



Maryland Department of Transportation
Office of Procurement
CATS+ TORFP J00B5400006
MVA – MHSO Grants Management System (GMS) Development, Enhancement, and Support
Addendum #2

April 13, 2015

Addendum #2 is being issued to extend the due date and exact time for above named TORFP, answer questions submitted by Master Contractors, and update the Attachment 1 – Price Proposal. All information contained herein is binding on all offerors who respond to this TORFP.

DUE DATE CHANGE

Old Due Date and exact Time: Thursday, April 16, 2015 at 2:00 p.m. Local Time

New Due Date and exact Time: Wednesday, April 22, 2015 at 2:00 p.m. Local Time

QUESTIONS & ANSWERS

Question 1: When do you plan to commence work?

Answer 1: As soon as possible after completion of the Technical and Financial Evaluation and approval by DoIT.

Question 2: Are there schedule constraints or targets?

Answer 2: Potentially, based on federal timelines with grant submissions, approvals, reporting and closeouts.

Question 3: Do you plan the transition from SHARP to GMS to be a clean cut migration from one system to the other or do you plan to use parallel operations?

Answer 3: Unsure at this time, dependencies may include the alignment of the grant submission periods and when the GMS is deployed.

Question 4: Are there requirements for importing legacy data from SHARP into GMS?

Answer 4: Not at this time.

Question 5: Are there requirements for syncing data between the systems near real time?

Answer 5: Not at this time.

Question 6: In Section 2.3 you mention that the contractor resources will augment your MVA software development team. Do you anticipate that contractor resources will do all software updates to the GMS or will that be a division of labor with MVA's software development team or is it to be determined?

Answer 6: Contractors will do all updates to new GMS system.

Question 7: Who/what roles do the current MVA team have, and how large is the team?





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Answer 7: There is no current MVA team for this project other than a manager to oversee.

Question 8: Is there flexibility in primary place of performance?

Answer 8: MVA wants the two individuals on site working closely with the MHSO business unit.

Question 9: Are H1B candidates acceptable?

Answer 9: We do permit contractors to propose H-1b resources. However, the State will not sponsor these resources and all costs and management responsibility will be borne by the Master Contractor's or their subcontractors.

Question 10: Are there features already identified that you'd like to update the GMS to include?

Answer 10: There have been no formal requirement discussions with the business unit. We would probably want to stand up the system in test and allow the MHSO business unit to familiarize themselves with the software's functionality to determine if it meets their needs or what changes will be required.

Question 11: It is likely MVA will have reports unique to its organization that GMS does not have. Can you provide samples of the reports you plan to use?

Answer 11: Not at this time.

Question 12: Compliance with required documents - how to get copies of the following MVA and MDOT specific items:

- a. MVA System development Life Cycle (SDLC) methodology, under Section 2.5
- b. MDOT Technology and Security Policy Standards, under Section 2.5
- c. MVA-MHSO software release management process under Sections 2.6.1.2 & 2.6.2.3. Section 2.8.1.1 does not appear to have that info and we could not find it online.

Answer 12:

- a. MVA SDLC has not fully been determined but is close to DoIT SDLC.
- b. MDOT Security Policy is available for review at MVA reading room. However it is MVA's responsibility to adhere to the MDOT security policy.
- c. Software release policy will be governed by the MVA software Management team. Procedures will be determined and explained.

Question 13: Are your development, UAT and production environments for GMS fully complete already?

Answer 13: No

Question 14: Who will do Back up and Disaster Recovery/Business Continuity/



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Answer 14: That would be responsibility of the MVA IT staff.

Question 15: Compatibility requirements are detailed in 2.6.1.4. What are the known systems to be interfaced with? Are there open data requirements?

Answer 15: **Currently the MHSO SHARP system is stand alone. The business unit would like to see interface with the Federal Grant tracking system and the MVA RECON software. These requirements will be developed as enhancements.**

Question 16: Would you please consider giving a one week extension for proposal due date?

Answer 16: **Yes. See the updated Due Date and Time for Proposal Submission.**

Question 17: Section 2.9.1.a - reads “at least 5 years providing software development personnel and support services is a requirement.” Section 2.9.1.1A reads 5 years of demonstrated experience providing software development support services.

Can you please clarify if experience is needed in “five years of providing software development personnel and support services” or if the requirement is for “5 years of experience providing software development support services”?

Answer 17: **Five years of providing software development personnel.**

Question 18: On Attachment 1, can you please confirm if the two roles will be considered to be full time in the option years? The pricing sheet only has their hours listed as 1500 hours each.

Answer 18: **Yes, both resources will be full-time. The Attachment 1 - Price proposal has been updated. Please see attached updated Price proposal.**

Question 19: Section 2.9.1.1, 5 says “the Senior Systems Analyst must have four (4) years of working experience as a systems analyst in a Microsoft .Net N-tier computing architecture.”

Can you please confirm if this has to be four (4) years of hands-on work with N-tier or if it can be working in an N-tier environment?

Answer 19: **Must be 4 years hands on work experience.**

Question 20: Section 3.4.1, A states TO Technical Proposal shall include: Executive Summary, Draft Risk Assessment, Assumptions, and Tools the TO contractor owns and proposes to use. Where would MHSO like respondents to write about the proposed solution? What section should this be included in?

Answer 20: **See section 3.4.1, A. Proposed Services**

Executive Summary: A one-page summary describing the Master Contractor’s understanding of the TORFP scope of work (Section 2) and PROPOSED SOLUTION.



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Question 21: Section 2.9.1.1.B – does the experience in this requirement have to also include five years of software development support services? Or, can this experience be around expertise other than software development support services?

Answer 21: Must be five years of software development support services.

Question 22: please specify the primary .NET language for the GMS System's codebase (e.g. VB.NET, C#, J#)?

Answer 22: VB.NET

Question 23: Are there any incumbents for the positions of Sr. Systems Analyst? Sr Applications Developer?

Answer 23: There are no incumbents for these positions.

Question 24: What are the names of the incumbent companies?

Answer 24: There is no incumbent company for the new software application.

Questions 25: Is the contractor responsible for operations and support after the systems goes live? If yes, does the contractor also have to provide help desk support for prospective grantee?

Answer 25: The contractor will help with application support there will be no help desk support.

Question 26: Is the State open to investigating solutions that are Cloud based?

Answer 26: No

Question 27: Is it the State's expectations that the consultants will work remotely? Will the state provide any office space for the contractor?

Answer 27: State will provide work stations for the contractor.

Question 28: If using a subcontractor, can the subcontractor's past performance be used in the proposal response?

Answer 28: No. The Master Contractor must meet minimum qualifications.

Question 29: When the GMS System did go live?

Answer 29: The new GMS system is not live. The current GMS system went live 2011.

Question 30: Has MHSO-SHARP Application been retired?

Answer 30; Not yet.

Question 31: What is the Application Server used in the GMS Systems?

Answer 31: The MHSO GMS will be established on the MVA Virtual Environment.



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Question 32: In Section 2.9 of the TORFP File (Offerer’s Company Minimum Qualifications), please clarify 2.9.1.b?

Answer 32: **This section means that personnel placed in the past must have been placed within work areas listed i-vii. Those placed must still be in that position or have finished their assignment within previous 2 years.**

Question 33: Is working remotely allowed?

Answer 33: **No**

Question 34: If we propose an out of town candidate, can you conduct a phone interview instead of an in-person interview?

Answer 34: **Please review entire section 1.5**

Please see the updated Attachment 1 – Price Proposal
Use only this updated form

End of Addendum #2



Attachment 1 PRICE SHEET UPDATED

PRICE SHEET (TIME AND MATERIALS) FOR CATS+ TORFP #J00B5400006

The total class hours (Column B) are not to be construed as “guaranteed” hours; the total number of hours is an estimate only for purposes of price sheet evaluation.

A year for this task order shall be calculated as one calendar year from NTP. **Labor Rate Maximums:** The maximum labor rate that may be proposed for any CATS+ Labor Category shall not exceed the maximum for the CATS+ Master Contract year in effect on the TO Proposal due date.

Job Title	CATS+ Labor Category <i>Proposed by Master Contractor</i>	Hourly Labor Rate (A)	Total Class Hours (B)	Total Proposed CATS+ TORFP Price (C)
Year 1				
Senior Systems Analyst	Insert Name and CATS+ Labor Category	\$	2000	\$
Application Developer, Advanced Technology, Senior	Insert Name and CATS+ Labor Category	\$	2000	\$
Evaluated Price Year 1				\$
Option Year				
Senior Systems Analyst	Insert Name and CATS+ Labor Category	\$	2000	\$
Application Developer, Advanced Technology, Senior	Insert Name and CATS+ Labor Category	\$	2000	\$
Option Year Total				\$
Total Evaluated Price (Year 1 and Option Year)				\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

The Hourly Labor Rate is the actual rate the State will pay for services and shall be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate but may be lower. Rates shall be fully loaded, all-inclusive, i.e., include all direct and indirect costs and profits for the Master Contractor to perform under the TO Agreement. The total hours listed above are to be considered as estimated only and not be construed as guaranteed billable hours. Actual hours will be compensated at the total number of hours performed for Time & Materials work orders. Prices are irrevocable for 120 days.