



Maryland Department of Transportation (MDOT)  
Maryland Transportation Authority (MDTA)  
MDTA Strategic Plan & Organizational Assessment  
CATS + TORFP # J01B5400007

**Addendum No. 1**

**November 25, 2014**

This Addendum is being issued to amend, provide, and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

Changes to the scope of work or any response requirement will be published as an amendment and supersede the original published document per COMAR 21.05.02.07.

The following sections of the TORFP have been revised:

**Key Information Summary Sheet: Due Date has been extended until Tuesday, January 6, 2015.**

**SECTION 1.3 TO PROPOSAL SUBMISSIONS**

DELETE: Attachment 2 – MBE Forms D1 and D-2

ADD: Attachment 2 – MBE Forms A and B

**SECTION 1.5 MINORITY BUSINESS ENTERPRISE (MBE)**

DELETE: A Master Contractor that responds to this TORFP shall complete, sign, and submit all required MBE documentation (~~Attachment 2 – Forms D-1 and D-2~~) at the time it submits the TO Proposal.

ADD: A Master Contractor that responds to this TORFP shall complete, sign, and submit all required MBE documentation (Attachment 2 - Forms A and B) at the time it submits the TO Proposal.

ADD: In 2014, Maryland adopted new regulations as part of its Minority Business Enterprise (MBE) program concerning MBE primes. Those new regulations, which became effective June 9, 2014 and are being applied to this task order, provide that when a certified MBE firm participates as a prime contractor on a contract, an agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. Please see the attached MBE forms and instructions.

Updated MBE Forms are being issued as part of this Addendum.


Pre-proposal meeting minutes is being issued as part of this Addendum.

Pre-proposal sign-in sheet is being issued as part of this Addendum.

**End of Addendum No. 1**



*Quality Transportation Services through Information Technology Excellence*

	<p><b>Maryland Department of Transportation (MDOT)</b>  <b>Maryland Transportation Authority (MDTA)</b>  <b>MDTA Strategic Plan &amp; Organizational Assessment</b>  <b>CATS + TORFP # J01B5400007</b></p> <p><b>Addendum No. 2</b></p>
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December 5, 2014

This Addendum is being issued to amend, provide, and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

**Changes to the scope of work or any response requirement will be published as an amendment and supersede the original published document per COMAR 21.05.02.07.**

The following sections of the TORFP have been revised:

**1.16 VETERAN OWNED SMALL BUSINESS ENTERPRISE (VSBE)**

~~DELETE:~~ This TORFP has a VSBE goal as stated in the Key Information Summary Sheet above, representing the percentage of total fees paid for services under this Task Order.

ADD: This TORFP does not have a VSBE goal as stated on the Key Information Summary Sheet above.

**2.10 OFFEROR COMPANY MINIMUM QUALIFICATIONS**

~~DELETE:~~ The following minimum qualifications are mandatory for the Master Contractor. ~~Subcontractor experience shall not be used to demonstrate satisfying minimum qualification.~~

ADD: The following minimum qualifications are mandatory for the Master Contractor and Subcontractor. Subcontractor experience can be used to satisfy up to two years of the minimum qualification.

~~DELETE:~~

2.10.1	<del>Five (5) years demonstrable experience performing evaluations of IT Organizations similar in size to MDTA (70-100 IT staff). Offeror must provide:</del> <ul style="list-style-type: none"> <li><del>• Name of the IT Organizations</del></li> <li><del>• Size of Organization</del></li> <li><del>• Duration of the evaluation contract (YYYY-MM to YYYY-MM)</del></li> <li><del>• One paragraph summary of challenges and recommended solution</del></li> </ul>
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ADD:

2.10.1	<u>Five (5) years demonstrable experience performing evaluations of IT Organizations similar in size to MDTA (70-100 IT staff). Up to two years can be fulfilled by the Subcontractor.</u> Offeror must provide: <ul style="list-style-type: none"> <li>• Name of the IT Organizations</li> <li>• Size of Organization</li> <li>• Duration of the evaluation contract (YYYY-MM to YYYY-MM)</li> <li>• One paragraph summary of challenges and recommended solution</li> </ul>
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Questions and Answers are being provided as part of this addendum.

**End of Addendum No. 2**



*Quality Transportation Services through Information Technology Excellence*

CATS+ TORFP# J01B5400007  
IT Strategic Plan & Organizational Assessment  
Pre-Proposal Meeting: November 19, 2014

**Opening Remarks**

**Trisha O'Neal**

Ms. O'Neal opened her remarks by welcoming attendees to the Pre-proposal conference for the Maryland Transportation Authority's CATS+ TORFP #J01B5400007, IT Strategic Plan and Organizational Assessment for Functional Area #10. She introduced Donna Ziegenhein from MDOT OTTS IT Contract Management, and Diedre Parish, Task Order Manager from MDTA.

1. The TORFP is for SBR firms only. You may register as a Certified Small Business Enterprise prior to award if you are not already an SBR firm.
2. Proposals are due on Friday, December 12, 2014 by 2:00 p.m. Please do not wait until the last minute to submit your proposals. *Note: Due date has been changed to Tuesday, January 6, 2015.*
3. Please note that the MDOT email system has an 8 MB limit on email transmissions. You may need to send multiple emails. Ms. O'Neal will reply to each email that is received. If you do not receive a response from Ms. O'Neal please call her as the email may not have been received in her email inbox.
4. The submission deadline for written questions is 12 p.m., Friday, November 21, 2014. No questions will be answered after this date. I will issue an addendum next week with proposal meeting minutes, sign-in sheet and questions and answers.
5. Information communicated by the procurement officer, Trisha O'Neal, in writing shall be the official position of MDOT who assumes no responsibility for information communicated by other sources.
6. The MBE Goal established for this contract is 33%. This is a state funded contract. Certified MBE's bidding as Prime Contractors must achieve the same goals as Non-MBE Primes. This means you cannot count yourself towards the MBE goal of this contract. To find certified Minority Owned Companies, please go to <http://mbe.mdod.state.md.us/directory/>. *Note: MBE forms have been updated, therefore the statement above is no longer accurate. Please see in Addendum No. 1 for new MBE language.*
7. Deidre Parish will go over the scope of work for this TORFP.

**Scope of Work Review**

**Deidre Parish**

MD Dept of Transportation on behalf of the MD Transportation Authority is issuing this CATS+ TORFP to acquire consultant services for assessing the current information technology organization; for developing an information technology strategic plan; and for developing a technology plan to guide future MDTA technology investments and producing required document deliverables. MDTA is looking for a highly qualified team to fulfill the scope of work described in this TORFP. This will be a single award to one Master Contractor.

MDTA is an independent State agency established to finance, construct, manage, operate and improve the State's toll facilities, as well as to finance new revenue-producing transportation projects for MDOT. The MDTA has eight toll facilities – two turnpikes, two tunnels and four bridges to help keep traffic moving in Maryland.

For the team proposed in response to this TORFP, Master Contractors **shall propose 1 (one) named resource** for purposes of making an award determination and will describe in a Staffing Plan how any additional team members will be used to meet MDTA's needs.

Qualified teams will include members with industry-standard certifications such as Certified Information Systems Auditor (CISA); Certified Information Security Manager (CISM); Certified in the Governance of Enterprise IT (CGEIT); Certified in Risk and Information Systems Control (CRISC); Information Technology Infrastructure Library (ITIL); Program Management Professional (PgMP); Project Management Professional (PMP).

The Master Contractor shall work with MDTA Division of Information Technology staff at the Point Breeze Complex, 2310, 2340, 2400 buildings on Broening Highway, Baltimore, Maryland and with other MDTA business unit staff at various MDTA locations (at any of our facilities, but with the majority of the work based in the Baltimore, Maryland region).

Deliverables are:

- An assessment of the current information technology organization
- An Information Technology Organizational Assessment document
- An Information Technology Strategic Plan for FY 2016-2020 with work plans and phases

## **Questions**

**Trisha O'Neal**

Trisha O'Neal accepted questions and stated that the questions and answers will be addressed in Addendum No. 1. ***Note: Q&A's will be addressed in Addendum No. 2.***

MDTA IT Strategic Plan & Organizational Assessment  
Questions & Answers

1. As far as we know, we are not “certified” as a small business vendor. Quote: **“Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501—14-505, Annotated Code of Maryland, and that are certified by the Department of General Services Small Business Reserve Program are eligible for award of a contract.”** How do we get certified assuming we meet the qualifications?

*Answer: You will find information regarding the Small Business Reserve Program and can register as a small business enterprise at <http://emarylandmarketplace.com/>. You must be a certified SBE by time of award of this task order.*

2. Is MBE status required by the prime vendor for this TORFP project?

*Answer: No, MBE status is not required of the prime vendor, however MBE status of the prime vendor may be counted toward fulfilling a portion of the MBE participation goal. See new MBE forms issued with Addendum No. 1. In 2014, Maryland adopted new regulations as part of its Minority Business Enterprise (MBE) program concerning MBE primes. Those new regulations, which became effective June 9, 2014 and are being applied to this task order, provide that when a certified MBE firm participates as a prime contractor on a contract, an agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract.*

3. Is the Contractor or Sub Contractor precluded for responding to IT task orders in the future?

*Answer: Yes, in certain specific circumstances. Per State Ethics Law, State Government Article, §15-508, if the Contractor or Subcontractor has assisted with drafting the specifications or other solicitation documents for a procurement they would be precluded from responding to that procurement.*

4. Along those same lines regarding precluding the awarded vendor, the Strategic Plan for MDTA covers and touches everything at MDTA. It seems like the awarded vendor would most definitely not be eligible to bid on any future TORFPs, can MDOT answer this question? This may be why you are having trouble with competition on this project. Please provide the State's position on this.

*Answer: There may be certain TORFP's that the Contractor or Subcontractor will be tasked with assisting in the drafting of the specifications or procurement documents in which case they will be precluded from participating in that TORFP. The State's position on this is clearly stated in State Government Article §15-508. However, there may be TORFP's in the future that are conducted outside of the scope of this contract in which the Contractor or Subcontractor would have the opportunity to participate.*

5. In section 2.10 are listed Offeror company minimum/mandatory qualifications. Section 2.10.1 requires successful Offerors to have a minimum of five years' experience performing evaluations of IT organizations similar in size to MDTA. It also specifies this cannot be met by subcontractors. This is a very high performance standard for a small business to meet, particularly since subcontractor or personnel experience does not apply. This may result in the State receiving a very limited number of offers. To open up competition, would MDTA consider revising this section? A couple of suggestions would be to:
- a. reducing this requirement to 3 years
  - b. allowing subcontractors to count towards meeting the standard
  - c. allowing personnel experience of the proposed lead to qualify, rather than the company

*Answer: See Addendum No. 2.*

6. Since MDTA is requiring the prime contractor to meet all the "2.10 OFFEROR COMPANY MINIMUM QUALIFICATIONS (Section 2.10)", it seems unnecessary to have a MBE requirement or at least excessive to require 33% MBE participation. We request the MBE participation be removed or at least reduced to 10-15%.

*Answer: The MBE goal will remain at 33%.*

7. The TORFP required only one named resource (Section 2.1 - Purpose). Must that resource be the "Project Leader" identified in Section 2.13.1 & 2.13.2- "Offeror Personnel Preferred Experience"?

*Answer: Yes.*

8. Sections 2.13.3 thru 2.13.9 outlines the "Offeror Personnel Preferred Experience" for the "Assessment Team". Since only one named resource is required how would MDTA like offerors to illustrate how they meet this TORFP item?

*Answer: Master Contractors will describe in a Staffing Plan how any additional team members will be used to meet MDTA's needs.*

9. Section 3.3.B.1 and 3.3.B.2 suggest that the "one named resource" must possess skills and experience associated with each of the element of Section 2 - Scope of Work. This seems excessive and unnecessary since each offeror is providing a team with specific skills and experiences related to the scope and each individual deliverable - Assessment, Strategic Plan, and Future IT Infrastructure Plan. We recommend that MDTA add language that requires the person to demonstrate experience leading teams and projects similar to the TORFP scope.

*Answer: Refer to Section 2.12*

*The following minimum requirements are mandatory for the proposed Project Leader.*

- 2.12.1 Possess at least a Bachelor's degree*
  - 2.12.2 Eight (8) years of Information Technology program/project management experience.*
  - 2.12.3 A current Project Management Institute Project Management Professional (PMP) certification.*
10. This TORFP has been issued twice in the past and not awarded. Can you provide information as to why the contract was not awarded on the previous TORFPs?

*Answer: The procurement was cancelled due to lack of competition. Many proposed candidates were no longer available or could not attend the interview therefore they were disqualified. Due to DOIT's policy, substitution prior to award was/is prohibited.*

11. Is there any travel required?

*Answer: No out of state travel will be required; however, travel to other MDTA locations in Maryland may be required. Refer to Attachment 16 in the TORFP for MDTA Locations.*

12. How frequently will the named resource be traveling to the other 16 MDTA sites reference on p.10 section 2.1?

*Answer: MDTA has 14 sites listed in Attachment 16. Travel frequency will be determined by the proposal to fulfill the scope of work described in this TORFP.*

13. Can the named resource do any work remotely or does all work have to be completed on site?

*Answer: State-furnished information, work site, and/or access to equipment, facilities, or personnel requests are part of the proposal submitted by the TO Contractor.*

14. There are a large number of certifications listed in in Section 2.13 Preferred Qualifications for the Assessment team. How would you like us to demonstrate the recommended certifications from the Assessment Team since we are not required to provide resumes for the team?

*Answer: Include this as part of the staffing plan (how the contractor plans to meet these qualifications with the proposed assessment team).*

15. The period of performance listed on the KISS sheet is for 5 years. However, the list of deliverables is only for a maximum of one year. Can you describe what type of work may be required or contemplated in later years and does the work order process (section 2.18) apply to any additional work? May any CATS + labor category and rate be used to develop work order prices?

*Answer: The TO period of performance is up to a maximum of 5 years. The TORFP states that the major deliverables have: "Expected completion within 12 months from NTP, or an alternate proposed final due date from TO Contractor that MDTA accepts." Work orders in the TORFP are only for the scope of work in this TORFP. All CATS+ labor categories and rates approved by MD DoIT may be used to develop work order prices. The fixed price listed includes the additional staff identified in the staffing plan.*

16. Attachment 1 – Price Sheet. Because deliverables are required to be delivered NLT 12 Months from contract commencement, how should vendors price the remaining four (4) years of the five (5) year contract term? Will the remaining years be priced through a Work Order process?

*Answer: The term of this TO Agreement is for a period of up to 5 years. Once all of the deliverables have been fulfilled – the task order will end.*



17. Is the fixed price for a total of 5 years?

*Answer: Yes up to 5 years.*

18. Deliverable 2.7.8 describes the development of oral presentations and PowerPoint documents for the three major deliverables. The frequency of the presentations is listed as up to 20. Can you be more specific on the number of required presentations since this is a wide band and difficult to conduct on a fixed price basis and without any specified timeline requirements.

*Answer: At a minimum drafts will be presented to MDTA DoIT and Chief Administrative Officer; finals may be presented to Management Committee, Authority Board Members, and two committees. The TO contractor shall conduct an in-person workshop with DoIT Management and MDTA IT Council to discuss the results and recommendations. Total number of presentations may be up to 20.*

19. Page 21 of 75, Section 2.7.8. MDTA requests up to twenty (20) copies of printed PowerPoint presentations. Will printing occur at MDTA facilities or are vendors to account for printing costs?

*Answer: Vendors are responsible for reproduction of required materials and costs .*

20. On Page 23, for Assessment Team, what level of Information Technology Infrastructure Library (ITIL) is preferred?

*Answer: ITIL v3 or higher.*

21. On Page 27, what format or software do you want us to use for the draft work breakdown structure (for example MS Project)?

*Answer: Submissions should be compatible with Microsoft Office 2010 using the MS compatibility view, including also, Microsoft Project and/or Visio The MDTA's desktop computers are primarily Windows 7 Professional .*

22. Section 2.10.1 states the Master Contractor must demonstrate 5 years of experience performing evaluations of IT Organizations similar in size to MDTA (70-100 IT Staff). We feel this limiting competition as this TORFP is designated as SBR only. We ask that you please evaluate this minimum requirement to include subcontractor's experience or the whole team collectively for the experience.

*Answer: See Addendum No. 2.*

23. Deliverable 2.7.3 is for a project schedule for completion of the three major document deliverables and deliverable 2.7.9 is for an overall project schedule. How are these different? Are they both required?

*Answer: One schedule is an **overall project schedule** outlining planned and actual deliverable dates for major milestones, drafts and final documents described in 2.4.1; 2.4.2; 2.4.3; and 2.4.4. There is also a required **individual detailed project schedule for each of the three main documents** (Information Technology Organizational Assessment; Information Technology Strategic Plan for FY 2016-2020; Information Technology Future Infrastructure and Investment Plan). Yes, both are required.*

24. The TORFP states you require one resume and will interview one candidate for evaluation purposes, how does the staffing plan that is requested play into the evaluation of the proposal?

*Answer: See Section 4.2 Technical Proposal Evaluation Criteria.*

25. What types of roles are anticipated for the additional Team Members to be added on later in the project? (i.e. Business Analysts, Project Managers, etc.)

*Answer: Master Contractors will describe in a Staffing Plan how any additional team members will be used to meet MDTA's needs and what their roles will be.*

26. How long after the project begins would additional team members be brought on to work orders?

*Answer: Work orders in the TORFP are only for the scope of work in this TORFP. All CATS+ labor categories and rates approved by MD DoIT may be used to develop work order prices. The fixed price listed includes the additional staff identified in the staffing plan. Timeframe to begin work is dependent upon TO Contractor's ability to provide necessary resumes, interview schedule, completion of successful background checks and start date availability.*

27. Are the additional certifications listed on p.10 section 2.1 required for additional team members, or are they desired?

*Answer: See Section 2.12 OFFEROR PERSONNEL MINIMUM REQUIREMENTS and Section 2.13 OFFEROR PERSONNEL PREFERRED EXPERIENCE.*

28. The KISS sheet indicates there is no VSBE requirement for this procurement, but TORFP section 1.16 says there is a VSBE goal. Can you clarify which one is correct, and if there is a VSBE goal, can you state what it is?

*Answer: There is no VSBE goal for this TORFP. See Addendum No. 2.*

29. Page 22, section 2.10 has a list of required and desired company qualifications. Should these be listed in the same section as “Master Contractor and Subcontractor Experience and Capabilities” letter E of Section 3? Or should these be documented in a separate part of the proposal?

*Answer: They should be listed under the under the appropriately indicated sections.*

30. Can the examples used in section 2.10 also be used as examples Master Contractor and Subcontractor Experience and Capabilities? Or do these all have to be separate, different examples?

*Answer: Examples of Master Contractor and Subcontractor Experience and Capabilities can be used for section 2.10.*

31. Attachment 1 – Price Sheet. Please confirm how many stakeholders will be involved in each of the following deliverables: 2.7.3; 2.7.4; 2.7.5; 2.7.6

*Answer: TBD by the TO Manager and the TO Contractor after award.*

32. Please confirm if there is any available, current documentation that can be used when creating deliverables: 2.7.3; 2.7.4; 2.7.5; 2.7.6

*Answer: There is no available current documentation that can be used when creating deliverables: 2.7.3; 2.7.4; 2.7.5; 2.7.6*

33. How many workshops will be required for deliverable 2.7.7? How many stakeholders will be attending these workshops?

*Answer: At a minimum one workshop. The number of stakeholders and additional workshops will be determined based upon the proposal submission.*

34. How many oral presentations will be given for deliverable 2.7.8? How many stakeholders will be attending these workshops?

*Answer: At a minimum, the TO contractor shall conduct an in-person workshop with MDTA IT Management and MDTA IT Council to discuss the results and*

*recommendations.* The MDTA IT Council is comprised of eight members, who are also members of the MDTA Management Committee. Also, additional key MDTA Senior Staff members may participate. *A formal oral presentation and discussion of findings for each of the three document deliverables for MDTA executive staff is part of the requirements for the proposal.*

35. Page 6 of 75, Section 1.3 TO Proposal Submissions. The Solicitation refers to “all submission documents detailed in section 3.4.2”; however, the solicitation does not include a section 3.4.2. Please clarify which documents must be included within the TO Financial Proposal submission.

**ANSWER: TO FINANCIAL PROPOSAL**

- A. *A description of any assumptions on which the Master Contractor’s TO Financial Proposal is based (Assumptions shall not constitute conditions, contingencies, or exceptions to the price sheet);*
- B. *Attachment 1 - Completed Price Sheet with all proposed pricing as a firm fixed price.*
36. Page 6 of 75, Section 1.3 TO Proposal Submissions. The Solicitation includes a requirement to password protect attachments. Would MDTA please provide detailed instructions how to protect files?

*Answer: For MS Word you can protect a document by using a password to help prevent unauthorized access.*

1. *Click the **File** tab.*
2. *Click **Info**.*
3. *Click **Protect Document**, and then click **Encrypt with Password**.*
4. *In the **Encrypt Document** box, type a password, and then click **OK**.*
5. *In the **Confirm Password** box, type the password again, and then click **OK**.*

**Note**

- *Passwords are case-sensitive. Make sure that the CAPS LOCK key is turned off when you enter a password for the first time.*
- *If you lose or forget a password, Word cannot recover your data.*

*Do not include the password in your proposal. The MDOT procurement officer will request the password upon completion of the technical evaluation. The procurement officer will request the password only if your company is deemed technically qualified.*

37. Page 7 or 75, Section 1.4 Oral Presentations. Because we are submitting one (1) named key personnel, will Oral Presentations be conducted in an interview format or will MDTA request Master Contractor representatives to participate in a presentation with the named key personnel?

*Answer: All Master Contractors and proposed staff will be required to make an oral presentation to State representatives.*

38. Page 7 of 75, Section 1.5 Minority Business Enterprise (MBE). Does TORFP J01B5400007 include any MBE Subgoals?

*Answer: There are no subgoals for this TORFP.*

39. Page 14 of 75, Section 2.4.1. Throughout the table presented in Section 2.4.1, MDTA requests the examination and documentation of various business elements ranging from processes to staffing. When MDTA requests the “documentation” of these elements, to what level of detail does MDTA desire? For instance, for the documentation of business processes, would MDTA prefer process flow maps or process flow maps with detailed process narratives?

*Answer: Recommended documentation and level of detail are up to the Contractor and should be part of the proposal submission.*

40. Page 14 of 75, Section 2.4.1. Within the table presented in Section 2.4.1, MDTA requests vendors to, “Benchmark and document the MDTA DoIT organization against other toll authorities, MDOT agencies and other Maryland State Agencies.” How many organizations should vendors plan on including within benchmarking activities for the Current Information Technology Organization Assessment?

*Answer: Recommended documentation and benchmarking activity are up to the Contractor and should be part of the proposal submission.*

41. Page 28 of 75, Section 3.3, Item B, Sub-items 1 and 2. Item B-1 in Section 3.3 requests a resume; however, Item B-2 requests an Attachment 5 – Personnel Resume. Does MDTA wish to see two different formats of the proposed Project Leader’s resume or can vendors submit an Attachment 5 to meet the resume requirements of both B-1 and B-2?

*Answer: Attachment 5 should feature prominently the proposed personnel’s skills and experience as they relate to the Master Contractor’s proposed solution and Section 2 – Scope of Work. Attachment 5 must list the work history in MM/YYYY through MM/YYY format so the evaluation committee can determine if the proposed resource meets the minimum requirements.*

42. Page 28 of 75, Section 3.3, Item B, Sub-item 4a and 4e. Sub-item 4e seems to contradict the bolded instruction in Sub-item 4a which states, “Only provide names and resumes as identified in 3.3.B.1. All other team composition shall be described by role only.” Should vendors name proposed personnel assigned to supervise main document deliverables?

*Answer: For the team proposed in response to this TORFP, Master Contractors **shall propose 1 (one) named resource** for purposes of making an award determination and will describe in a Staffing Plan how any additional team members will be used to meet MDTA’s needs.*

43. Page 29 of 75, Section 3.3, Item C. We are unfamiliar with a Small Business Enterprise (SBE) designation within the State of Maryland. Please clarify whether this was meant to read Minority Business Enterprise (MBE) or Small Business Reserve (SBR).

*Answer: This TORFP has been designated as a Small Business Reserve, meaning the Master Contractor must be a certified Small Business Enterprise by the time of award for this TORFP. There is also a 33% MBE goal established for this TORFP.*

44. Page 32 of 75, Section 4.2 Technical Proposal Evaluation Criteria. If possible, would MDTA please provide a weighting/percentage for each evaluation factor?

*Answer: Evaluation criteria percentages are not provided to the offerors*

45. Please share the names of the companies and their contacts that attended the Pre-Proposal Conference.

*Answer: The sign-in sheet from the Pre-Proposal conference was issued with Addendum No. 1.*

46. Please provide a link or website for most comprehensive listing of Maryland MBE firms.

*Answer: <http://mbe.mdod.state.md.us/directory/>*

47. Can you provide an estimated start date and an estimate of when orals may be conducted?

*Answer: The start date will follow the evaluation and award process. Oral presentations will be scheduled after the submission deadline and the evaluation committee has completed the technical review process.*

48. For deliverable 2.7.8 the Acceptance Criteria indicates “Resolution of after action items and updates to the PP presentation documents *after each presentation.*” Does this mean that the MDTA wishes the PP presentation documents to be modified after each presentation but NOT the actual plans provided as part of deliverables 2.7.4, 2.7.5 and 2.7.6? Also, how will differences of opinion from various MDTA stakeholders be reconciled and what will be the mechanism to update the master planning documents?

*Answer: Plans may require change based on feedback from stakeholders. The proposal should include a plan for a mechanism to update the master planning documents .*

49. In section 2.13.2 is a preferred requirement for the project leader to have a CGEIT certification from ISACA. We note this certification is held by only 6000 individuals worldwide and will be difficult to satisfy. Can you explain why this certification is relevant? Will you consider eliminating this requirement due to its scarcity?

*Answer: CGEIT certification is a preferred requirement, not a minimum requirement and will remain in the TORFP.*

50. In section 2.13.4-6, there are a number of certifications (TOGAF, CEA, CISSP, CoBiT, ITIL) and experience levels listed. How will this be evaluated since no team members will be proposed other than the project leader?

*Answer: Based on the proposal response of compliance or non-compliance.*

**END OF QUESTIONS & ANSWERS**

MDTA IT Strategic Plan & Organizational Assessment  
 TORFP # J01B54000007  
 Pre-Proposal Conference  
 Wednesday, November 19, 2014, 1:00 PM  
 MDOT Headquarter's 7201 Corporate Center Drive, Hanover MD 21076

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MDTA IT Strategic Plan & Organizational Assessment  
 TORFP # J01B5400007  
 Pre-Proposal Conference  
 Wednesday, November 19, 2014, 1:00 PM  
 MDOT Headquarter's 7201 Corporate Center Drive, Hanover MD 21076

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