**Addendum #2 is being issued provide a revised due date for proposal submissions of 2:00 PM**

**Addendum #2 is being issued provide:**

* **A revised due date for proposal submissions of 2:00 PM Eastern Standard time, Monday November18, 2019;**
* **Anticipated award date of June 2020;**
* **Responses to all questions from potential offerors as of October 23, 2019. All information contained herein is binding on all offerors who respond to this TORFP.**

**MDOT TSO does not have the authority to update DoIT’s master contractor information. Any questions or concerns should be directed to** [DGS.OSP-Requisitions@maryland.gov](mailto:DGS.OSP-Requisitions@maryland.gov)

Please see the attached responses to pre-proposal conference questions in reference to the above named TORFP.

**End of Addendum #2**

**Application Development TORFP #J01B0600007 Questions**

1. Appendix 4A MINIMUM QUALIFICATIONS SUMMARY refers to Appendix 2B several times. Where can I locate Appendix 2B?

**ANSWER 1: This should be Appendix 4B on the next page of the TORFP page 123. Please see updated Appendix 4B**

1. Appendix 4A MINIMUM QUALIFICATIONS SUMMARY  says “<insert cross-reference to the full description on Form 5B>” Where do I find Form 5B?

**ANSWER 2: This should be Appendix 4B on the next page of the TORFP page 123. Please see updated Appendix 4B**

1. Appendix 4A MINIMUM QUALIFICATIONS SUMMARY states “TORFP Additional Requirements Minimum qualifications and required certifications as defined in Section 2.1 of this TORFP.”. Should this read Section 1.1 and section 3.8.3?

**ANSWER 3:** **This should read Section 1.1 an 3.8.3. Please see updated Appendix 4A.**

1. Can the resources work remote (with in Maryland) and attend on-site meetings?

**ANSWER 4: No remote work, resources will have to be on-site.**

1. Who are the three incumbent companies and when are their contracts ending, and what are their contract TORFP numbers?

**ANSWER 5:**

**J01B3400046 Incumbent - Business Solutions Group, Inc., current contract term date 1/1/20**

**J01B3400037 Incumbent - Syscom, Inc., current contract term date 4/15/20**

**J01B4400009 Incumbent - BullsEye Computing Solutions, Inc., current contract term date 8/31/20**

1. What is the anticipated start date for this TORFP?

**ANSWER 6:** **That is unknowable at this time as we are in the solicitation stage.**

1. Are the three incumbent companies eligible to bid on this TORFP?

**ANSWER 7:** **If they have not been disbarred, yes.**

1. Cybersecurity Insurance: The work under this TORFP is going to be done internally with in MDOT network. The individuals working on this task would not be dealing with networking or security protocols for MDOT. Cyber security is a very expensive insurance and it would hurt smaller companies such as us. As we would not be able to compete with larger firms that already have this insurance.  Can you drop or reduce the cyber security coverage limits.

**ANSWER: The cybersecurity insurance levels will be governed by the terms set forth in Section 3.5 of the RFP and Section 2.7 of the State of Maryland’s CATS+ Master Contract**

1. Can a Minority Sub contractor, work with more than one primes on this contract?

**ANSWER: MDOT TSO will award this contract to only a single master contractor.**

1. Due date in the RFP is November 18, 2019, 2:00 PM Local Time while it is Nov 11th in the email and Addendum. Please confirm due date.

**ANSWER: THE DUE DATE FOR PROPOSALS IS 2:00 PM EASTERN STANDARD TIME MONDAY NOVEMBER 18, 2019.**

1. RFP mentions preference to IT staffing companies supporting government agencies in last 3 years. Please let us know if state and local is accepted similarly to government agencies experience.

**ANSWER: AS STATED IN SECTION 3.8.2 B OF THE RFP “Offeror shall demonstrate at least three (3) years’ experience in providing IT operations and maintenance support to government entities.” iT DOES NOT SPECIFY A SPECIFIC RUN OF CONESCUTIVE YEARS, OR A THE SPECIFIC TYPE OF GOVERNMENT EXPERIENCE, fEDERAL, sTATE, OR mUNICIPAL.**

1. Page 13, Section 2.3.8 Technical Support—Is this required to provide technical support for contract management of staffing or additional developers to provide technical support (e.g., maintenance) for MDOT existing software?  This appears to apply to a software solution implementation and maintenance agreement management.

**ANSWER: It is required to provide technical support relating to the Application Development, Maintenance and Support Solicitation.**

1. Page 14, Section 2.5 Service Level Agreement—Is this the SLA for performance of work by the individuals in each of the positions, or is MDOT requesting maintenance support for existing software?  This appears to apply to a software solution implementation and maintenance agreement management.

**ANSWER: Section 2.5 Service Level Agreements, the TO Contractor Personnel shall perform all service levels described for any activity supporting the Application Development, Maintenance and Support Solicitation.**

1. How many resources does each contractor provide?

**ANSWER: FOUR (4) Key Personnel is required for the Solicitation.**

1. What is the value of this separate contract(s)?

**ANSWER:** **J01B3400046 - $781,200.00, J01B3400037 1,300,000.00, J01B4400009 $1,500,000.00.  Note: The pricing reflects original TOA amounts, and does `not include modifications.**

1. What is the contract period of performance for this separate contract(s)?

**ANSWER: J01B3400046 1/2/2015 – 1/1/2020, J01B3400037 6/16/2014 – 4/15/20, J01B4400009 7/1/2014 – 8/31/2020 (These dates reflect current dates of performance)**

1. How many billable resources are currently working on the separate contract(s)? What labor categories do they belong to? Are they full-time resources?

**ANSWER: WE have three full time resources.**

**Labor Categories:**

**Database Management Specialist (Senior)**

**Senior Computer Software Integration Analyst**

**System Administrator**

1. Is there a plan to extend the current contract(s)? If yes until when?

**ANSWER: Yes, J01B3400046 1/1/21, J01B3400037 8/31/2020**

1. Section 1 of the TORFP talks about “Offeror Personnel Minimum Qualifications” which in turn refers to the Labor Category of the proposed key personnel. We also see that there is a “Preferred Personnel Experience” for the various positions mentioned in Section 3.8.2 of the TORFP. We wanted to confirm that there is no “minimum” or “mandatory” experience requirements for the personnel that is specific to the Scope of Work for this TORFP – is this understanding correct?

**ANSWER: Minimum qualifications and experience are required for all labor categories proposed, see section 1.1 of the Solicitation.**

1. Section 2.5 of the TORFP specifies the Service Level Agreement (SLA). Based on historical data, can MDOT OTTS provide the Number of calls received on a monthly or yearly basis (an approximate number will be helpful if exact numbers are unavailable) for:

**ANSWER:**

**“Critical” types of issues?                            6 per month**

**“Emergency” types of issues?                    7 per month**

**“Urgent” types of issues?                              6 per month**

**“Routine” types of issues?                            10 per month**

**“Low” types of issues?                                   7 per month**

1. Section 4.5 of the TORFP talks about Oral Presentation. Can MDOT OTTS confirm if the Oral Presentation will be: (a) group presentation with the Offeror and all four key personnel present; or (b) individual interviews of the proposed key personnel; or (c) a group interview of all four key personnel without the Offeror present?

**ANSWER: There will be individual interviews with the proposed key personnel and separately with the Offeror.**

1. Section 3.14.1 Source Code Escrow of the TORFP indicates that an “Escrow Agreement” will need to be put in place. We are unsure how this will apply to a Time & Materials contract where the software is being developed using MDOT hardware and software. Can MDOT OTTS clarify if this applies to this contract? If not, can MDOT remove this clause?

**ANSWER: Escrow Agreement will not be removed.**

1. While the “Primary Place of Performance” mentioned is MDOT’s headquarters in Hanover, MD, it was mentioned at the pre-proposal conference that an additional location would be Glen Burnie, MD. Can MDOT provide the address of the Glen Burnie location?

**ANSWER:** **MDOT Motor Vehicles Administration (MVA) 6601 Ritchie Highway, Glen Burnie MD.**

1. Can MDOT identify which personnel (among the four required at time of proposal submission and the one required at NTP) will be situated at Hanover and Glen Burnie locations?

**ANSWER: No, not at this time.**

1. Labor Category 4B, for duties: Duties: [Insert the duties description from Section 2.10 for the applicable labor category]” Should we only include duties from 2.10 section of Master Contractor and ignore the Duties listed in this TORF? The duties listed in this TORFP are more relevant and specific to the scope of this TORFP

**ANSWER: include both**

1. Labor Category 4B, for Experience: Experience: [Insert the experience description from Section 2.10 for the applicable labor category]”. Should we only include Experience from 2.10 section of Master Contractor and ignore “TORFP Additional Requirements”?

**ANSWER: include both**

1. During pre-bid conference, it was told there are currently three separate contracts. This TORFP will replace these three contracts with additional scope. Will State disclose the name of three vendors who are providing services to the Agency?

**ANSWER: see response to question #5**