



CATS + TORFP J01B9400003

**MARYLAND TRANSPORTATION AUTHORITY (MDTA) INFORMATION
TECHNOLOGY (IT) SYSTEMS OPERATIONS, MAINTENANCE AND SUPPORT**

Amendment #1 Issued: November 15, 2018

This Amendment is being issued to provide Pre-Proposal Conference information which includes the meeting agenda, sign-in sheet for the above-mentioned TORFP and to provide responses to questions from Proposers. Also, to clarify, add to, delete from, correct and/or changes the TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors who respond to this TORFP.

THE CHANGES CAN BE FOUND IN:

Section 2.3.5, Enterprise Architecture Support, page 6, delete the following:

2.3.5.15	Serve as the liaison between the MDTA EAB and MDTA DoIT Director and Assistant Directors, as well as upper level managers for all MDTA Divisions
2.3.5.16	Attend one-on-one meetings bi-weekly or monthly with an Assistant Director to discuss MDTA EAB-related items
2.3.5.17	Serve as the contact person for external Vendors to vet requirements outside of those listed in the MDTA IT Technical Standards and Guidelines document
2.3.5.18	Respond to and initiate all e-mails regarding the MDTA EAB
2.3.5.19	Serve as MDTA representative to the MDOT EAB

Attachment D, page 44, delete the following sentence, “The solicitation does not include a Minority Business Enterprise (MBE) subcontractor participation goal.”

SEE ATTACHED INFORMATION:

- 1. Questions and Answers 1 issued 11.15.18**
- 2. Meeting Agenda**
- 3. Sign-In Sheets**

November 15, 2018

By: Peggy Tischler, Procurement Officer

**MARYLAND TRANSPORTATION
INFORMATION TECHNOLOGY (IT) SYSTEMS OPERATIONS, MAINTENANCE
AND SUPPORT**

TORFP # J01B9400003

Questions and Answers #1

1. **Question:** Is there presently a vendor providing the services to MDTA? If yes, is the incumbent allowed to bid on the TORFP? And also, if yes, who is the incumbent?
Answer: Incumbent - Elegant Enterprise Wide Solutions. Yes, the incumbent is allowed to bid.
2. **Question:** Are there any incumbents (selected resource/vendor) for this position? If Yes, how many?
Answer: See Answer to Question 1.
3. **Question:** What will be the interview type of the selected candidate? Skype, telephonic or in-person?
Answer: First, the interview with candidate will be conducted by phone. If the candidate is selected, the second interview will be in-person.
4. **Question:** Are we correct in understanding that we have to submit 4 candidates? Please suggest.
Answer: No, the four (4) candidates/resources are to be submitted with the TO Proposal.
5. **Question:** Is there any Candidate Reference Required (yes/no), If yes – any specific template?
Answer: No Candidate references are required and; therefore, no template is required.
6. **Question:** Service Desk and Desktop/Field Support- (eight (8) total planned; 4 to be available at NTP date). Please confirm.
Answer: Yes, there are to be 4 planned resources available at NTP for the Service Desk and Desktop/Field Support positions with 4 additional positions to be brought on later with total of 8 resources planned.
7. **Question:** Data Center and Technical Systems Support- (three (3) total planned)
Answer: Yes, there are 3 planned resources for the Data Center and Technical Systems Support positions.

8. **Question:** Is the state requesting the 4 available at NTP date to be the only “named resources” in the Technical Proposal (and Appendix 4A) for the evaluation?
Answer: Named resources are not part of the evaluation.
9. **Question:** In Section 3.2.4 - Travel Reimbursement, the TORFP states that travel will not be reimbursed. Is the awarded vendor’s resources expected to use their own vehicles for site visits, and if so, what is the estimated amount of miles per year? What locations would they be expected to travel to?
Answer: Yes, the proposed staff must have their own transportation and will be required to travel to MDTA facilities. MDTA cannot give an estimate of miles per year.
MDTA facilities are located throughout the state and are listed on the following web sites:
http://mdta.maryland.gov/Toll_Facilities/facilities.html
http://mdta.maryland.gov/Police/Contact_Info.html
10. **Question:** What is the budget for this new project?
Answer: MDOT is prohibited from providing this information.
11. **Question:** What is the current spend for this project if previously awarded and how many resources (including job titles) are currently on the contract?
Answer: The contract award value in July 2014 was \$3,818,276.00. Currently, we have fourteen (14) resources on the contract with various job titles.
12. **Question:** Who is the current incumbent and is the incumbent permitted to re-bid?
Answer: See Answer to Question 1
13. **Question:** For past performance references, can a project that ended in 2013 be used as long as it was a 5+ year contract?
Answer: Yes, that is acceptable.
14. **Question:** Will the contractors be required to travel for meetings in the local area?
Answer: Yes, the resources will be required to travel to meetings.
15. **Question:** is this due Dec 1? Need confirmation.
Answer: The TO Proposals are due 12/3/2018 at 2:00pm (EST).

16. **Question:** Reference Section 3.7.4.A: This section refers to "forms" in Appendix 4, but only Labor Classification Personnel Resume Summary has been provided. Are vendors expected to submit a Minimum Qualifications Summary or any other forms to demonstrate the qualifications of proposed candidates?

Answer: Offeror's discretion as to submitting qualifications, capabilities and experience of the entire organization and offerings.

17. **Question:** Reference Section 5.3.4.A: Is there a name convention for the passwords that the State would like vendors to use?

Answer: No

18. **Question:** Reference Section 5.3.5.A and B: Are vendors expected to submit a PDF and Word copy or would one copy be sufficient?

Answer: TO Technical and Financial Proposals are to be submitted as required under Section 5.3.5 A and B of the TORFP.

19. **Question:** Reference Section 5.4.1.G: What does the State mean by "estimate of expectation"? What type of response does the State expect to receive in this section?

Answer: Offeror should provide a detailed response to what their expectation is concerning participation by State personnel.

20. **Question:** Reference Section 5.4.2.D.3: "Provide and describe the quantity and types of certifications held in accordance with section 2.3." Are there any industry certifications that the State would like the proposed staff to hold that may not be listed in Section 2.3?

Answer: There are no Certifications required under Section 2.3.

21. **Question:** Reference Section 5.4.2. D.3a: "Planned team composition by role." Is the "team composition" referring to the entire 11-person team or the 4 resources to be available at NPT date?

Answer: The entire 11-person team.

22. **Question:** Reference Section 5.4.2. D.4c: "Supporting descriptions for all labor categories proposed in response to this TORFP." Will vendors need to add specifications to Section 3.7.3 Personnel Experience?

Answer: Offeror's discretion as to submitting qualifications, capabilities and experience of the entire organization and offerings.

23. **Question:** Reference Appendix 4: The TORFP Additional Requirements section refers to Section 1 of the TORFP, but Section 1 refers to Section 2.10 of the CATS+ RFP. Are vendors to interpret this as redundant information (since Generalized Experience and Specialized Experience sections in the Appendix already reference Section 2.10), or is there another section within the TORFP we should reference (e.g. Section 3.7.3 Personnel Experience)?

Answer: Appendix 4 references Section 2.10 of the CATS+ RFP, as in Section 1. All labor categories proposed must meet minimum qualifications. Offeror's discretion for additional references to include for Section 3.7.3.

24. Question: Does the Master Contractor and Subcontractor Experience and Capabilities preclude vendors from using the CATS+ contract as one of the three examples?

Answer: The CATS+ contract does not guarantee that a vendor has completed a contract with a similar scope of work. The three examples we are requesting are for past and/or present contracts that the Master Contractor or Subcontractor was engaged to or are currently engaged in where services provided are of a similar scope as identified in this TORFP.

25. Question: This appears to be a contract that will be conducted solely on the qualifications on the onsite staff. How will the contractor experience, qualifications, and capabilities be evaluated compared to that of the proposed staff?

Answer: Refer to Section 3.7.2 Offeror Experience and Section 5 TO Proposal Format.

26. Question: Does the State have an anticipated start date for the contract?

Answer: Anticipated start date for contract is July 1, 2019.

27. Question: Will the Service Desk and Desktop/Field Support position be considered a service contract act (SCA) position under the category below?

14160 - Personal Computer Support Technician Rate: \$26.22

Answer: Only positions listed under Section 2.10 of the CATS+ RFP apply.

28. Question: Will the Data Center and Technical Systems Support position be considered a service contract act (SCA) position under the category below?

14170 - System Support Specialist Rate: \$33.16

Reference: <https://www.wdol.gov/sca.aspx>

Answer: See Answer to Question 27

29. Question: Who are the Key Personnel?

Answer: There are no Key Personnel under this TORFP.

30. Question: For which positions do we need to submit resumes? How many resumes are required for each position to be submitted with the TO Technical Proposal?

Answer: No resumes are required with the TO Technical Proposal.

31. Question: Reference Section 3.1 Task Order Initiation Requirements: Is the "timetable for resume review" referring to the resumes that are to be "available at NTP date" or the resumes for the other 4 Service Desk and 3 Data Center resources?

Answer: The four (4) resources at NTP resumes will be reviewed for the Service Desk positions. A staffing plan for other resources will be discussed.

32. Question: Reference Section 5.3.5.B.1: Would vendors be permitted to submit a copy of the Financial Proposal in MS Excel format instead of Word?

Answer: See Answer to Question 18.

33. Question: Reference Section 6.2.2 Experience and Qualifications of Proposed Staff: Since resumes will not be included or evaluated in the Technical proposal (as indicated from the Pre-Proposal Conference), should vendors assume this section should be omitted?

Answer: Offeror's discretion as to submitting qualifications, capabilities and experience of the entire organization and offerings.

34. Question: Is there a preferred font, line spacing, or margins for the response?

Answer: No

35. Question: Does MDTA expect the potential optional positions (Network Support, Cybersecurity, Enterprise Architecture support), will be FTE?

Answer: The potential for optional positions will depend upon workload at the time of need.

36. Question: Section 5.4.D.1 and states the TO Contractor shall identify the qualification and types of staff proposed under the Task Order However, during the pre-proposal conference it was stated that the expectation was no resumes would be provided. What is the MDTA's expectation for this section?

Answer: Offeror's discretion as to submitting qualifications, capabilities, and experience of the entire organization and offerings.

37. Question: Section 5.4.2.D.2 states that the TO Contractor shall identify quantity and types of certifications. However, during the pre-proposal conference it was stated that the expectation was no resumes would be provided. What is the MDTA's expectation for this section?

Answer: Offeror's discretion as to submitting qualifications, capabilities, and experience of the entire organization and offerings.

38. Question: For section 5.4.2.E, when describing the MBE, must we describe which resources they will provide or reaffirm their contribution to the MBE goal?

Answer: No, MBE for each resource does not need to be described. Although, MBE must be stated for firm and/or subcontractor.

39. Question: Place of Performance is listed as Broening Highway; would this preclude a company from bidding support from an overseas workforce?

Answer: A company is not precluded from bidding as long as the requirement of on-site personnel and proper documentation (please refer to Answer to Question 40) is met.

40. Question: Are non-citizens allowed to be used to support this work?

Answer: The personnel can be a US Citizen, Green Card holder or H1B visa holder provided they met the necessary requirements. If the personnel selected is a non-United States Citizen, he/she is required to submit an employment authorization document prior to commencement of work.

41. Question: Do subcontractors/partners we planned to submit with our proposals need to be on the CATS+ contract vehicle as well?

Answer: No, subcontractors/partners do not need to be part of the CATS+ contract. Although, Master Contractors do need to be on the CATS+ contract.

42. Question: The key position title is listed as "Service Desk and Desktop/Field Support". If they will be field support staff, can you provide an example of the sites the contractor will travel to, how often they will travel, the distance they will travel and whether the contractor will travel midday site to site or work at one site for a full day?

Answer: Please refer to the Answer to Question 9.

43. Question: Does the MDTA require Appendix 4As (Labor Classification Personnel Resume Summary) be submitted with the Technical Proposal? If so, for which resources; the four at NTP?

Answer: Resumes are not required for the four (4) resources until NTP.

44. Question: At the pre-proposal conference, MDTA stated they did not want resumes as part of the response. However, there are a number of requirements that seem to request specific individual/resume requirements. The table below provides examples.

A. 5.4.2.D, Proposed Personnel and TORFP Staffing, #1 and 2: Offeror shall:

1. Identify the qualifications and types of staff proposed at NTP. The Offeror shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Work Plan.
2. Provide and describe the quantity and types of certifications held in accordance with section 2.3.

B. 6.2.2, Evaluation Criteria, Experience and Qualifications of Proposed Staff

1. The capability of the proposed resources to perform the required tasks and

produce the required deliverables in the TORFP Sections 2-3. Offeror Qualifications and Capabilities, including proposed subcontractors (See TORFP 5.4.2.F)

For A and B, It is our intention to discuss our staff experience and qualifications/certifications on a general basis, and not provide specific resumes or individual qualifications. Please confirm this is the correct approach.

Answer: Offeror's discretion as to submitting qualifications, capabilities, and experience of the entire organization and offerings.

C. 5.4.2.F Master Contractor and Subcontractor Experience and Capabilities

1. Among the requirements we are asked to complete for this section is item e.) Current Contractor team personnel who participated in this engagement.

For C, we assume this is not relevant as no individual personnel are to be named for this response and will use "Not Applicable" as our response. Please confirm this is correct.

Answer: Offeror's discretion as to submitting qualifications, capabilities, and experience of the entire organization and offerings.

45. Question: Table 2.3.5, Enterprise Architecture Support – Please note that items 2.3.5.15-19 are duplicates with earlier requirements. Will MDTA be deleting these from the table?

Answer: Yes, please see TORFP's edits issued with addendum #1.

The End of Questions and Answers #1

Pre-Proposal Conference Procurement Review
TORFP: J01B9400003

**MARYLAND TRANSPORTATION AUTHORITY (MDTA) INFORMATION
TECHNOLOGY (IT) SYSTEMS OPERATIONS, MAINTENANCE AND SUPPORT**

Thursday, November 8, 2018 @ 11:00 a.m. (EST)

Welcome to the Pre-proposal conference for the Task Order Request for Proposals (TORFP) J01B9400003 for the Maryland Transportation Authority (MDTA) Information Technology (IT) Systems Operations, Maintenance and Support. My name is Peggy Tischler and I am the Procurement Officer assigned to this TORFP.

If you have not already done so, please sign the attendance sheet and for those firms that are certified Minority Business Enterprise (MBE), Small Business Reserve (SBR) or Veteran-Owned Small Business Enterprise (VSBE) firms, please make note of that in the far-right hand columns of the sign-in sheet.

I'll let my team introduce themselves first and then we can go around the room and have everyone else introduce themselves, and then have our Skype participants introduce themselves also.

I will be going over the Procurement part of this project and will take any questions related to the procurement of this TORFP.

I will then turn the conference over to Mr. Chuck Markakis MDTA's designated Contract Manager who will review the scope of work. We will do our best to answer all questions regarding the scope of work, but strongly suggest all questions requiring an official answer be submitted in writing.

Brenda Townsend-Milton will discuss the MBE Participation as there is a 30% Minority Business Enterprise (MBE) goal for this project.

No answers given at today's meeting will be considered binding or an amendment to the contract. Throughout this Pre-Proposal Conference, if you want a high-level response to any question you may have, I again ask that your questions be submitted to me, in writing via email.

Reminder to all Offerors:

- The main purpose of this pre-proposal conference is to review the procurement requirements, address concerns, provide clarification, and provide instructions pertaining to the solicitation and scope of work, and answer questions.
- This TORFP was released via email to all Master Contractors under Functional Area 6 on Monday, October 29, 2018.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at ptischler@mdot.state.md.us** The deadline for submission of questions is **Wednesday, November 14, 2018 at 2:00 pm (EST).**
- The Questions and Answers will be released via Addendum as soon as possible after the Question due date.
- Pre-proposal minutes, sign in sheet(s) and all questions and responses will be published as an addendum and become part of this solicitation.
- Changes to the scope of work or any response requirements will be published as an addendum and supersede the original published documents per COMAR 21.05.02.07.
- The due date and time for proposal Submission is **Monday, December 3, 2018 at 2:00 P.M. Local Time.** Please see Sections 5.4 and 5.5 for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under Section 7 of the TORFP), are to be delivered together, but in a separate email from the Financial Proposal.
- **BOTH THE TECHNICAL AND FINANCIAL PROPOSALS WILL NEED TO BE PASSWORD ENCRYPTED, WITH DIFFERENT PASSWORDS FOR EACH PROPOSAL TO (TECHNICAL AND FINANCIAL).**
- Please submit your offer in the format listed in section 5.4 of the TORFP, as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.

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- Please be sure to send your proposals early enough to allow sufficient time for your submission to arrive timely in the Procurement Officers inbox. “The date and time of an e-mail TORFP submission is determined by the date and time of arrival of all required files in the TO Procurement Officer’s e-mail inbox.”
 - The State will award this project to One Master Contractor.
 - You are required to provide the name/phone number and e-mail address of your point of contact to set up oral presentations or for correspondence.
 - Please be sure to review Section 6 – Evaluation and Selection Process.
 - There is a 30% Minority Business Enterprise (MBE) Goal for this project. If there are any MDOT Certified MBE firms, or Veteran Owned Small Businesses in attendance today, this would be a good opportunity to network with Firms planning to submit as a Prime Contractor.

Friendly reminder:

- It is your responsibility to update your company’s information/account as necessary in with DoIT. MDOT Procurement does not have the capability of updating contractor’s information.
- Any questions or concerns regarding your DoIT account should be directed to DoIT.
- Only the information communicated by the Procurement officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source.

THE END

MARYLAND DEPARTMENT OF TRANSPORTATION
 OFFICE OF PROCUREMENT
 TORFP #J01B9400003

TITLE: MARYLAND TRANSPORTATION AUTHORITY (MDTA) INFORMATION TECHNOLOGY (IT) SYSTEMS OPERATIONS, MAINTENANCE AND SUPPORT

DATE: Thursday, November 8, 2018 at 11:00 am (EST)

[X] PRE PROPOSAL MEETING

Page 1 of 4

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Dept. of Transportation	Joe Palechek	410-865-1137	jpalechek@mdot.state.md.us			
Dept. of Transportation	Peggy Tischler	410-865-2777	ptischler@mdot.state.md.us			
CREATIVE INFO TECHINC	TOM WOLF	443-2867481	TWOLF@CIFI-US.COM			
QANTTECH	Amber Schach	4102990573	aschad@gantech.net	X		
Seimbeyond Solutions	MANU BAKSHI	301-275-9993	manu.bakshi@seimbeyond.com	X		
S Rieder	Steven Rieder	301-287-1166	DigStal64110@yahoo.com	X		
CAS Severn	Kevin Angel	7037273843	KAngel@cassevern.com		X	
MDOT ITCMO	Alinae Baxter	410-865-1215	nbaxter@mdot.state.md.us			
MDOT ITCMO	Sharon Jackson	410-684-7067	STJACKSON14@MDOT.STATE.MD.US			
Maryland Transportation Authority	CHARLES MARSHALLS	410-537-1352	C.MARSHALLS@MORTA.STATE.MD.US			
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