



CATS + TORFP J01B9400036

CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS)

Amendment #1 Issued: November 6, 2019

This Amendment is being issued to provide Pre-Proposal Conference information which includes the meeting agenda, sign-in sheet for the above-mentioned TORFP. 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.

For the following changes/additions, any new language has been underlined and marked in bold (i.e. **new**) and any deleted language has been marked with a strikethrough (i.e., ~~deleted~~)

1. Page 2, paragraph 1 of Section 2.1, 2.1.1, **after** 1 key, 1 ~~delete optional~~ and **add** “**additional resource will be brought on via a Work Order, after NTP...**”
2. ~~Delete, Pages 34 and 35 — Attachment B. TO Financial Proposal Instruction and Form,~~ **replace with “Attachment B. TO Financial Proposal Instruction and Form – REVISED.”** (see attached form)

SEE ATTACHED INFORMATION:

1. Pre-Proposal Meeting Agenda
2. Sign-In Sheets In-Person and Skype
3. Attachment B. TO Financial Proposal Instruction and Form – REVISED.

End of Amendment #1

Date Issued: November 6, 2019
By: Peggy Tischler, Procurement Officer

Pre-Proposal Conference Procurement Review
TORFP: J01B9400036
CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS)

Wednesday, November 6, 2019 @ 2:00 p.m. (EST)

Welcome to the Pre-proposal conference for the Task Order Request For Proposals (TORFP) J01B9400036 for MDOT's Office of Planning and Capital Programming (CMAPS). 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.

The format for today's pre-proposal conference is:

1. I will let Brenda Townsend -Milton our MBE Liaison review the MBE portion and documents with you and how it applies to this procurement.
2. I will be going over the Procurement part of this project and will take any questions related to the procurement of this TORFP.
3. I will then turn the conference over to Mr. Dan Favarulo who will review the scope of work.

We will do our best to answer all questions regarding the MBE, procurement requirements and scope of work, but strongly suggest all questions requiring an official answer be submitted in writing.

No answers given at today's meeting will be considered binding or an amendment to the contract. Throughout this Pre-Proposal Conference, if you would like 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 Tuesday, October 29, 2019.
- There is no MBE goal associated with this procurement
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at ptischler@mdot.maryland.gov**. The deadline for submission of questions is **Tuesday, November 12, 2019 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.
- The due date and time for TO proposal Submission is **Monday, December 2, 2019 at 2:00 P.M. Local Time**. Please see Sections 1.1, 5.2 and 5.3 for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments and Appendices (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 PROTECTED, 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.

- 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/number of your point of contact to set up oral presentations or for correspondence.
- Please be sure to review Section 6 of the TORFP – Evaluation and Selection Process.

MBE Participation

- Again, there is a no Minority Business Enterprise (MBE) Goal for this project.

Friendly reminder:

- It is your responsibility to update your company’s information/account as necessary with the State Office of Procurement (DoIT). MDOT Procurement does not have the capability of updating contractor’s information.
- Any questions or concerns regarding you’re account should be directed to the State Office of Procurement (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.
- **eMaryland Marketplace Advantage (eMMA) is LIVE!** Vendors can [CLICK HERE](#) to access eMMA along with answers to [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at emma.helpdesk@maryland.gov.

Please make sure your firm has register with eMMA.

The End

(STATE-FUNDED)

MARYLAND DEPARTMENT OF TRANSPORTATION
PROCUREMENT & CONTRACTS

PRE-BID MEETING

Date: November 6, 2019

Contract #: J01B9400036

Contract: Capital Management and Programming System (CMAPS)

MBE Goal:

0%

Sub goals: No Sub goals

- **0%** African-American sub goal percentage
- **0%** Asian-American sub goal percentage
- **0%** Hispanic-American sub goal percentage
- **0%** Woman-Owned sub goal percentage

VSBE Goal:

0 %

Potential Subcontracting Opportunities:

ex.

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.

- **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.

Note: Your request for a waiver (with all supporting documentation) will be reviewed and a determination will be provided.

MARYLAND DEPARTMENT OF TRANSPORTATION
 OFFICE OF PROCUREMENT
 TORFF J01B9400036 – PROCUREMENT

TITLE: CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS)

DATE: Wednesday, November 6, 2019 at 2:00 pm (EST)

[X] PRE PROPOSAL MEETING

Page

1 of

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Dept. of Transportation	Peggy Tischler	410-865-2777	ptischler@mdot.maryland.gov			
Dept of Transportation	Dan Favarulo	x 1276	dfavarulo			
MDOT	JOE PRAEUEK	x 1137	J.PRAEUEK@MDOT.MARYLAND.GOV			
CUBE SYSTEMS, INC	NARAYAN ATRETA	703-222-3636	NARAYANA@ICUBESYS.COM	X		
NET SYSTEMS	BRIAN ZERNHEIT	240-620-8880	Brian.Zernheit@AT5.COM			
Serigor Inc	Ashley Boykin	443-449 0903	Ashley.Boykin@serigor	X	X	
GAUTECH	Amber Schaad	410-299-0573	ASchaad@gautech.net			
Infajini Inc	Tjasvi sistla	443-539-7534	j.sistla@infajiniconsulting.com	✓		
ASSYST	DAVID SULLIVAN	617-823-5254	DSullivan@ASSYST.NET	✓		
MDOT TSO	CARL HUEDE	410-865-1372	chuede2@mdot.maryland.gov			
MDOT TSO	Kimberly Funk	410-865-1375	Kfunk@mdot.maryland.gov			
CCI		skype				
SteelTree	Pete	skype				

Attachment B. TO Financial Proposal Instructions & Form – REVISED 11.6.19

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

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

Job Title from TORFP	CATS+ Labor Category	Hourly Labor Rate (A)	Total Class Hours (B)	Proposal Price (C)
Year 1				
System Business Administrator (Key)	Program Manager	\$	2000	\$
System Business Administrator (Optional)	Program Manager	\$	2000	\$
Evaluated Price Year 1				\$
Year 2				
System Business Administrator (Key)	Program Manager	\$	2000	\$
System Business Administrator (Optional)	Program Manager	\$	2000	\$
Evaluated Price Year 2				\$
Year 3				
System Business Administrator (Key)	Program Manager	\$	2000	\$
System Business Administrator (Optional)	Program Manager	\$	2000	\$
Evaluated Price Year 3				\$
Year 4 (Option 1)				
System Business Administrator (Key)	Program Manager	\$	2000	\$
System Business Administrator (Optional)	Program Manager	\$	2000	\$
Evaluated Price Year 4				\$
Year 5 (Option 1)				
System Business Administrator (Key)	Program Manager	\$	2000	\$
System Business Administrator (Optional)	Program Manager	\$	2000	\$
Evaluated Price Year 5				\$
Total Proposal Price (Years 1 – 5)				\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

The Hourly Labor Rate is the actual rate the State will pay for services and shall be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate but may be lower. Rates shall be fully loaded, all-inclusive, i.e., include all direct and indirect costs and profits for the Master Contractor to perform under the TO Agreement.

Signature

Date



CATS + TORFP J01B9400036

CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS)

Amendment #2 Issued: November 13, 2019

This Amendment has been issued to clarify, add to, delete from, correct and/or changes the above referenced TORFP and provide a response to questions submitted. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors who respond to this TORFP.

For the following changes/additions, any new language has been underlined and marked in bold (i.e. **new**) and any deleted language has been marked with a strikethrough (i.e., ~~deleted~~)

1. Page ii, the Key Information Summary Sheet delete line:

<i>TO Proposals Due (Closing) Date and Time:</i>	<i>Monday, December 2, 2019 at 2:00PM (EST)</i>
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Replace with line:

<i>TO Proposals Due (Closing) Date and Time:</i>	<u><i>Thursday, December 5, 2019 at 2:00PM (EST)</i></u>
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SEE ATTACHED INFORMATION:

1. Questions and Answers Nos. 1 – 6.

End of Amendment #2

Date Issued: November 13, 2019
 By: Peggy Tischler, Procurement Officer

MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)
OFFICE OF PLANNING & CAPITAL PROGRAMMING (OPCP)

SOLICITATION NUMBER: J01B9400036

CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS) - SYSTEM
BUSINESS ADMINISTRATOR

QUESTIONS AND ANSWERS

NUMBERS 1 - 6

ISSUED WITH AMENDMENT #2

1. Question: We would like to confirm if there is any incumbent on this project and how many resources can we submit.

Answer: The incumbent is Dravida, but the scope of work has changed for this TORFP. Only 1 resource should be submitted with the TO technical proposals.

2. Question: Please provide the link to ecosystem website?

Answer:

Please see the link below:

<https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ecosys.net%2F&data=02%7C01%7Cptischler%40mdot.maryland.gov%7C5659abf29c2c4360feb08d76840fe58%7Cb38cd27c57ca4597be2822df43dd47f1%7C0%7C0%7C637092500658738827∓reserved=0>

3. Question: Just a request. The due date is Monday 12/2/2019 and this is right after Thanksgiving holidays. Most of the people are off the week before and generally, people do not send in proposals 4-5 days in advance. Could the state consider moving the due date out by few days after the holidays? Anyways. The start date is not until April 1, 2019 and few days here may not affect the processing.

Answer: The due date and time of the TO Proposals submission has been extended to 12/5/19 at 2:00pm. (EST).

4. Question: What is the estimated budget of this contract?

Answer: The State does not provide the estimated budget of contracts.

5. Question: Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name?

Answer: See the response to question #1.

6. Question: Is it possible for the MDOT to extend the due date?

Answer: See the response to question #3.

The End



CATS + TORFP J01B9400036

CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS)

Amendment #3 Issued: November 19, 2019

This Amendment has been issued to provide a response to questions submitted. All information contained herein is binding on all offerors who respond to this TORFP.

SEE ATTACHED INFORMATION:

1. Questions and Answers Nos. 1 and 5 (revised responses) and 7 – 10.

The Question and Answer period has closed.

End of Amendment #3

Date Issued: November 19, 2019
By: Peggy Tischler, Procurement Officer

**MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)
OFFICE OF PLANNING & CAPITAL PROGRAMMING (OPCP)**

SOLICITATION NUMBER: J01B9400036

**CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS) - SYSTEM
BUSINESS ADMINISTRATOR
QUESTIONS AND ANSWERS**

AMENDMENT #3

QUESTIONS AND ANSWERS

#1 AND #5 (REVISED) AND #7 - #10

1. Question: We would like to confirm if there is any incumbent on this project and how many resources can we submit.

Revised Answer: Dravida provided a resource who provided services on a different procurement not directly related to the current TORFP. The services to be provided under this TORFP are new requirements. Only 1 resource is to be submitted with the TO technical proposals.

5. Question: Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name?

Revised Answer: See the revised response to question #1.

7. Is the current Dravida contract TO Number: J01B5400028 (RFR)?

Answer: Yes, RFR # J01B5400028. Services provided under the RFR were different than the requirements to be provided under this TORFP.

8. If so, will this position start before 7/12/2020 – the date the Dravida contract is to expire?

Answer: The position will start upon Notice to Proceed (NTP). We anticipate NTP in the Spring of 2020.

9. Is the incumbent (Dravida) eligible to bid on this TORFP?

Answer: Dravida is eligible to submit on this TORFP.

10. Is the EcoSys system already implemented and is in production – since Dravida is managing this?

Answer: No, the EcoSys System is not in production. MDOT expects to go live Mid-February.

THE END



CATS + TORFP J01B9400036

CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS) –
SYSTEM BUSINESS ADMINISTRATOR

Amendment #4 Issued: December 5, 2019

This Amendment has been issued to clarify, add to, delete from, correct and/or changes the above referenced TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors who respond to this TORFP.

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1. *Page ii, the Key Information Summary Sheet delete line:*

<i>TO Proposals Due (Closing) Date and Time:</i>	<i>Thursday, December 5, 2019 at 2:00PM (EST)</i>
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Replace with line:

<i>TO Proposals Due (Closing) Date and Time:</i>	<u><i>Tuesday, December 10, 2019 at 2:00PM (EST)</i></u>
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End of Amendment #4

Date Issued: December 5, 2019
By: Peggy Tischler, Procurement Officer



CATS + TORFP J01B9400036

CAPITAL MANAGEMENT AND PROGRAMMING SYSTEM (CMAPS) –
SYSTEM BUSINESS ADMINISTRATOR

Amendment #5 Issued: December 9, 2019

This Amendment has been issued to clarify, add to, delete from, correct and/or changes the above referenced TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors who respond to this TORFP.

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1. Page ii, the Key Information Summary Sheet delete line:

<p><i>TO Proposals Due (Closing) Date and Time:</i></p>	<p><i>Thursday, December 5, 2019 at 2:00PM (EST)</i> <i>Tuesday, December 10, 2019 at 2:00PM (EST)</i></p>
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Replace with line:

<p><i>TO Proposals Due (Closing) Date and Time:</i></p>	<p><u><i>Thursday, December 12, 2019 at 2:00PM (EST)</i></u></p>
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End of Amendment #5

Date Issued: December 9, 2019
By: Peggy Tischler, Procurement Officer