



**Questions and Answers No. 1
TORFP F50B5400003
DoIT Enterprise Budgeting System (EBS) Project Staffing TORFP**

August xx, 2014

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced TORFP. The statements and interpretations contained in the following responses to questions by potential Offerors are not binding upon the State, unless an addendum expressly amends the TORFP. Nothing in the State's response 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.

1. Is there an incumbent on this contract and if yes, are they eligible to re-bid? If yes please list the Names.

RESPONSE: There is not an incumbent.

2. When is the contract expected to start?

RESPONSE: Estimate is mid-October.

3. What will be the mode of Interviews?

RESPONSE: Team interviews will be conducted in person, with all three (3) proposed individuals in attendance. Optionally, we may conduct initial phone interviews with individuals (for example, if travel is an issue for any members of the team), followed by the in-person team interview.

4. Will you place our details in your MBE vendors list? How do you plan to bring MBE vendors to help via MBE goals?

RESPONSE: DOIT does not maintain an MBE vendor list. Offerors bear the responsibility of satisfying the MBE requirement.

5. There is a 33% MBE goal, can MBE primes count self-performance towards the goal?

RESPONSE: No.

6. TORFP Section 3.4.1A)2) Proposed Solution, as the TORFP is for resources, what is the purpose of, or what is expected to be provided in the proposed methodology and solution?

RESPONSE: The Offeror should expand on the items addressed in its executive summary.

7. TORFP Section 3.4.1.A)4), Tools, are you referring to items such as laptops and software?

RESPONSE: Yes. You may mention any tools you have that you feel will assist in the delivery of the work described in section 2.

8. TORFP Section 3.4.1.C)4)a), please explain further what you are looking for here, would this not be the same as Attachment 5A and 5B?

RESPONSE: No. Attachments 5A and 5B are to be completed only for the three (3) named resources proposed by the Offeror for this TORFP. Section 3.4.1.c.4 should describe your strategy and timelines for providing the additional optional resources listed in Attachment 1.

9. TORFP Section 3.4.1.C) 4)c), please explain further what you are asking for, can you provide an example.

RESPONSE: . Default labor category descriptions are located in the CATS + RFP document, online at: <http://doit.maryland.gov/contracts/Documents/CATSPPlus/CATSPPlusRFP.pdf>.

10. TORFP Section 3.4.1.F, are you looking for an organizational chart of the proposed resources, who they report to?

RESPONSE: Yes.

11. Can you confirm this is indeed a Small Business Reserve procurement?

RESPONSE: See Notice To Bidders/Offerors Small Business Reserve Solicitation

12. Does 33% without sub-goals means that a MDOT MBE can self-certify?

RESPONSE: No.

13. The TORFP in Section 2.9.1 states “The Offeror must have provided at least one resource in each of the following roles, or roles comparable to them: Functional Project Manager, Technical Project Manager and Quality Assurance Manager, as demonstrated by their resumes and work history”. My question is can I use one person who has performed as Functional Project Manager on one task and as Technical Project Manager on another as long as the roles are clearly defined in his resume.

RESPONSE: Yes.

14. Under 2.9.1 it states, "Only Master contractor qualifications may be used to demonstrate meeting company minimum qualifications." But the TORFP requires an MBE. Would you consider both the MBE subcontractor's qualifications as well to meet this minimum?

RESPONSE: No.

15. Also under 2.9.1 would you accept separate past performance for each labor category? To clarify would you accept an instance of past performance in which our company put a Technical Project Manager on a project for at least one year, and then another, different project in which we put a Functional Project Manager to work for a year and then another instance of past performance that a Quality Assurance Manager worked on a project for our company for a year?

RESPONSE: Yes.

16. Will DoIT be selecting only one Master Contractor for all three resources? If yes, will interviews be held with all three resources together?

RESPONSE: Yes, DoIT intends to hire one Master Contractor for all three resources. See question #3 for interview description.

17. From Section 3.4.1 4) What tools will the Master Contractor be expected to provide?

RESPONSE: See response to question #7.

18. It was noted at the Pre-Proposal Conference that our response should include our Company information such as our tax identification number and DUNS number and emmaryland marketplace number and our point of contact and alternate point of contact. This information is not requested in the TORFP except on the Attachments. Where would you like us to add it?

RESPONSE: Master Contractors should follow all instructions in Section 3 when completing Proposal Documents.

19. Are you expecting pricing on the Additional resources noted on Attachment 1 Pricing Sheet? If yes, do you just want the hourly rate since the total Class Hours are not provided because they are still unknown at this point?

RESPONSE: Yes, offerors should provide the hourly rate for each labor category in Attachment 1, and multiply that by Column B to arrive at a total proposed price for each labor category. Also see the response to question #35.

20. Will you be extending the due date of the response based on the answers to the questions may make fundamental changes to how and if we respond?

RESPONSE: There are no current plans to extend the deadline.

21. **Section 1.5 Oral Presentation/Interviews** - Will interviews be conducted as team interviews with the Master Contractor and all 3 candidates being present and making a presentation? OR Will there be individual interviews only for the 3 candidates submitted?

RESPONSE: See response to question #3.

22. **Section 1.8 Conflict of Interest** - Which state agencies or projects will this COI be applicable to?

RESPONSE: See Attachment No. 4.

23. **Section 2.6.2.[9,11,12,15,16] Program Manager** - Who is the Program Manager mentioned in these sections? Is this a government ProgM or a Contractor ProgM?

RESPONSE: See TORFP Section 2.3.

24. **Section 2.9.1 (1.i) Offeror's Company Minimum Qualifications** - Should the Master Contractor/Subcontractor have experience in each of the 3 same roles on a contract before? Should the Master Contractor/Subcontractor submit resumes used on previous contracts of staff with the same roles and experience?

RESPONSE: Please see response to questions #13, #14 and #15.

25. **Section 2.9.1 (1.ii) Offeror's Company Minimum Qualifications** - Should the Master Contractor/Subcontractor submit resumes used on previous contracts of staff being in roles for at least one year?

RESPONSE: Please see response to questions #13, #14 and #15.

26. **Section 2.13 Invoicing** - What are PEFs?

RESPONSE: Performance Evaluation Form (PEF), Attachment 18.

27. **Section 3.4.1 (D)** - Should all offerors be SBE certified? Including the Subcontractor?

RESPONSE: The Offeror should be SBE certified.

28. **Section 3.4.1 (F)** - Should the org chart include the other positions even though we are not submitting resumes for them?

RESPONSE: It is not necessary to include them.

29. **Section 2.9.1, Subsection 1:** Are the resources that meet criteria *i-iii* required to be the same resources that are being proposed? Or is the intent of 2.9.1 to indicate that the Offeror company itself has provided resources for this type of engagement, even if those resources were not the ones being proposed for this project?

RESPONSE: Please see response to questions #13, #14 and #15.

30. Do the positions of Technical Project Manager and Functional Project Manager correspond to the CATS+ labor category of Project Manager? If not, can you elaborate on which categories they correspond to?

RESPONSE: The applicable CATS+ Labor Categories are given for all roles in Attachment 1, Pricing Sheet.

31. Under 3.4.1 paragraph B – 2.9.1.1 states “At least three (3) years of demonstrated experience on an engagement(s) providing support services to U.S. based commercial or government entities in the areas of Functional Project Management, Technical Project Management, and Quality Assurance.” – Suppose we have provided these services to company XX with in the last 6 years and we had managers A, B & C worked on that engagement and we are referencing this client company XX as our past performance for this TORFP response. If we are proposing candidates P, Q & R with similar qualifications in our proposal, would DoIT disqualify our proposal because we have not proposed the same candidates A, B & C, who actually worked in our earlier engagement? In other words, do we have to propose the same candidates who have done work in another engagement that we are using as reference?

RESPONSE: The candidates used to demonstrate your company’s minimum qualifications do not have to be the same as the candidates proposed for this TORFP. Please see response to questions #13, #14 and #15.

32. Have any vendor provided similar services in the recent past? If so, who is the vendor company and under what TORFP# were these services provided.

RESPONSE: Many vendors have supplied or are currently supplying similar services to DoIT and other State Agencies. The associated TORFPs, RFPs, and contracts are available for perusal on the DoIT CATS+ website.

33. Please clarify the MBE certification requirements. What is the percentage MBE required?

RESPONSE: See response to question #4 and #5. The MBE Goal for this TORFP is 33%.

34. In section 2.9.1 ii: Please clarify the statement that each resource must have been assigned to an engagement in the relevant role for at least one year.

RESPONSE: Please see response to questions #13 and #15.

35. Attachment 1 price sheet list total class hours as 2000 hours for each role, at the pre-bid it was stated the additional resources may not be needed full-time please confirm that costing should be completed at 2000 hours for additional resources. Please clarify if additional resources will count in pricing scoring and toward the MBE goal?

RESPONSE: Yes costing should be calculated at 2000 hours. The additional resources will not count towards the MBE goal.

36. Please describe the timeline for bringing the resources on board and outline the interview process.

RESPONSE: Please see response to questions #2, #13 and #15.

37. Is there the option to work remote?

RESPONSE: Occasional telecommuting may be approved by the Program Manager. Full-time remote work will not be permitted.

38. Can a Master Contractor be a Prime in one proposal and a subcontractor (to another Prime) on another proposal?

RESPONSE: Yes.

39. Can a Master Contractor be a subcontractor to more than one Prime?

RESPONSE: The State intends to make an award to only one (1) Master Contractor.

40. With reference to Section 2.9.1 of the TORFP:

Can combined experience of a team (Prime and sub(s)) be used to satisfy the offeror company's eligibility requirement?

Specifically, please respond to following scenarios:

Will a team consisting of a Master Contractor "ABC", an SBR company as Prime teaming with Subcontractors: "XYZ" company which has provided Technical and Functional Manager satisfying 2.9.1 (1) and "DEF" company which has provided a QA Manager satisfying 2.9.1 (1) be eligible and acceptable?

RESPONSE: Please see response to questions #13, #14 and #15.

41. Since the additional resources, listed in the TORFP, may or may not be acquired – Please confirm that the evaluation of price proposal will only be based on the costs associated with the three resources being acquired i.e. Technical, Functional and QA Manager?

RESPONSE: Please see response to question #35.

42. Section 2 Scope of Work (page 12): Will the evaluation criteria for implementation proposals offered by industry be set by the State of Maryland, or will those criteria be developed by the contractor supporting this contract?

RESPONSE: The team hired for this TORFP will be involved in all aspects of the development of the implementation RFP, including vendor assessment criteria.

43. **Section 2.3 “Project Background”** of the TORFP mentions that the “current project team” consists of a “Project Manager” and a “Business Analyst”.

- Can the State tell us if the two current resources are State employees or Contractor Staff?
- If the resources are from Contractor(s), can the State provide the name(s) of the Contractor company/companies?
- Are those Contractor(s) eligible to bid on this TORFP?

RESPONSE: The relationship of the current project team to the State is not relevant to this TORFP. No contractor involved in the development of a TORFP for the State of Maryland is eligible to bid on that TORFP.

44. Can the State provide more details of the legacy budgeting system that is sought to be modernized?

- What is the legacy system called?
- When was it developed?
- What is the technology used in the system – hardware, programming language and database?
- Does it interface with other systems in Maryland? If so, which ones?
- Who currently maintains the system?

RESPONSE: The existing system is a custom-developed system coded in PL1 and hosted on the State’s mainframe platform utilizing DB2 and VSAM databases. It does not interface directly with other State of Maryland systems.

45. Can the State make available for review the “as-is business process documentation” and any other documents that has been completed so far?

RESPONSE: This documentation cannot be supplied at this time.

46. **Section 2.9 “Minimum Qualifications”** of the TORFP mentions “Only Master Contractor qualifications may be used to demonstrate meeting company minimum qualifications”.

- Can DoIT modify the requirement to include “Subcontractor qualifications” as well?
- When does Maryland DoIT expect the new contract to start?

RESPONSE: Please see response to question #14 and #2.

47. **Section 1.5** of the TORFP talks about interviews of proposed staff.

- Will the State conduct individual interviews for the three proposed resources?
- Or will the interviews be a group interview – i.e., all the three resources together?



- Will the interview be an in-person interview or a phone interview?
- We request DoIT to conduct a group interview / presentation with all three resources. Will DoIT grant this request?

RESPONSE: Please see response to question #3.

48. Section 2.10 asks for “Current PMP Certification” for even the Quality Assurance Manager. We think this might be an error. Can DoIT remove this requirement for this position (Quality Assurance Manager)?

RESPONSE: No. Section 2.10 consists of preferred qualifications and not minimum qualifications.

49. We request DoIT for an extension in the due date. Will DoIT grant this request?

RESPONSE: Please see response to question #20.

Thank you,

Gayle Mealy
Procurement Officer

End of Question and Answer # 1