

MARYLAND STATE RETIREMENT AGENCY
TORFP G20B7400009 – Systems Development and Business Analyst Support Services
 Thursday, 12/21/2017 at 2:00 p.m.

<u>NAME/TITLE</u>	<u>ORGANIZATION NAME/ ADDRESS</u>	<u>TELEPHONE/FAX/EMAIL</u>
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6.			
7.			
8.			
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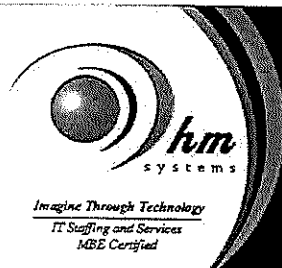


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ISO 27001:2013 ISO 9001:2008 CMMI Level III

TORFP G20B7400009 – Questions and Responses

Question 1

The Key Personnel Minimum Qualifications Summary Form 5A asks for Education, Generalized Experience, Specialized Experience descriptions and required certifications from the CATS+ Master Contract RFP from Section 2.10 for the applicable labor category. The TORFP does not have a section 2.10, and we are unable to locate qualifying descriptions for these categories.

Would MSRA please identify the education, generalized experience, and specialized experience descriptions as well as the required certifications by applicable labor category?

Response 1

This TORFP's Attachment 5A is part of the template provided by the Department of Information Technology (DoIT). It requires that the Offeror go to the CATS+ Master Contract RFP, available on the DoIT web site, and for each labor category, copy the education, experience, and certification requirements onto this form, and then substantiate how each proposed individual meets these fundamental requirements. The Agency's TORFP is not the same document as the CATS+ Master Contract RFP.

Then, to the extent that this Agency has additional requirements presented for the labor category in the TORFP Section 2.1, those requirements would also be copied onto the Attachment 5A and substantiated in the column to the right, taking care to include month and year as required.

Question 2

We are proposing to use certain tools in our development cycle. How would MSRA like those costs presented in the Financial Proposal?

Response 2

This current TORFP does not include product purchases, which would have to be procured separately.

Any tools that the Offeror proposes to use must be fully compatible with the Agency's current development environment as described in the TORFP Section 3.3. To the extent that any such tool integrates with the existing Agency development environment, it must also be completely extricable from the environment without compromising any component of the Agency's development environment.

If the Offeror intends for its own personnel to use a tool during the term of a Task Order contract, to expedite production of output by its personnel, but not become an ongoing

Q&R – Page 2

requirement for all systems development and analyst personnel, then ownership / licensing of that product would be retained by the Offeror and no Agency procurement would be required. The Agency will consider the comparative value that the Offeror brings to its proposal through the tools' use, as part of its evaluation of Offeror qualifications.

On the other hand, if the Offeror is suggesting that a new product be introduced to be used by all Agency and contractor staff, and maintained ongoing by the Agency – even following termination of a contract with the Offeror – it is suggested that the products' features and requirements be fully described in the Technical Proposal response, as an option that may or may not be further pursued by the Agency, and pricing information may be provided in the Financial Proposal as supplemental information distinct from the required tables. The Agency will not consider any product pricing information in its proposal evaluation. Pricing information must not be included in the Technical Proposal submission.

It is important to understand that the Agency will not commit to acquisition or use of any product during the current TORFP submission and review process. The Offeror should recognize that this TORFP is for (supplemental) support services, not self-contained or outsourced development, and that work effort conducted under any Task Order award will be collaborative with Agency and other personnel. In all likelihood, the Offeror's personnel will not be isolated in their work effort. Introduction of any development tool will be assessed in the context of total Agency and contractor development operations.

Question 3

Request to clarify which forms have to be exactly submitted with the TORFP Technical Proposal for MBE Requirements and Participation. As it is mentioned in Section 1.12 and Section 4 that only Attachment 2 TORFP (Acknowledge of Work Order MBE Requirements) and Attachment 2-1A (MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule) have to be submitted with the TORFP, however in List of Attachments (page 56) MBE Participation (1A-5) have been mentioned.

Response 3

Instructions for the following forms for MBE:

TORFP Page 60 – Attachment 2 (Acknowledgement of Work Order MBE Requirements) – **Required to be submitted with Proposal**

TORFP Pages 65 to 69 – Part 2 – MBE Utilization & Fair Solicitation Affidavit & (Part 3) MBE Participation Schedule – **Required to be submitted with Proposal**

TORFP Pages 70 to 80 – These are filled out if the Offeror is requesting a MBE Waiver only

TORFP Pages 81 to 84 – Complete within 10 working days of notification of apparent award.

TORFP Pages 85 to 88 – After Award, Awarded Prime and Subcontractor fill these out monthly

Q&R – Page 3

Question 4

Please confirm that the specific area of the Section 3 Statement of Work to be addressed for instruction 4.4.1(A)2, "Proposed Solution," is Section 3.6, Requirements, items A through M inclusive, and is not to include Section 3.6.1, Potential Work Orders, or other subsections under Section 3.

Response 4

Confirmed.

Question 5

What are the timelines for the down-select of susceptible bids for the orals, and what would be required for an oral presentation.

Response 5

The Agency plans to be expeditious in evaluating proposals, following receipt of proposal submissions. How rapidly any down-select might occur is dependent on how many proposals are received, whether any of them will require a "cure" process to correct or clarify proposal content prior to evaluation, and how the results of this evaluation are accepted by the Department of Information Technology as the control agency for this procurement.

Based on technical submission content, seen through the TORFP's evaluation criteria, requirements will be established for oral presentations. Oral presentations will almost certainly ask each invited Offeror to address various areas of the evaluation criteria, and will require on-site and active participation by each of the proposed Key Personnel, in order for the Agency to better appreciate "soft" skills of those Key Personnel, e.g., analytical, presentation, business acumen and knowledge of public defined benefit programs, and other non-technical skills. The various areas of evaluation criteria of oral presentations will be the same for all invited Offerors.

Question 6

The attachments are difficult to complete in the PDF version. Will the government provide the attachments in their Word source versions? If not, provide guidance regarding how we are to interweave our Word submission with the PDF attachments.

Response 6

Please send me an email for the documents that Offerors will need to be in Word Format. Depending on which ones requested, some can be sent in Word. Or print them out, fill them in and attach them via PDF to your submittals.

Q&R – Page 4

Question 7

The Government requirement for three contact references to be provided on Attachment 5B for key personnel is challenging. Some candidates may have current employers who are not aware they are considering a job change. Most offerors verify candidate qualifications including contacting candidate references as part of the contract vetting process. Will the Government reconsider this requirement?

Response 7

The Agency understands, but also needs some means of assessing proposed Key Personnel. This is especially the case when the Offeror, as implied in the question, does not have direct experience with the proposed individuals and is making a contingent offer of employment or other means of retention to serve on-site at the Agency. The Agency will accept non-employer professional references, who are familiar with candidate skills and experience, e.g., co-workers or contract managers. The number “three” is a standard practice of the State in its TORFP proposal template. If the desired number of three references cannot be provided for a given individual, a note to that effect should be included and the Agency will consider a lesser number on a case-by-case basis.

Question 8

Provide additional details regarding the difference in between instruction 6A and 7, under the section 4.4.1.

Response 8

Instruction 6a related to proposed team members, which may or may not include supervisory, general management, or human resources / sourcing personnel. Instruction 7 may include some of those included in 6a, but may also include technical personnel who will assess technical competence and business / training needs. For example, a given Offeror might have local or regional management personnel handling service delivery, and also industry specialist personnel or general technical skills training personnel who serve as resources to local or regional management and their respective on-site personnel. The Agency (and presumably the State TORFP template, in which the two separate instructions are standard language) does not want to assume that the personnel applicable to 6a and 7 are identical or not.

Question 9

Clarify G(e), under section 4.4.1, “Current Offeror team personnel who participated on the engagement”. Is the Government referring to team management as well as team personnel? Does team personnel refer to any current team employee, or just to our proposed key personnel?

Q&R – Page 5

Response 9

Certainly, this is critical for Key Personnel. However, if supervisory or management personnel, who are NOT included as proposed Key Personnel (per Agency / State instruction), were involved in a prior referenced engagement, that would be useful information to this Agency in evaluating the Offeror as a company. Especially if the prior experience is directly relevant to the Scope of Work of this current TORFP – such as an engagement for a public pension client – knowledge of involvement of any personnel who have a bearing on service delivery here at the Agency is an important consideration to disclose.

Question 10

Please verify that subcontractor experience references are acceptable.

Response 10

Per DoIT, this would only apply to Key Personnel, but cannot be used for the Company.

Question 11

Can we fill-in the forms provided in the solicitation PDF file that will contain header and footer from the solicitation file, in our submission? If not, could you please provide forms & attachments in Microsoft Word or Microsoft Excel formats?

Response 11

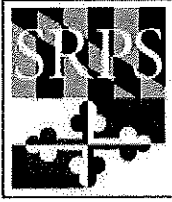
Yes, you can, as long as you do not revise anything inside of the form.

Question 12

Should we consider the pre-proposal conference sign-in sheet and responses to the questions from pre-proposal conference as Amendment #1 and Amendment #2?

Response 12

Yes, you may.



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R. Dean Kenderdine
Executive Director
Secretary To The Board

Addendum #2
Task Order Request for Proposal (TORFP)
Systems Development and Business Analyst
Support Services
Solicitation No. G20B7400009

Ladies and Gentlemen:

Addendum No. 2 is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Bidders who respond to this RFP. Specific parts of the RFP have been amended.

The following revisions/deletions/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

- 1) In Key Information Summary Sheet, revise the following:

Closing Date and Time:	01/16/2018 @ 2:00 PM (Local Time)
Closing Date and Time:	<u>01/23/2018 @ 2:00 PM (Local Time)</u>

- 2) In Section 1.4 page 7, revise the following:

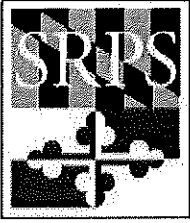
~~Requests for extension of this time or date will not be granted. Except as provided in COMAR 21.05.03.02F, Proposals received by the TO Procurement Officer after the due date will not be considered.~~

Remember: Proposals are now due on **January 23, 2018**, no later than 2:00 P.M. Local Time. Should you require clarification of the information provided in this addendum, please contact me at (410) 625-5656 as soon as possible.

Date issued: January 12, 2018

By

Margie J. Gordon, CPPB
Procurement Officer



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R. Dean Kenderdine
*Executive Director
Secretary to the Board*

**Addendum #1
Task Order Request for Proposal (TORFP)
Systems Development and Business Analyst Support Services Solicitation No.
G20B7400009**

Ladies and Gentlemen:

Addendum No. 1 is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Bidders who respond to this RFP. Specific parts of the RFP have been amended.

The following revisions/deletions/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. TORFP PAGE 60, ATTACHMENT 2 –TORFP STATE RETIREMENT AGENCY TEAM RESOURCES - ACKNOWLEDGEMENT OF WORK ORDER MBE REQUIREMENTS

Please replace Attachment 2 on Page 60 with the attached revised Attachment 2 document.

Remember: TO Proposals are due on **January 16, 2018**, no later than 2:00 P.M. Local Time. Should you require clarification of the information provided in this addendum, please contact me at (410) 625-5656 as soon as possible.

Date issued: January 10, 2018

By

Margie J. Gordon, CPPB
Procurement Officer

**ATTACHMENT 2 -TORFP STATE RETIREMENT AGENCY TEAM RESOURCES -
ACKNOWLEDGEMENT OF WORK ORDER MBE REQUIREMENTS**

This document shall be included with the submittal of the Master Contractor’s response to the TORFP. If the Master Contractor fails to complete and submit this form with its response to the TORFP, the Procurement Officer shall determine that the Master Contractor’s response to the TORFP is not reasonably susceptible of being selected for award.

In conjunction with the offer submitted in response to Solicitation No. _____, I affirm the following:

1. I understand that if I am awarded a Task Order Agreement under the solicitation noted above, I will have the opportunity to compete for and win Work Orders that may contain MBE participation requirements.
2. If I am awarded a Task Order Agreement under the solicitation noted above, and I respond to a Work Order that contains MBE requirements by submitting a Work Order Proposal, I understand that if I fail to comply with any of the MBE requirements outlined in the Work Order, my Work Order Proposal will be eliminated from further consideration.
3. If I am awarded a Work Order Agreement, I commit to making a good faith effort to achieve the MBE goal established for the Work Order.

I solemnly affirm under the penalties of perjury that the contents of this paper are true to the best of my knowledge, information, and belief.

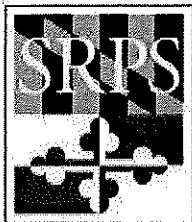
Bidder/Offeror Name

Signature of Affiant

Printed Name, Title

Address

Date



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Bidder/Offeror Name

Signature of Affiant

Printed Name, Title

Address

Date



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Margie J. Gordon, CPPB
Procurement Officer

Enclosure

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ACKNOWLEDGEMENT OF WORK ORDER MBE REQUIREMENTS**

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