biographical data and an organization chart detailing the names and titles of the Offeror's management staff who will supervise the personnel and a description of the services rendered under this TO Agreement.

Do we have to provide the generic Organizational chart of the offeror's company or a specific organizational chart pertaining to those resources who would be performing a variety of agile consulting services?

Answer a: The biographical data is only requested for management staff who will supervise the personnel provided through work orders. Offerors are not to provide names or resumes of the resources who will be performing the agile consulting services. Specific areas of required expertise and resumes will be further defined in a Work Order. Please refer to TORFP Section 3.10 Work Order Process.

Will it be okay even if provide the biographical details of the resources other than the management staff who will supervise the personnel and a description of the services rendered under this TO Agreement?

Answer b: **The biographical data is only requested for management staff who will supervise the personnel provided through work orders. Offerors are not to provide names or resumes of the resources who will be performing the agile consulting services. Specific areas of required expertise and resumes will be further defined in a Work Order. Please refer to TORFP Section 3.10 Work Order Process.**

Question 119: Is there a process like we have to acknowledge receipt of this solicitation and the amendments online through eMMA or DoIT website?

Or we can just mention in the cover letter the acknowledgment of the amendments?

Answer: **Please mention in the cover letter the acknowledgment of the amendments**

Question 120: Suppose if we submit the Proposal very much before the due date of the proposal, and if any addenda are released after we have submitted the proposal, then what can we do?

Answer: **Submit the acknowledgement of amendment via email to Procurement Officer listed on the Key Summary Sheet.**

Question 121: Should we submit a transmittal letter separately?

Answer: **Yes**

Question 122: Can we include the acknowledgment of the amendments in the cover letter itself?

Answer: **Yes**

Question 123: Should we submit the following along with the proposal?

Current Balance Sheet

Financial Statement (P&L statement)

Dunn and Bradstreet rating

Line of Credit

Financial track Record

Evidence of adequate working capital

Answer: This is not a submission requirement of the TORFP.

Question 124: Will it okay if we include header and footer in the TO Technical Proposal?

Answer: Follow instructions in TORFP Section 4.

Question 125: Our company has eMM# and eMMA# numbers. We got the emm# at the time of responding for CATS+ RFP back in 2018. Recently we got the eMMA number. Which one should we include in the proposal?

Answer: Use the assigned eMMA number.

Question 126: 3.5 PROFESSIONAL DEVELOPMENT

Any TO Personnel provided under this TORFP shall maintain any professional certifications required by a Work Order for the duration of the resulting Work Order Agreement.

Should we mention about the professional development in the TO Technical proposal?

Answer: No; professional certifications must be available upon request at the Work Order level.

Question 127: As it is mentioned that No attachment forms shall be altered and signatures shall be clearly visible, should we delete the header and footer of the attachment forms while filling and inserting in the TO

Technical proposal word document or leave the footer and header of the attachment forms as such?

Answer: **Leave the footer and header of the attachment forms as such. The header and footer of the attachment forms should not be altered.**

Question 128: Attachment F. Maryland Living Wage Affidavit of Agreement for Service Contracts attachment.

Proposed subcontractor does not have to fill Attachment F, right?

Answer: **Correct**

Question 129: Attachment F. Maryland Living Wage Affidavit of Agreement for Service Contracts attachment.

Do we have to fill the offeror's principal place of business in the address field given below Contractor Name?

Answer a: **Yes.**

Do we provide the offeror company's name or the name of the company's authorized name in the Contractor Name field?

Answer b: **Provide the company's name as it appears on file with the Maryland SDAT. You may also provide a d/b/a name, if applicable.**

Question 130: In **Attachment H. Conflict of Interest Affidavit and Disclosure section D - A**. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail — attach additional sheets if necessary):

If we have an existing relationship with Vendors(Offerors) for different RFP who are also bidding for the same Agile Team Resources TORFP then do we have to state those in section D? If yes, what are the details we have to include in the explanation?

Answer: **No**

Question 131: Attachment F. Maryland Living Wage Affidavit of Agreement for Service Contracts attachment.

Is it mandatory to have the Witness Signature and Name filled in the attachment F form?

Answer: Yes

Question 132: We request you to please extend the subject TORFP for 3 additional weeks.

Answer: See Amendment #5

Question 133: D – Statement of Capabilities - Does the experience requested include State of MD municipalities?

Answer: Yes

Question 134: D – Statement of Capabilities - Do we need to identify any contracts that we are providing staff augmentation services as a subcontractor to a company who has a prime contract with the State of Maryland?

Answer: No

Question 135: D – Statement of Capabilities - Since the contract will be a cross-state vehicle for all public agencies, can you confirm if all MBE subcontractors need to be certified by the Maryland Department of Transportation regardless of which public agency is issuing the Task Order? Or is that only applicable for Task Orders from the MD Department of Transportation?

Answer: MBE subcontractors must be certified by the Maryland Department of Transportation.

Question 136: Section 4.3.4 - State of MD is asking that proposal submission emails be password protected as well as the individual TO proposal files; additionally, in subsection C of this section, it also says that suppliers will provide the passwords for the submission email/files upon request. Is DoIT expecting suppliers to send a separate email containing the passwords to access the submission email/files when we submit our response? Or, as a respondent, are we only supposed to send the passwords if requested by DoIT?

Answer: The Procurement Officer will send an email to offerors requesting the Technical Proposal password.

Question 137: Section 3.9 cites: "Work Orders will indicate if either the State and/or the TO Contractor will provide all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of the Work Order." What is the estimated percentage of total Work Order volume (as measured by overall funding, not # of Work Orders) where TO Contractors can expect to see the primary Work Order place of performance to be the TO Contractor facility?

Answer: Requirements will be provided in Work Orders.

Question 138: Please provide clarification on what is meant by "biographical data" in TORFP Section 4.4.1.B.1.c, which states "Biographical data and an organization chart detailing the names and titles of the Offeror's management staff who will supervise the personnel and a description of the services rendered under this TO Agreement." We understand the response in Q and A's #6 and understand which personnel you would like the biographical data, but we are unclear of what information should be provided

Answer: Details about who the personnel are and their work background and responsibilities.

Question 139: Will there be one Master Contractor per Work Order? If there is more than one per Work Order, will one Master Contractor be responsible for bringing on a team of consultants or individuals who will work with another Master Contractor's consultant(s)?

Answer: Requirements will be determined at the Work Order level.

Question 140: Regarding TORFP Section 4.4.1.C – Subcontractors, is the Offeror expected to propose subcontractors at the time of submission?

In the pre-bid conference it sounded like we did not need to submit contractors at submission only:

Attachment D-TORFP –Acknowledgement of Work Order MBE Requirements, kindly confirm.

Answer: Master Contractors are not required to submit the MBE firms with the TO Proposal in response to the TORFP that will be utilized to meet the MBE goal, this information is required at the Work Order level. Master Contractors must submit Attachment D-TORFP –Acknowledgement of Work Order MBE Requirements with the TO proposal in response to the TORFP.

Information on subcontractors is only required if teaming with a subcontractor.

Question 141: In Amendment #4 the answer to the following question was changed from Yes to No:

As it is mandatory to provide the source file of the technical proposal in a word document and since in the RFP it says No attachment forms shall be altered and the TO Technical Proposal and all supporting material should be in Microsoft Word format, version 2007 or greater, when we try to copy-paste or insert the pdf to word converted attachment forms in a word document, we are coming across a lot of alignment issues. So, would it be okay to fill the forms in a pdf editor and then take images of those filled attachment forms from the PDF and then copy-paste it as images in the source word document

Question- I am unsure how the State would like this information presented in the Word document. Because many of the forms are signed documents, we are unable to simply retype into a Word document. If we provide a manner to have the forms look identical to those in the RFP, with our information and signatures provided, is that acceptable?

Answer: Yes

Question 142: DBM has done Workday implementation, which follows the hybrid Agile Methodology that has been modified by Workday. This does not follow the Agile methodology to the core. Our question is that would the Workday hybrid agile methodology be technically acceptable for this TORFP?

Answer: The question is not relevant to this TORFP.

Question 143: The link provided on page 42 of the TORFP for Attachment H – Conflict of Interest Affidavit and Disclosure seem to be incorrect. This link opens the page, “Attachment H – Federal Funds Attachments.

Answer: The link is correct in TORFP Section 6 TORFP Attachments and Appendices as <http://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentH-Conflict-of-InterestAffidavit.pdf>. Please see Amendment #6 correcting page 42 of the TORFP.

Question 144: Communication plan - Section 4.4.1.B.3: It states, “describe how the Offeror will assure that the State remains fully aware of the ongoing status of all active recruitments.” Please clarify whether the State is expecting to be fully aware of the ongoing status of all active recruiting with respect to bid or no bid on the future work orders, or through the recruiting process for the work order(s) that are expected to be competed among master contractors, or after the offeror has submitted qualified consultant(s) for the work order, or for the consultant(s) substitution?

Answer: The State expects to be made aware of ongoing status of recruitment activities for any future Work Order(s) released under the TORFP.

Question 145: Please describe the types of technologies that are needed to support the Agile Team Resources.

Answer: Requirements will be provided in Work Orders.

Question 146: Please describe the types of tools used in the delivery of your solutions.

Answer: Requirements will be provided in Work Orders.

Question 147: What types of agile methodologies do you follow?

Answer: The question is not relevant to this TORFP.

Question 148: Please provide the categories, roles, and rates of the last winning contract bid.

Answer: This is a new requirement.

Question 149: Please describe the typical resource makeup of an Agile Team.

Answer: The question is not relevant to this TORFP.

Question 150: What is the expected number of engagements/contract size for the three respective categories?

Answer: As this is a new requirement, there is no historical data for use and need of services.

Question 151: What non-financial characteristics are you looking for when you review a partner to determine if they should be in the top 10 to bid on work orders?

Answer: Please refer to TORFP Section 5.2, TO Proposal Evaluation Criteria.

Question 152: Can exhibits be included in the electronic version only and not printed for each hard copy version?

Answer: There is no requirement for hard copy submission of proposals.

Question 153: Can sample deliverables be summarized to a roughly 25 page sample rather than including the entire deliverable?

Answer: There is no requirement in the TORFP to provide sample deliverables.

Question 154: Is there a file size limitation, both individual and collective, for submission?

Answer: See TORFP Section 4.3 - TO PROPOSAL PACKAGING AND DELIVERY

Question 155: Are zipped files permissible for submission?

Answer: Yes

Question 156: Do you want actual names of the individual personnel that supported the contract?

Answer: Yes

Question 157: Would you please consider extending the due date for proposal submission by one week?

Answer: See Amendment #5

Question 158: The State's response to question 37 indicates all work to be performed within the State of Maryland. Given current safety concerns related to the COVID-19 crisis, will the State allow vendors to work remotely (e.g., from home in MD, DC and VA) until the crisis has abated?

Answer: The option for remote will be determined at the Work Order level and will depend on where the State is with respect to the COVID-19 crisis.

Question 159: Attachment B, 3.10.D, 4.4.2.C - Regarding the Financial Proposal, is it the intent of the State for the Offerors to list ceiling rates that are below their CATS+ Master contract rates which will be used as a rate card among the ten selected companies?

Or, is it the States intent for Offerors to list ceiling rates in Attachment B that are below the CAT+ Master contract rates and have the ten selected companies competitively bid each issued Work Order?

Answer: The rates proposed in the Financial Proposal will be the maximum rates a TO Contractor can propose in response to a Work Order and should be at or below the rates proposed at the Master Contract level.

Question 160: Can a Prime Contractor (certified MBE firm) perform 100 percent of the contract services with its own forces.

Answer: See TORFP Section 1.12 MINORITY BUSINESS ENTERPRISE (MBE)

Question 161: Could you confirm if a firm certified as MBE by "Capital Region Minority Supplier Development Council" can participate in the bid as Prime contractor

Answer: No

Question 162: Will a Prime Contractor be required to get MBE certification from the state of Maryland post winning the award.

Answer: See response to Question #160.

Question 163: Is it recommended to involve subcontractors or a prime contractor can submit the bid alone.

Answer: The State cannot make this recommendation, it is up to the Offeror.

Question 164: Do we need to propose any key personnel, resume in the technical proposal.

Answer: No resumes are required in response to the TORFP.

Question 165: Citing the covid situation, is there any provision of remote support

Answer: See the response to Question #158.

Question 166: Any restrictions on Page limits, fonts etc. for Technical Proposal

Answer: No

Question 167: Any restrictions on the escalation percentage for option year pricing

Answer: Please refer to TORFP Section 4.4.2 Financial Proposal for instructions in addition to the Instruction tab in F50B06000045 – Attachment B-Rev.xls.

Question 168: Does the contract require employee transfer to/from other contractors during the transition of task order from one contractor to another contractor.

Answer: As this is a new requirement, there will be no transition of services from one contractor to another contractor.

Question 169: Please confirm if the attached MBE certificate suffice the MBE requirements.

Answer: See Attachment D-TORFP and MBE Form D-1A

Question 170: For the Agile Consulting Services Category, is SAFe Framework experience required or can you speak to Scrum, Scrum of Scrum, XP Programming, Kanban, or Discipline Agile for experience?

Answer: The TORFP is broken down into three categories only to provide examples of potential services for which work orders will be issued. Offerors are not required to submit by category. Offerors are encouraged to submit a proposal that provides evidence that the Offeror has the capability and experience to provide the resources to perform a variety of agile consulting services. In addition, please refer to TORFP Section 5.2 TO Proposal Evaluation Criteria.

Also, specific experience for required resources will be provided in each Work Order issued under the TORFP.

Question 171: For the Technical Volume, are you required to address all Three Categories (Program/Project Management, Agile Consulting Services, and System Development and Implementation) in your proposal or are you allowed to write to only areas that you performed contractual work?

Answer: The TORFP is broken down into three categories only to provide examples of potential services for which work orders will be issued. Offerors are not required to submit by category. Offerors are encouraged to submit a proposal that provides evidence that the Offeror has the capability and experience to provide the resources to perform a variety of agile consulting services. In addition, please refer to TORFP Section 5.2 TO Proposal Evaluation Criteria.

Question 172: Will the state accept e-signatures for this TORFP? If not, will the state accept scanned original signatures?

Answer: Yes

Question 173: Given varying State's and City's COVID-19 Stay-At-Home orders, any employees are quarantined and do not have access to in-person witnesses. Will the State accept virtual witnesses and their corresponding e-signatures?

Answer: Yes

Question 174: Section 3.10. A WORK ORDER PROCESS states that "Time and Material Work Orders will be issued in accordance with pre approved CATS+ labor categories with the fully loaded rates proposed in Attachment B." Will the State provide the opportunity for further rate discounts on a Work Order basis to allow vendors to price work in accordance with specific considerations to be specified at the time of Work Order issuance, such as work location and state furnished versus vendor furnished equipment?

Answer: For Work Orders that are competitively bid among the awarded TO Contractors, TO Contractors may propose rates at or below the ceiling rates proposed in TORFP Attachment B based on the requirements of a Work Order.

Question 175: We understand that there is a 25% MBE participation goal and a requirement to acknowledge that goal with the TORPF proposal submission. Will the State allow the addition of newly identified MBE partners to a prime vendor team subsequent to Task Order Award on a Work Order basis?

Answer a: The identification of MBE partners will be at the Work Order level and not in response to the TORFP.

Or must all MBE partners be identified at the time of the TORFP

response submission?

Answer b: **The identification of MBE partners will be at the Work Order level and not in response to the TORFP**

Question 176: Is a prime vendor allowed to have a non-CATS+ MBE as their subcontractor?

Answer: **Yes.**

Question 177: Can subcontractor experience count towards prime experience?

Answer: **Yes.**

Question 178: Can you clarify exactly which MBE form page(s) are to be submitted with this proposal?

Answer: **Please refer to TORFP Section 1.12.B of the TORFP which states: “Each Master Contractor that responds to this TORFP must complete, sign, and submit, without edits, Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission in response to this TORFP. Failure of the Master Contractor to complete, sign, and submit Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission will result in the State’s rejection of the Master Contractor’s TO Proposal.”**

In addition, please refer to Section 6 TORFP Attachments and Appendices, MBE Forms D-1A and other associated MBE forms apply only to Work Orders and are not required with proposals in response to the TORFP.

Also please refer to TORFP Amendment #3, Item #6.

Question 179: If there is a specific requirement on the page limit for the proposal that we are developing for the Solicitation - Agile Team Resources (TORFP # F50B06000045), apart from the 1 page limit on the executive summary of this document.

Answer: **Please refer to TORFP Section 4.4.1 for page limitations.**

Question 180: In D-1A MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE form PART 3 - MBE PARTICIPATION SCHEDULE

If the Prime Contractor is not a certified MB, do we have to fill and submit fill SECTION A: For MBE Prime Contractors ONLY (including MBE Primes in a Joint Venture)?

Answer a:

The D-1A form is not required with the TO Proposal in response to the Agile Team Resources TORFP, Solicitation #F50B0600045. Please refer to TORFP Section 1.12.B of the TORFP which states: “Each Master Contractor that responds to this TORFP must complete, sign, and submit, without edits, Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission in response to this TORFP. Failure of the Master Contractor to complete, sign, and submit Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission will result in the State’s rejection of the Master Contractor’s TO Proposal.”

In addition, please refer to Section 6 TORFP Attachments and Appendices, MBE Forms D-1A and other associated MBE forms apply only to Work Orders and are not required with proposals in response to the TORFP.

If the Prime Contractor) is not a certified MBE, then we have to fill only SECTION B: For all Contractors (including MBE Primes and MBE Primes in a Joint Venture) separately for each of the MBE subcontractor listed only, right?

Answer b:

The D-1A form is not required with the TO Proposal in response to the Agile Team Resources TORFP, Solicitation #F50B0600045. Please refer to TORFP Section 1.12.B of the TORFP which states: “Each Master Contractor that responds to this TORFP must complete, sign, and submit, without edits, Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission in response to this TORFP. Failure of the Master Contractor to complete, sign, and submit Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission will result in the State’s rejection of the Master Contractor’s TO Proposal.”

In addition, please refer to Section 6 TORFP Attachments and Appendices, MBE Forms D-1A and other associated MBE forms apply only to Work Orders and are not required with proposals in response to the TORFP.

Question 181: In D-1A MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE form PART 3 - MBE PARTICIPATION SCHEDULE

If the Prime contractor is not a certified MBE and has listed 2 MBE subcontractors to meet the MBE participation goal, allowing 70% of the MBE participation goal for one company and 30% of the MBE participation goal for the other MBE company, and if the option A is selected, could you please confirm if the below option selected and the percentage amount input is correct?

MBE Firm 1- A. Percentage amount of subcontract where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers) 17.5%

MBE Firm 2- A. Percentage amount of subcontract where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers) 7.5%

Answer: **The D-1A form is not required with the TO Proposal in response to the Agile Team Resources TORFP, Solicitation #F50B06000045. Please refer to TORFP Section 1.12.B of the TORFP which states: "Each Master Contractor that responds to this TORFP must complete, sign, and submit, without edits, Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission in response to this TORFP. Failure of the Master Contractor to complete, sign, and submit Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission will result in the State's rejection of the Master Contractor's TO Proposal."**

In addition, please refer to Section 6 TORFP Attachments and Appendices, MBE Forms D-1A and other associated MBE forms apply only to Work Orders and are not required with proposals in response to the TORFP.

Question 182: In D-1A MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE form PART 3 - MBE PARTICIPATION SCHEDULE, if we select option B to apply the 60% rule, will you be providing the Overall contract value to apply the 60% rule?

Answer:

The D-1A form is not required with the TO Proposal in response to the Agile Team Resources TORFP, Solicitation #F50B06000045. Please refer to TORFP Section 1.12.B of the TORFP which states: “Each Master Contractor that responds to this TORFP must complete, sign, and submit, without edits, Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission in response to this TORFP. Failure of the Master Contractor to complete, sign, and submit Attachment D - TORFP, Acknowledgment of Work Order MBE Requirements at the time of TO Proposal submission will result in the State’s rejection of the Master Contractor’s TO Proposal.”

In addition, please refer to Section 6 TORFP Attachments and Appendices, MBE Forms D-1A and other associated MBE forms apply only to Work Orders and are not required with proposals in response to the TORFP.