



Maryland Department of Transportation
Office of Procurement
CATS+ TORFP #J02B3400060
SHA Business Analysis Resources
Addendum #1

October 24, 2013

**To all bidders of the CATS+ TORFP – #J02B3400060
SHA Business Analysis Resources**

This Addendum is being issued to amend, clarify, add and delete, or answer questions regarding the above referenced TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

QUESTIONS & ANSWERS

1. What is the anticipated start date for the new TORFP TOA?
ANSWER: As soon as possible after the award.
2. Is this a procurement of new services, or is there a Task Order Agreement currently in place that provides these services to SHA?
ANSWER: New services.
3. Is there an incumbent for this TORFP?
 - a. If yes, who is the incumbent?
 - b. If yes, are they eligible to bid?
 - c. If yes, what was the award amount?ANSWER: No.
3. If there is an existing or prior TOA, who is the vendor and when is the TOA expiration?
ANSWER: There is no existing or prior TOA.
3. If there is not an existing or prior TOA, how are the services described in this TORFP currently being provided to SHA business areas?
ANSWER: Some of these services, specifically those related to IT projects, were provided by SHA OIT Project Managers. In general, these services are new to SHA.
4. In regards to the ‘a minimum of one (1) and a maximum of three (3) examples of projects or contracts the Master Contractor has completed that were similar to Section 2 - Scope of Work’, would the examples be projects/contracts that the Master Contractor and/or the candidates is working or worked on?
ANSWER: Master Contractor.
5. How many resume summaries may be submitted?



Maryland Department of Transportation
Office of Procurement
CATS+ TORFP #J02B3400060
SHA Business Analysis Resources
Addendum #1

October 24, 2013

ANSWER: One per person.

6. If additional business analysts are needed later on, how will the pricing be submitted?

ANSWER: Any additional resources will be added through the CATS+ change order process.

7. My question regarding the above referenced TORFP is whether or not there are candidates already in place for these positions or are these new requirements.

ANSWER: These are new requirements.

8. Will the successful TO Contractor for this TORFP for Business Services be precluded (because of a conflict of interest) from submitting a response to SHA for a future CATS + TORFP that is a re-compete of an existing CATS I or CATS II TORFP? I.e. – will the TO Contractor personnel assist in drafting specifications, drafting a TORFP, or assist in the award of a TORFP issued under CATS + that is a continuation of a current CATS I or CATS II TORFP?

ANSWER? It is our practice to not involve contract staff in the development of staffing TORFP's to prevent conflicts of interest. However, the conflict of interest limitations would apply to any future TORFP's the TO Contractor was assigned to such as system requirements analysis or software development and implementation.

9. If the answer to the question above is “yes”, then please list the current CATS I and CATS II TORFPs that will be rebid under CATS + that the TO Contractor will be prevented from bidding on because of a conflict of interest arising from the work of TO Contractor personnel.

ANSWER: TO Contractor Personnel will not be involved in any CATS I or CATS II rebid.

10. In section 2.5.1 of the TORFP, ID # 2.5.1.1 references the ITPR process. ID # 2.5.1.2 – 2.5.1.5 do not expressly reference the ITPR process. Will the TO Contractor personnel work exclusively on projects that go through or result from the ITPR process?

ANSWER: No.

11. In section 2.5.1, ID # 2.5.1.5, it says the TO Contractor personnel duties can include “write, review and edit specifications, RFPs, business processes and provide recommendations related to the proposed solution.” Could that include specifications or RFPs for staff augmentation work?

ANSWER: It is our practice to not involve contract staff in the development of staffing TORFP's to prevent conflicts of interest.

12. Are there any specific technologies we should look for when seeking candidates?

ANSWER: Please refer to the list of features in section 2.12.



Maryland Department of Transportation
Office of Procurement
CATS+ TORFP #J02B3400060
SHA Business Analysis Resources
Addendum #1

October 24, 2013

13. As no education criteria is mentioned in the 'TORFP #J02B3400060 - SHA Business Analysis Resources' and Vendor is required to select suitable labor category from CATS+ RFP.

If the Bachelor's degree is required under education for the labor category selected by us, would you allow the vendor to substitute the Bachelor's degree with more number of relevant experience as our candidate possesses over 25 years of relevant experience and as per the TORFP, minimum 5 years of relevant experience is required for Business Analyst in specific skills?

ANSWER: SHA does not have the authority to substitute experience for education.

End of Addendum #1