

	<p style="text-align: center;">Maryland Department of Transportation Office of Procurement Addendum # 1 to Asset Management Services J01B9400009 11/01/2019</p>
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This Addendum number 1 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 1 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 1: Adding the Sign in Sheets (See PDF attachments 2 pages)

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum #1 with your proposal submission.

End of Addendum #1

MARYLAND DEPARTMENT OF TRANSPORTATION
 OFFICE OF PROCUREMENT
 TORFP # J01B9400009

TITLE: Asset Management
 DATE: 10/29/2019

[X] PRE PROPOSAL MEETING Page ___ of ___

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
ICUBE Systems Inc	NARAYAN A-THREYA	703-222-3636	NATHREYA@icubesys.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DECORTE	PAUL BRUCEHARD	703-208-1803	PBRUCEHARD@DECORTE.COM			
"	Adam Rubinson	702-491-7005	ARUBINSON@deloitte.com			
DMT	JOHN M-DELMONT	703-258-4614	JMDELMONT@DMTINC.COM			
DKCONSULTING LLC	ANDY KRUMEN	443-552-5851	AKRUMEN@DKCONSULT.NET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ITenology	MORTEZA TADLOJON	410-804-2184	MORTEZA MORTAZA@ITENOLOGY.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SURVEGY	LAOI BEALL	443-610-3128	LAOI@SSS-IT.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SCPT	SCOTT SURGUY	443-849-2774	SCOTT.SURGUY@SCPT.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
NOVATION, INC	STELSON FULTON	240-350-0956	STELSON@N.VINC.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CELERENS	Chunlei Ding	443-622-2143	cding@celerens.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DAASYS, INC	Arnold Stewart	240-375-8819	astewart@daasysinc.com		<input checked="" type="checkbox"/>	
JVS Inc.	Doe Teiortid	443-280-0298	lwistius@jvs.com			<input checked="" type="checkbox"/>
ECOM	Sey Ellis	39-254-1865	sey.ellis@egsoft.com			
ECOM	Chrisa Stank	410-999-9217	christa.stank@egsoft.com			
QUINTUM VISION	RAMNISH SHARMA	301-806-4444	ramnish@quintumvision.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ASSYST	DAVID SULLIVAN	617-823-5254	DSULLIVAN@ASSYST.NET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cambridge Federal	Lauren Kim	443-883-1914	l_kim@cambridgefederal.com			<input checked="" type="checkbox"/>
SERVBeyond SOLUTIONS	MANU BAKSHI	301-275-9993	manu.bakshi@servbeyond.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
"	MARK LABUS	301-580-7049	mark.labus@servbeyond.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

	Maryland Department of Transportation Office of Procurement Addendum # 2 to Asset Management Services J01B9400009 11/05/2019
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This Addendum number 2 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 2 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 2: Adding the word version of Appendix 4 – Labor Classification Personnel Resume Summary (See attached Document)

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum #2 with your proposal submission.

End of Addendum #2

	Maryland Department of Transportation Office of Procurement Addendum # 3 to Asset Management Services J01B9400009 11/05/2019
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This Addendum number 3 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 3 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 3: Adding the Preproposal Conference summary (See attached sheets)

Amendment 4: Extending the due date:

The new due date is **November 25, 2019 2:00 P.M. Local Time.**

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum #3 with your proposal submission.

End of Addendum #3

Pre-Proposal Conference Summary

SOLICITATION NUMBER J01B9400009 ASSET MANAGEMENT SERVICES

October 29, 2019, 11:00 a.m. - ended at approximately 12:00 p.m.

Location: 7201 Corporate Center Drive, Hanover, Maryland 21076 Ground flr conference rooms

Introduction/Welcome/Announcements

- Welcome to the Pre-proposal conference for the CATS+ Task Order Request
My name is Brian Howard and I am the Procurement Officer for the project
- 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.
- Throughout this Pre-Proposal Conference, if you want an official response to any question, you are asked to submit question in writing to me via email, to me.
- I will be going over and taking questions regarding the Procurement part of this project.
- Vaishali Shukla the Project Manager will briefly review the scope of work and take questions.
- 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 CATS+ TORFP was released through email on 10/11/2019.
- Offerors will have the opportunity to submit questions in writing; **written questions must be submitted to me at bhoward2@mdot.state.md.us by 11/1/2019 close of business – 4:30 pm**
- The Questions and Answers will be released via Addendum as soon as possible after the due date and time.
- 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 now **November 25, 2019 2:00 P.M. Local Time**. Please be aware that “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.”
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under Section 7 TORFP), are to be sent in a separate email from the Financial Proposal. Please make sure the subject line of each email contains the TORFP # what attachments are included in the email (Technical Proposal, Financial Proposal, Attachments, etc).
- The Technical and Financial Proposals are required be sent Password protected. The Procurement Officer will request the passwords for the Technical and Financial Proposals from the Offeror when needed

Pre-Proposal Conference Summary

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- Please submit your offer in the format listed in section 5 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.
- Please be aware that MDOT has a file size limitation of 7 megabytes on all email transmissions. Number your emails (1 of 2, 2 of 2 etc) per Section 4.1
- It is the Contractor's responsibility to ensure that the Procurement Officer has received your offer. If you do not receive a "received" email response from me, the Procurement Officer, you should call and confirm that your email was received.
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.
- The MDOT will award this project to One (1) Master Contractor.
- You are required to provide the name/number of your point of contact to set up interviews
- Please be sure to review Section 6 – Evaluation and Selection Process.
- There is a **20% Minority Business Enterprise (MBE) Goal** for this project. MDOT encourages MBE firms to participate in this solicitation.
- 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 reminders

- It is your responsibility to update your company's information as necessary on the DoIT website. (ie. MBE, SBR, address, point of contact and especially point of contact).
- MDOT or MDOT Procurement does not have the capability of updating DoIT's master contractor's information.
- Any questions or concerns should be directed to DGS.OSP-Requisitions@maryland.gov
- 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.

Pre-Proposal Conference Summary

SOLICITATION NUMBER J01B9400009 ASSET MANAGEMENT SERVICES

Additional Discussion

- **MBE Forms:** The following forms are part of the MBE requirements for this project. Please review the forms and their instructions for completion thoroughly. Accuracy in the completion of the forms is mandatory.
 - **MDOT MBE Form A – CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**
 - The completed, signed Affidavit must be included with the bid/proposal.
 - If the Bidder fails to accurately complete and submit the Affidavit as required, the bid shall be deemed not responsive or the proposal not susceptible of being selected for award.
 - **MDOT MBE Form B – Parts 1, 2, and 3 – MBE PARTICIPATION SCHEDULE**
 - Part 2 and Part 3 forms must be completed, signed, and included with the Bid/Proposal.
 - If the Bidder fails to accurately complete and submit Parts 2 and 3 with the bid as required, the bid shall be deemed not responsive.
 - Part 1 – Instructions for MBE Participation Schedule (includes Goal/Subgoal Worksheet)
 - Part 2 – MBE Participation Schedule (one form for each subcontractor)
 - Part 3 – Certification for MBE Participation Schedule
 - All MBE firms listed on **MBE Form B** **must** be certified at the time of bid submission to perform the specific scope of work. Please visit MDOT's website to access its electronic MBE directory for a complete listing of certified firms at www.mdot.maryland.gov
 - A certified MBE firm that is the prime contractor, including a firm that is a participant in a joint venture and self-performing is identified on the Form B.
 - A certified MBE Prime firm can perform with its own forces toward fulfilling up to (50%) of the MBE participation goal (overall) and up to (100%) of one MBE participation subgoal.
 - **MDOT MBE Forms C and D – OUTREACH EFFORTS COMPLIANCE STATEMENT and MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT**
 - If you are notified that you are the apparent awardee or as requested by the Procurement Officer, you must submit **MDOT MBE Forms C and D** within 10 business days of receiving such notice.
 - It is mandatory that you obtain signatures on Form D from the participating MBE firms that are listed on Form B.
 - For guidance on **the 60% Rule** Supply Items, refer to **MBE FORM B PART 1 – Instructions for MBE Participation Schedule, # 7-9.**
 - **Commercial Useful Function** - The work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if a certified MBE performs a commercially useful function where it is responsible for execution of the distinct element of work by actually performing, managing, and supervising the contract work.

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- **Requesting an MBE Waiver**
If you believe that your firm cannot achieve the MBE participation goal and/or sub goals, you have the right to request a waiver. The request should be indicated in your initial bid package (on **MBE Form A**).
- **MBE Form E - Good Faith Efforts Guidance and Documentation**
Within 10 days following notification that your firm is the apparent awardee; all required waiver documentation must be submitted. Your request for a waiver (with all supporting documentation) will be reviewed and a determination will be provided.
- **Partial Comments Captured:**
 - is there a reason for this re-bid any issues with the current contractor...
 - people will be carried to new contract...? - roles will but not the people...
 - all positions are new or just addition to the current...
 - current contract expired...? – no...
 - key personnel resume also mentions that we will evaluate other 6 resumes also...? - no
 - minimum qual and the summary...
 - are you going to extend the contract for the transition period...
 - each position must match labor category...?
 - when does the current contract expire...? May 202
 - labor cat were not listed so the to contractor will pick it.
 - what is the labor category for program manager...? - same as other resources that to contractor will pick it...
 - documentation turn over to new contractor...
 - what % of tbus use the barcode or rfid...
 - timeline to answer the questions back- within a week...
 - change process and reports by the incumbent...
 - rough count of asset for each tbus...
 - how many ftes is there on the current contract...
 - fixed price on the current contract...
 - process to analyses the new software...
 - will the resources will be part of the analysis of new software...?

MDOT response to most of these comments was that they needed to be emailed to the Procurement Officer for a formal response by addendum...

- **Thanks for attending**

End

	Maryland Department of Transportation Office of Procurement Addendum # 4 to Asset Management Services J01B9400009 11/22/2019
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This Addendum number 4 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 4 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 4: Revised Due date

Please be advised that MDOT is not ready to post responses to questions. Also, we anticipate changes to the financial proposal form and to the solicitation language for a few sections. We anticipate a new addendum to address these issues early next week. For these reasons we are pushing out the due date to **12/17/2019 2:00 P.M. Local time.**

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum #4 with your proposal submission.

End of Addendum #4

Maryland Department of Transportation
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Addendum # 5 to Asset Management Services
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This Addendum number 5 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 5 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 5: Adding Questions and Answers

1. We have an initial question regarding J – Additional Submissions, specifically J.3 and J.4 which state: Any services furnished from third party entities, e.g., resold services, shall include current Letters of Authorization or such other documentation demonstrating the authorization for such services. A Letter of Authorization shall be on the authorizing entity’s letterhead or through the authorizing entity’s e-mail. Further, each Letter of Authorization shall be less than twelve (12) months old. Each Letter of Authorization or e-mail must provide the following information:

- a) Authorizing entity POC name and alternate for verification
- b) Authorizing entity POC mailing address
- c) Authorizing entity POC telephone number
- d) Authorizing entity POC email address
- e) If available, a Reseller Identifier

Please clarify if the Letter of Authorization (LOA) is focused on reseller activity (e.g. reselling cloud services, equipment, etc.). In general, the LOA is issued by a manufacturer or distributor authorizing the Offeror to sell and/or provide services for the manufacturer’s product line. We assume this is not required from our MBEs and/or subcontractors who provide project resources to fill staffing positions.

Response: The Letter of Authorization is for reseller activity (i.e. if you are purchasing software from a manufacturer from a third-party reseller you must get a Letter of Authorization from the reseller stating the reseller is authorized to resell the software.) This Letter of Authorization is to be provided whether from an authorized third-party, subcontractor or Offeror.

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2. Does Section 5.4.2.C. “Minimum Qualifications Documentation (If applicable) The Offeror shall submit any Minimum Qualifications documentation that may be required, as set forth in TORFP Section 1” refer only to any Offeror Minimum Qualifications set forth in Section 1 or should any Offeror Personnel Minimum Qualifications set forth in Section 1 be outlined here too

Response: Any minimum qualification for Offeror or Offeror’s Personnel shall be submitted.

3. Provide three (3) references per proposed Key Personnel containing the information listed in Appendix 4B — Are you asking for 3 references in the proposal response for only the one proposed “Asset Management Program Manager (Key Personnel)”

Response: Yes, there is only One (1) Key Personnel to be proposed.

4. Section 3.9.4 states “As part of the TO Proposal evaluation, Offerors shall propose exactly one (1) Key Personnel who is expected to be available as of the start date specified in the Notice to Proceed (NTP Date).” But section 3.9.3 states “Personnel Preferred Experience The following experience is preferred and will be evaluated as part of the TO Technical Proposal” then lists all ten (10) positions with preferred experience; A. Asset Management Program Manager (Key Personnel) B. Implementation Consultants (two (2) available at NTP) C. Senior Developers (one (1) available at NTP) D. Hardware/System Administrator E. System Integration Consultant (one (1) available at NTP) F. Functional Consultant (one (1) available at NTP) G. Asset Management Application Administrators (one (1) available at NTP) H. Data Loading/Data Migration Consultant I. Reports Developer (BIRT, Crystal, Cognos, other) J. Training Consultant. Can you confirm that we are only required to include qualifications and resumes for the one Key Personnel?

Response: Yes, resumes for Key Personnel are due with proposal submission.

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

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Response: The correct location is 4B (Appendix 4B. - Labor Classification Personnel Resume Summary)

6. Personnel with required Maximo and/or Asset Management skills as described in the TORFP are more difficult to find and retain, and as a result, more expensive. Supplying and retaining personnel with this unique experience is critical to success. As there is no “price reasonableness” clause in this TORFP, how will OTTS ensure Offerors are not providing unrealistically low rates, and have subsequent difficulty in providing resources?

Response: The solicitation is being competitively bid; the bidding process ensures price reasonableness.

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

Response: The correct location is 4B (Appendix 4B. - Labor Classification Personnel Resume Summary)

8. 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 2.3.

Response: The correct location is Section 1

9. Section 1.1 of the TORFP states “Minimum of five (5) years project and/or program management experience” and CATS+ Program Manager Labor Category states “General Experience: At least 12 years of experience in program or project management.” How many years of experience as Project/Program Manager are required?

Response: The language in the TORFP solicitation prevails.

10. Can an offeror use Subcontractor qualifications to respond to Section 3.9.2 Offeror Preferred Experience?

Response: No.

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11. How many candidates can we propose?

Response: Resumes are to be submitted for the Key Personnel.

12. Would you like to meet candidate in-person or phone hire is possible ?

Response: Yes, in-person.

13. Is there an incumbent ?

Response: Yes

14. As mentioned in the document that the Personnel proposed under this TORFP must meet all minimum qualifications for the labor category proposed, as identified in the CATS+ RFP, Section 2.10 The titles mentioned in the TORFP do not match with the labor category. Could you please mention which labor category we should refer for the following titles:

- a. Asset Management Program Manager
- b. Implementation Consultants
- c. Senior Developers
- d. Hardware/System Administrator
- e. System Integration Consultant
- f. Functional Consultant
- g. Asset Management Application Administrators
- h. Data Loading/Data Migration Consultant
- i. Reports Developer
- j. Training Consultant

Response: The Offerors are expected to match the appropriate labor category for each Job Title listed on Attachment B based on minimum qualifications and requirements.

15. Will the State provide a complete and up to date set of system documentation? For example:

- a. System Design Document
- b. Database Design Document (i.e. ERWin)
- c. Database Administrator Standard Operating Procedure
- d. System Administrator Standard Operating Procedure

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Response: Yes

16. Is the system up to date with all the current patches; Application, Database, Operating System?

Response: Yes

17. Are there any open security Plan of Action and Milestone (PAOM)?

Response: The State is unclear on the question being asked.

18. Are there any known open security vulnerabilities, if so will they be presented before or during transition?

Response: Currently there are no known open security vulnerabilities.

19. Does the system meet all the current MD security policies?

Response: Yes

20. How many Change Requests (CR), adhoc reports, and service requests (SR) are processed in a year?

Response: Approximately 125,000 per year.

21. How many CRs, adhoc report request, and SRs are open awaiting work?

Response: See response to question #20

22. How many FTE currently support the application?

Response: Seven (7) FTEs.

23. The current staff are in what labor categories and seniority levels (i.e. Oracle DBA Senior)?

Response: Labor Categories - System Engineer, Subject Matter Expert, Sr. Subject Matter Expert, Senior System Architect, Application Development Expert, Computer System Programmer.

24. Is the incumbent staff located in contractor facilities or government facilities?

Response: Government facilities.

25. What is the planned transition period from the incumbent contractor to the new contractor (i.e. 30 days)?

Response: Anticipated transition period – thirty (30) days.

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26. Will the incumbent contractor be required to develop and follow a State approved transition out plan?

Response: The current contract includes general requirements for Implementation and Migration. Transition Out would follow this process.

27. What percentage of the BUs are using barcode and RFID?

Response: Per asset regulations, 100% of the assets are barcoded and RFID project is underway.

28. Please provide a rough count of assets by for each BU?

Response: Approximate counts are listed below.

MAA	26,000
MDTA	5,000
MPA	4,000
MTA	50,000
MVA	30,000
SHA	23,000
TSO	5,000

29. Does the current contract have the same pricing structure that is required in this solicitation?

Response: No and the financial proposal sheet for this solicitation will be revised and issued in the next addendum.

30. How many FTEs (on average) are currently provided by the incumbent to service the current contract?

Response- See response to question 22.

31. If the volume of questions submitted causes the release of the answers to come close to the submittal deadline will the State consider extending the due date and time for the final response to ensure non-incumbent offerors have suitable time to make adjustments in order to give the State the best quality proposals possible?

Response: Yes

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32. Please clarify, are you looking to have one resume submitted with this proposal for the key personnel?

Response: Submit resumes for the Key Personnel only with the TO proposal.

33. Is it possible for the MDOT to provide more details responsibilities for the positions of Implementation Consultants, Senior Developers, Hardware/System Administrator, System Integration Consultant, Functional Consultant, Asset Management Application Administrators, Data Loading/Data Migration Consultant, Reports Developer, Training Consultant so the vendor can match the correct CATS+ Labor Category.

Response: The State will not provide additional information.

Sections 2.1.4, 2.1.5, 2.1.6, Appendix B, B1

34. Please confirm the count of resources spread across NTP and Work Order process (additional resource requirement) as mentioned in the table below.

Response: Refer to section 2.1.5 of the solicitation.

35. Please indicate MDOT's location preference (onsite vs. offsite) in the table above for all roles?

Roles	Total	NTP	Work Order	MDOT's Location Preference
A. Asset Management Program Manager (Key Personnel)	1	1	-	Onsite
B. Implementation Consultants	3	2	1	
C. Senior Developers	2	1	1	
D. Hardware/System Administrator	1	-	1	
E. System Integration Consultant	1	1	-	
F. Functional Consultant	1	1	-	
G. Asset Management Application Administrators	4	1	3	
H. Data Loading/Data Migration Consultant	1	-	1	

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Roles	Total	NTP	Work Order	MDOT's Location Preference
I. Reports Developer 1 (BIRT, Crystal, Cognos, other)	1	-	1	
J. Training Consultant	1	-	1	
Total	16	7	9	

Table 1. Resource Spread.

Response: Onsite and Offsite language is being revised and will be published in a later addendum.

36. Please confirm the start, duration (# of days) of different NTP resources from the TO Award date.

Response: Anticipate two weeks after Kick-Off meeting, see Section 3.1.1. of TORFP solicitation

37. Please indicate if offsite location needs to be within the US mainland?

Response: Yes, in US mainland.

Section #	Questions
2.3.1.4	38. Will the incumbent technology partner provide a detailed knowledge transition (“KT”)? 39. How long will the transition period be? 40. Is there a deliverable expected from TO Contractor at the end KT phase? Response: Refer to same question above #26
2.3.1.5	41. Does MDOT expect the Task Order (“TO”) Contractor team members to be in -person for meetings OR can they attend meetings virtually? Response: It will be at the TO Manager discretion.
2.3.1.6	42. What is the change management process with reference to change of scope, additional work effort & skills mix? For example, what will be the process for adding additional resources skilled in non-Maximo technologies not currently available on the project team. Response: All additional resources will be processed through Work Orders.
2.3.1.10	43. What is the frequency of releases? Response: Manufacturer driven.

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Section #	Questions
	44. How long is a typical release? Response: Historically anywhere from 30 days to 6 months, depending on type of release.
	45. Are their Quality Assurance scripts available for testing automation? Response: Yes.
2.3.1.14	46. What are the different systems with which Maximo is integrated? Response: Currently, 7 to 8 systems integrated with Maximo. More information will be provided at the Kick-Off.
	47. What are the types (batch/real time) and number of integrations? Response: See response to question #46.
	48. Are there design documents available for these integrations? Response- Yes
2.3.1.16	49. What kind of trainings are currently imparted (virtual vs. online) to super users and end users? Response: Majority of the training is related to the usage of the application.
2.3.1.20	50. What are the parameters for Application Support - 24X7, 18X5? Response: 24X7.
2.3.1.21	51. Who is expected to manage the tickets? Response: Combined effort of TO Contractor Program Manager and MDOT Personnel.
	52. What is the volume to tickets estimated? Response: See response to question #20.
	53. What are the SLAs, if any? Response- No SLAs in this solicitation.
2.3.1.27	54. How extensively Cognos is used by MDOT? Response: Not used at this time.
	55. Is there a separate reporting DB for Cognos reports/dashboards? Response: No.
2.3.1.28	56. Which Maximo mobile solution is being used at MDOT? Response: Under development; Information will be provided at the Kick-Off.
	57. Is it Maximo Anywhere or some other 3rd party mobile solution? Response: Not using Maximo Anywhere; yes, using a 3rd party application.
3.1.1	58. What is the cadence for onboarding of personnel? Response: Resumes reviews, interviews and providing all required documents by the TO Contractor.
3.3.3	59. What is the signoff/ acceptance criteria for the TO Contractor delivered work products? Response: Varies depending on deliverable. See TORFP solicitation for details.
	60. What is the expectation around increasing personnel presence to deal with additional work effort? Response: Work Orders will be implemented at TO Manger discretion. Are the contractor personnel expected to be onsite for executing the deliverables? Response: Yes.
	61. For out-station personnel what are the onsite presence requirements? Response: Please define 'out-station'.

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Addendum # 5 to Asset Management Services
J01B9400009
12/4/2019
Asset Management Questions & Answers Document**

Section #	Questions
5.4.2 D	<p>62. RFP mentions that “Offeror shall propose exactly one (1) Key Personnel in response to this TORFP”. Is MDOT expecting offeror to share resumes/profiles for other NTP/Work Order resources as part of the RFP response OR will profiles be required after TO Award date? Response: MDOT expects resumes to be submitted for the Key Personnel as the response to the TORFP. All other resumes shall be provided at the Kick-Off.</p> <hr/> <p>63. It is our understanding that the MDOT will issue Task Order for the positions of Hardware/System Administrator, Data Loading/Data Migration Consultant, Training Consultant position in future. Is it correct? Response: Yes, all resources after NTP will be issued as needed through the Work Order process.</p> <p>64. What is the estimated budget of this contract? Response: The State cannot release this information.</p> <p>65. Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name? Response: Incumbent - Gantech Inc.</p>

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum #5 with your proposal submission.

End of Addendum #5

Maryland Department of Transportation
Office of Procurement
Addendum # 6 to Asset Management Services
J01B9400009
12/11/2019

This Addendum number 6 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 6 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 5: Extending the due date to 01/07/2020. All other portions of the solicitation remain the same as amended thus far.

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum # 6 with your proposal submission.

End of Addendum # 6

Maryland Department of Transportation
Office of Procurement
Addendum # 7 to Asset Management Services
J01B9400009
12/30/2019

This Addendum number 7 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 7 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 5: Extending the due date to 01/17/2020. All other portions of the solicitation remain the same as amended thus far.

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum # 7 with your proposal submission.

End of Addendum # 7

Maryland Department of Transportation
Office of Procurement
Addendum # 8 to Asset Management Services
J01B9400009
1/15/2019

This Addendum number 8 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 8 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 9: Extending the due date to 03/03/2020. All other portions of the solicitation remain the same as amended thus far.

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum # 8 or Amendment 9 (corrected) with your proposal submission.

End of Addendum # 8

Maryland Department of Transportation
Office of Procurement
Addendum # 9 to Asset Management Services
J01B9400009
1/23/2019

This Addendum number 9 is issued to clarify, add to, delete from, correct and/or amend the Task Order Request for Proposal document to the extent indicated herein and is hereby made a part of the said RFP document on which the contract will be based. COMAR 21.05.02.08 requires all Amendments [Addendums] issued to be acknowledged.

This addendum number 9 is being issued to modify TORFP # J01B9400009 Asset Management Services by amending the TORFP document as follows:

Amendment 10: Changes to the TORFP Solicitation document. All other portions of the solicitation remain the same as amended thus far. Please see Section 2.14, 3.3.6, 5.5.3, and Attachment B Price Sheet. These Sections have been updated. The struck-out language is the old language and the highlighted language is the new language. See also the attached document, Attachment B Price Sheet.

- ~~2.1.4~~ The Master Contractor shall propose a team of resources for project-based services to MDOT as the need may arise on a Time and Material basis. For project-based services, the Master Contractor shall be requested by MDOT to submit a quote using the labor hours and labor categories for off-site and on-site services proposed (see Attachment B). All project-based services work shall be controlled by MDOT TSO OTTS. The Master Contractor shall provide one (1) Asset Management Program Manager (Key Personnel) and six (6) project-based resources (See Section 2.16) at Notice to Proceed (NTP) in accordance with the requirements of this TORFP (See Attachment B and B-1).

2.1.4 The Master Contractor shall propose a team of resources for project-based services to MDOT on a Time and Material basis as the need may arise. For project-based services, the Master Contractor shall be requested by MDOT to submit a quote using the labor hours and labor categories for on-site services proposed (see **Attachment B**). All project-based services work shall be controlled by MDOT TSO OTTS. The Master Contractor shall provide one (1) Asset Management Program Manager (Key Personnel) and six (6) project-based resources (See Section 2.16) at Notice to Proceed (NTP) in accordance with the requirements of this TORFP (See **Attachment B and B-1**).

- **3.3.6** Travel Reimbursement

~~Travel will not be reimbursed under this TORFP.~~

Travel may be reimbursed under this contract at the discretion and prior approval of the TO Manager. Such approvals for this TORFP will be addressed at the work order level. All reimbursement requests must be submitted as set out in this Section 3.3.6 Travel Reimbursement. MDOT will reimburse the Contractor only for the following expenses:

- A. There shall be no reimbursement for Routine Travel. TO Contractor shall not be reimbursed for Non-Routine Travel without prior TO Manager approval.

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- A. Routine Travel is defined as travel within a 50-mile radius of the MDOT base location, as identified in the TORFP, or the TO Contractor's facility, whichever is closer to the consulting site. There will be no payment for labor hours for travel time or reimbursement for any travel expenses for work performed within these radiuses or at the TO Contractor's facility.
- B. Non-routine Travel is defined as travel beyond the 50-mile radius of MDOT's base location, as identified in the TORFP.. Non-routine travel will be reimbursed according to the State's travel regulations and reimbursement rates, which can be found at: www.DBM.maryland.gov - search: Fleet Management. If non-routine travel is conducted by automobile, the first 50 miles of such travel will be treated as routine travel and as described in **Section 3.3.6.B** and will not be reimbursed. The TO Contractor may bill for labor hours expended in non-routine traveling beyond the identified 50-mile radius, only if pre-approved by the TO Manager at the work order level.
- C. Mileage from Point A to Point B will be calculated based on the shortest distance as determined by Google Maps or MapQuest. It will be reimbursed to the Contractor at the rate established by the State of Maryland's Department of Budget and Management (DBM) and published on DBM's website: <http://www.dbm.maryland.gov/Pages/FleetManagementServices.aspx>. This rate is revised annually.
- D. Any mileage scenario not covered in this TORFP shall be discussed with MDOT TO Manager on a case-by-case basis.
- E. Parking and tolls incurred while performing services under this TORFP are reimbursable with receipts.
- F. Hotel Reimbursement
- 1) Hotel stays are a pass-through expense. The State does not offer reimbursement for sales tax.
 - 2) The Contractor shall be responsible for any hotel expenses not authorized by TO Manager or incurred because an approved individual did not properly cancel a reservation and notify the State's Travel Contractor.
 - 3) TO Manager will forward to the State's Travel Contractor the names of approved individuals and reimburse the Contractor for hotel expenses that comply with requirements of this TORFP. TO Manager will not directly reimburse an approved individual for hotel expenses. For approved staff who used the State's Travel Contractor to make the reservation, the room will be prepaid.

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- 4) To reserve a hotel stay for approved staff or make a change to or cancel an existing reservation, the Contractor shall contact the State's Travel Contractor during normal State business hours. If there is an emergency and it is outside normal State business hours, the Contractor shall obtain prior approval from the TO Manager. After receiving approval, the Contractor may make the necessary reservation or change directly with the hotel, ensuring to request a government rate. For reservations made through the State's Travel Contractor, the Contractor shall notify, on the next business day, the State's Travel Contractor of the change and provide TO Manager with the cancellation or confirmation number.
- 5) Each approved individual who stays in a hotel while performing services under this TORFP shall adhere to all hotel rules, including cancellations and any reservation changes and be responsible for any incidental charges assessed by the hotel. He or she shall submit a copy of the hotel folio with his or her timesheet.

NOTE: State Travel Contractor information will be provided at the kick-off meeting.

- ~~4.7.1 A Master Contractor that responds to this TORFP shall complete, sign, and submit all required MBE documentation at the time of TO Proposal submission (See Attachment D Minority Business Enterprise Forms). Failure of the Master Contractor to complete, sign, and submit all required MBE documentation at the time of TO Proposal submission will result in the State's rejection of the Master Contractor's TO Proposal.~~
- 4.7.1 An overall MBE Subcontracting participation goal as identified in the Key Information Summary Sheet has been established for this procurement. A Master Contractor that responds to this TORFP shall complete, sign, and submit all required MBE documentation at the time of TO Proposal submission (See Attachment D Minority Business Enterprise Forms). **Failure of the Master Contractor to complete, sign, and submit all required MBE documentation at the time of TO Proposal submission will result in the State's rejection of the Master Contractor's TO Proposal.**

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- ~~▪ **5.5.3 Attachment B** – Financial Proposal Form – for Project Based Services (Time and Materials) with proposed labor categories including all rates fully loaded for both on-site and off-site rates. Onsite rates are inclusive of all travel and living expenses. Off-site rates do not include any travel or living expenses. Any given resource can potentially charge either rate depending on whether they are on-site at an MDOT location or working remotely. Master Contractors shall list all resources by approved CATS+ labor categories in the TO Financial Proposal.~~
- **5.5.3 Attachment B** - Financial Proposal Form – for Project-Based Services (Time and Materials) with proposed labor categories including all rates fully loaded for on-site work at the place of performance. Any remote work and or travel reimbursement will be at the discretion of the TO Manager and will be addressed at the work order level. Master Contractors shall list all resources by approved CATS+ labor categories in the TO Financial Proposal.
- See attached new **Attachment B** (in word Format, do not alter).

All information contained herein is binding on all bidders who respond to this TORFP. Please acknowledge receipt of this Addendum # 9 or acknowledge receipt of Amendments 1 - 10 with your proposal submission.

End of Addendum # 9