



**Maryland Department of Transportation
Office of Procurement
CATS + Task Order J02B3400062
Consumable Inventory System**

Addendum #1

July 30, 2015

To all bidders of the CATS + Task Order J02B3400062

This Addendum is being issued to amend and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP. Specific parts of the TORFP have been amended.

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

SEE ATTACHED DOCUMENTS:

Questions & Answers

Revisions to the TORFP

Attachment 5 Labor Category Personnel resume Summary (Instructions)

Attachment 5A Minimum Qualifications Summary

Attachment 5B Personnel Resume Form

Pre-Proposal Conference Attendance Register

End of Addendum #1



Quality Transportation Services through Information Technology Excellence

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1. QUESTIONS & ANSWERS

1. Does SHA have an incumbent contractor(s) either currently working, or who recently worked, on this project?

Response 1: No

2. Are the incumbents eligible to respond to this solicitation?

Response 2: Not Applicable

3. If there are incumbents, can you provide the names of these incumbents?

Response 3: Not Applicable

4. What is the target start date for this engagement? Having an approximate date will help us to propose resources on 8/14 that will still be available to start on SHA's time frame.

Response 4: The second or third week in November is the target but the award date depends on the number of proposals received, the evaluation timeframe and award process.

5. The TORFP Summary Sheet says Primary Place of Performance is TO Contractor's facility. Is this correct? What is SHA's expectation of how often each proposed resource should be on site at SHA?

Response 5: Yes, we expect the TO Master Contractor to do most of the work from their own facility. At a minimum, we would expect both required resources to attend in person the JAD sessions connected with Phase 4 – Requirements Analysis deliverables. Based on our experience, these sessions need to cover all 8 topics under manage inventory (Attachment 20, page 7), will involve two to three dozen people state-wide (some with weather event duties), and will take several weeks. Additionally, we expect it will take several days to explain state accounting procedures. Where possible, we are willing to make use of technology such as email, conference calls, and internet conference tools to limit the amount of travel a resource is required to make. TO Master Contractors should make use of their experience in similar projects and identify when they think each resource should be on-site in their Draft Project or Work Schedule.

6. TORFP, page 28, sections 2.8.1 Company and 2.8.2 Personnel both list minimum qualifications of: Materials and supplies inventory management systems with at least 12,157 stock numbers



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and 108 system users. Would SHA consider reducing this requirement to allow for similar implementations which may be slightly smaller?

Response 6: Reference Change #2.

7. Does Attachment 5 – Personnel Resume Form need to be edited to add Employment History section which appears to be missing?

Response 7: Yes, Reference Change #1

CHANGE # 1

DELETE:

Attachment 5 Labor Category Personnel Resume Summary (Instructions) and Personnel Resume Form pages 49, 50 and 51

REPLACE WITH THE FOLLOWING:

Attached - ATTACHMENT 5 Attachment 5 Labor Category Personnel Resume Summary (Instructions), Attachment 5A and 5B.

CHANGE #2

CHANGE Section 2.8.1 FROM:

The Master Contractor shall demonstrate it has, within the last four (4) years, written requirements, designed, and implemented at least two (2) projects currently deployed into production that meets both the following:

- ~~1. Is a materials and supplies inventory management system with at least 12,157 stock numbers and 108 system users.~~

TO:

The Master Contractor shall demonstrate it has, within the last four (4) years, written requirements, designed, and implemented at least two (2) projects currently deployed into production that meets both the following:

- 1. Is a materials and supplies inventory management system with at least a range of 7,000 – 15,000 stock items with multiple users at multiple inventory locations.





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SUBMIT AS A .PDF WITH THE FINANCIAL RESPONSE

End of Addendum #1



Quality Transportation Services through Information Technology Excellence

**ATTACHMENT 5 LABOR CATEGORY PERSONNEL RESUME SUMMARY
(INSTRUCTIONS)**

- 1) For this solicitation,
 - a) Master Contractors shall propose a team of specific resources to produce the deliverables for Release 1 as outlined in Section 2 – Scope of Work.
 - b) Master Contractors shall propose the CATS+ Labor Category that best fits each proposed resource. Master Contractors shall comply with all personnel requirements under the Master Contract RFP 060B2490023.
 - c) Master Contractors shall comply with all personnel requirements defined under the Master Contract RFP 060B2490023.
 - d) **Master Contractors shall propose the CATS+ Labor Category that best fits the key proposed resources.** A Master Contractor may only propose against labor categories in the Master Contractor’s CATS+ Master Contract Financial Proposal.
 - e) A Master Contractor’s entire TO Technical Proposal will be deemed not susceptible for award if any of the following occurs:
 - i) Failure to follow these instructions.
 - ii) Failure to propose a resource for each job title or labor category identified in the TORFP as a required submission.
 - iii) Failure of any proposed resource to meet minimum requirements as listed in this TORFP and in the CATS+ Master Contract.
 - iv) Placing content on the Minimum Qualifications Summary that is not also on the Personnel Resume Form. *The function of the Minimum Qualifications Summary is to aid the agency to make a minimum qualification determination. Information on the Minimum Qualification Summary must correspond with information on the Personnel Resume form and shall not contain additional content not found on the other form.*
 - v) A resource proposed in response to this TORFP is not available as of TO award. Substitutions prior to award are considered alternate proposals and will not be allowed.
 - f) Complete and sign the Minimum Qualifications Summary (Attachment 5A) and the Personnel Resume Form (Attachment 5B) for the **Project** Manager resource proposed. Alternate resume formats are not allowed.
 - i) The **Minimum Qualifications Summary** demonstrates the proposed resource meets minimum qualifications for the labor category, as defined in the CATS+ Master Contract RFP Section 2.10, and any additional minimum requirements stated in this TORFP. For each minimum qualification, indicate the location on the Personnel Resume Form (5B) demonstrating meeting this requirement.

Only include the experience relevant to meeting a particular minimum qualification. Every skill must be linked to specific work experience and/or education. *The Minimum Qualification Summary shall not contain content that*

cannot be correlated to the Personnel Resume form.

Every experience listed on the Minimum Qualifications Resume Summary must be explicitly listed with start and stop dates. Where there is a time requirement such as three months' experience, you must provide the dates from and to showing an amount of time that equals or exceeds the mandatory time requirement; in this case, three months. Note: Overlapping time periods shall only count once against a specific minimum qualification (i.e., a minimum qualification may not be met by listing two examples occurring during the same time period.).

- ii) The **Personnel Resume Form** provides resumes in a standard format. Additional information may be attached to each Personnel Resume Summary if it aids a full and complete understanding of the individual proposed.

ATTACHMENT 5A – MINIMUM QUALIFICATIONS SUMMARY

CATS+ TORFP # J02B3400062

All content on this form must also be on the Personnel Resume Form.

ONLY include information on this summary that supports meeting a minimum qualification.

Proposed Individual’s Name and Company/Sub-Contractor:	List how the proposed individual meets each requirement by including a reference to relevant entries in Form 5B									
LABOR CATEGORY TITLE – (INSERT CATS+ LABOR CATEGORY NAME)										
<p>Education: Insert the education description from</p> <p>a. The CATS+ Master Contract RFP from Section 2.10 for the applicable labor category</p>	<p>(Identify school or institution Name; Address; Degree obtained and dates attended.)</p>									
<p>Generalized Experience: Insert the generalized experience description from the CATS+ RFP</p> <p>a. The CATS+ Master Contract RFP from Section 2.10 for the applicable labor category</p> <p>Provide dates in the format of MM/YY to MM/YY</p>	<p>(Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Generalized Experience.)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">FROM</th> <th style="width: 15%;">TO</th> <th style="width: 70%;">Job Title and Company</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: center;">Match to Form 5B:</td> <td><insert cross-reference(s) to the full description on Form 5B></td> </tr> </tbody> </table>	FROM	TO	Job Title and Company				Match to Form 5B:		<insert cross-reference(s) to the full description on Form 5B>
FROM	TO	Job Title and Company								
Match to Form 5B:		<insert cross-reference(s) to the full description on Form 5B>								
<p>Specialized Experience: Insert the specialized experience description from the CATS+ RFP</p> <p>a. The CATS+ Master Contract RFP from Section 2.10 for the applicable labor category</p> <p>Provide dates in the format of MM/YY to MM/YY</p>	<p>(Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Specialized Experience.)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">FROM</th> <th style="width: 15%;">TO</th> <th style="width: 70%;">Job Title and Company</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: center;">Match to Form 5B:</td> <td><insert cross-reference to the full description on Form 5B></td> </tr> </tbody> </table>	FROM	TO	Job Title and Company				Match to Form 5B:		<insert cross-reference to the full description on Form 5B>
FROM	TO	Job Title and Company								
Match to Form 5B:		<insert cross-reference to the full description on Form 5B>								
<p>TORFP Additional Requirements Minimum qualifications and required certifications as defined in Section 2.8 of this TORFP.</p> <p>Provide dates in the format of MM/YY to MM/YY</p>										

ATTACHMENT 5 B PERSONNEL RESUME FORM

CATS+ TORFP # J02B3400062

Instructions: Submit one resume form for each resource proposed. Do not submit other resume formats. Fill out each box as instructed. Failure to follow the instructions on the instructions page and in TORFP may result in the TO Proposal being considered not susceptible for award.

Resource Name:	
Master Contractor:	<insert Master Contractor name> Sub-Contractor (if applicable):
Proposed CATS+ Labor Category:	<proposed by Master Contractor OR agency inserts the CATS+ labor category>
Job Title (As listed in TORFP):	<as described in this TORFP>

Education / Training (start with most recent degree / certificate)

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

Relevant Work Experience*

Describe work experience relevant to the Duties / Responsibilities and Minimum Qualifications described in Section 2 of the TORFP. Start with the most recent experience first; do not include experience not relevant to the scope of this TORFP; use Employment History below for full employment history. Enter dates as MM/YY – MM/YY. Add lines as needed.

[Organization] [Title / Role] [Period of Employment / Work (MM/YY – MM/YY)] [Location] [Contact Person (Optional if current employer)] [Technologies Used]	Description of Work (recommended: organize work descriptions to address minimum qualifications and other requirements)
[Organization] [Title / Role] [Period of Employment / Work MM/YY – MM/YY] [Location] [Contact Person] [Technologies Used]	Description of Work (recommended: organize work descriptions to address minimum qualifications and other requirements)

*Fill out each box. Do not enter “see resume” as a response.

The information provided on this form for this labor class is true and correct to the best of my knowledge (Signatures must be included):

Master Contractor Representative:

Signature

Date

Proposed Individual:

Signature

Date

Instruction: Sign each form.

The remaining page left blank intentionally.

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Planning and Requirements Services for the Consumable Inventory System (CIS)
July 16, 2015 – 10 am

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