



Maryland Department of Transportation  
Office of Procurement  
CATS+ TORFP J02B5400007  
SHA – Web Support Services  
**Addendum #1**

October 24, 2014

**This Addendum is being issued to answer questions submitted by Contractors and provide updated MBE Forms, Updated Section 1.12 language, Sign in Sheet and Minutes from the Pre-Proposal Meeting for the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.**

Included as an attachment to this addendum is the attached Sign in Sheet, Pre Proposal Minutes, and updated MBE Forms

- 1. Please see the Sign in Sheet that is attached to the email containing this Addendum #1**
- 2. Please see the Pre-Proposal Minutes that is attached to the email containing this Addendum #1**
- 3. Please see the new updated MBE Forms that are attached to this email containing Addendum #1.**
- 4. MBE FORMS**

DELETE

**Section 1.12, MINORITY BUSINESS ENTERPRISE (MBE)**

*This TORFP has a MBE goal as stated in the Key Information Summary Sheet above. 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 2 Minority Business Enterprise Forms and Section 3 Task Order Proposal Format and Submission Requirements). Failure of the Master Contractor to accurately and completely, 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.*

ADD

**Section 1.12, MINORITY BUSINESS ENTERPRISE (MBE)**

*This TORFP has a MBE goal as stated in the Key Information Summary Sheet above. 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 2 Minority Business Enterprise Forms and Section 3 Task Order Proposal Format and Submission Requirements). Failure of the Master Contractor to accurately and completely, 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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**In 2014, Maryland adopted new regulations as part of its Minority Business Enterprise (MBE) program concerning MBE primes. Those new regulations, which became effective June 9, 2014 and are being applied to this task order, provide that when a certified MBE firm participates as a prime contractor on a contract, an agency may count the distinct, clearly defined portion of the work of the contract that the certified MBE firm performs with its own forces toward fulfilling up to fifty-percent (50%) of the MBE participation goal (overall) and up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the contract. Please see the attached MBE forms and instructions.**

**5. QUESTIONS/ANSWERS:**

Question 1: What is the expiration date of the current CATS II contract? And will the contract be terminated earlier?

Answer 1: The current contract expiration date is May 31, 2015. Yes, the extension of the current CATS II contract allows for early termination. Early termination is to be determined as to when final approval is given for the start of the new contract.

Question 2: Who is the current contractor under the current contract?

Answer 2: Deque Systems, Inc.

Question 3: Based on the current environment what portion of the work would you say is administrative versus development?

Answer 3: There is a large amount of configuration, a lot of administration and assisting developers. Approximately 70% Administration (including system setup, configuration, and maintenance) and 30% Development (including trouble shooting and application support).

Question 4: What is the estimated time frame for Technical review?

Answer 4: The estimated time frame for Technical review depends on the number of responses to the solicitation. Generally, evaluation involves reviewing at least 2 Technical Proposals per week. However, any issues or clarifications that arise may extend the Technical evaluation length of time.

Question 5: Are we to supply the names of the 4 key resources only?

Answer 5: Yes only for the initial four (4) full time resources only, no names are to be submitted for the optional resources, only CATS+ Labor Categories.

Question 6: How many resources are on the current contract?

Answer 6: Four (4) full time r on site resources and five (5) part-time off site resources.

Question 7: We understand there are four (4) full time resources but what about the potential five (5) other resources will those resources be part time?





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- Answer 7: The additional resources will be brought on through a work order(s) on an as needed basis and the work orders will be task based. You can review the types of tasks in Section 2.6.1.4 “Optional Tasks/Assignments-Time and Material/Work Order Based”.
- Question 8: Under section 2.9.2 minimum qualifications A-G, if one of the 3 developer resources does not have one of these requirements the proposal would be considered non-responsive?
- Answer 8: Yes
- Question 9: Under Section 2.9.2, first bullet, “Three (3) Microsoft SharePoint, SQL, and IIS Systems Administrator/Developers”. Will each of these three (3) resources have to have Microsoft SharePoint, SQL, and IIS? Or can the three resources combined have these requirements?
- Answer 9: Each of the three (3) resources “Systems Administrator/Developers” must each have Microsoft SharePoint, SQL, and IIS experience. SHA has 30 servers and we provide support to multiple Transportation Business Units (TBU). Also, having all three (3) resources meet the minimum requirements provides necessary back up in case one of the other resources are out on leave etc.
- Question 10: Will the optional resources be required to work onsite?
- Answer 10: Mainly the optional resources will work offsite, however; the optional resources may be required to work onsite for periods of time (several days to several weeks is a possibility) based on the tasks assigned.
- Question 11: As a follow up question regarding the additional resources, what is the usual duration of the work orders or the length of the task assignments?
- Answer 11: The usual duration of the work orders or the length of the task assignments really depends on the task. As an example, the task durations have ranged from a 3 month effort to a one (1) year effort and everything in between. We also have a maintenance task that spans multiple years but the work issued is only occasional. This particular task is for the support of a mobile application with upgrades and enhancements.
- Question 12: Can you provide some historical data as to the use of the additional work/tasks on the current contract for our use in preparing a proposal?
- Answer 12: In the last four (4) years we averaged a little over 1,400 hours per year for our additional Work Order assignments. Some years were less and some were more than the 1400 hour average. The average hours worked equates to roughly 95% of the total allocated hours approved for the optional work assignments.
- Question 13: Will optional resources be limited to working 600 hours per option year, or will the 3000 hours for each option year be spread over any optional resources hired during the option year?
- Answer 13: The 600 hours per resource per option year is for evaluation purposes only. The 3000 optional hours per year, may be spread over any optional resources hired during the option year. These optional resources are not limited to 600 optional hours per year. Any unused work order based hours from one year can be rolled over to another year. The total number of Work Order Based hours for the five (5) year term of the Task Order is 15,000 hours which determines the Work Order Based Optional Assignment total budget allotment.



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Question 14: Will the four (4) full time resources, when interviewed be interviewed separately at different time and dates or will they be interviewed together as a group?

Answer 14: A company's resources will be interviewed separately, but within the same block of time. Example: 3 or 4 hours will be set aside for each company and each resource will be given approximately 45 minutes within that block of time for an individual interview.

Question 15: What percentage of the MBE participation can the prime perform as it relates to the new MBE regulations?

Answer 15: Addendum #1 contains the new MBE language and forms. You can also find information about the new regulations on the Governor's Office of Minority Affairs website at:

<http://goma.maryland.gov/Documents/MBEPrimeRegulationEnhancementAnnouncement.pdf>

Question 16: On the minimum qualifications for the master contractor, can you reduce the current minimum requirement to allow the team to meet the minimum qualifications? For example: to allow the prime and subcontractor to count towards the requirement?

Answer 16: Only the prime contractor's qualifications will be accepted for the minimum qualifications for the master contractor.

**REMINDER**

The TO Financial Proposal shall be contained in one email, with one attachment **containing password protection**. SHA will contact Offerors for the password to open each file. Each file shall be encrypted with the same password.

Please remember to password protect your Financial Proposal so it cannot be opened until requested.

**End of Addendum #1**





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**Addendum #2**

October 26, 2014

**This Addendum is being issued to change the Scope of Work and Answer Questions submitted by Contractors. All information contained herein is binding on all offerors who respond to this TORFP.**

**1. CHANGE TO SECTION 2 - SCOPE OF WORK:**

**Section 2.9.2, Offeror's Personnel Minimum Qualifications, f**

**DELETE:**

Three (3) years of experience with VMware virtualization technologies.

**ADD:**

**One (1) year** of experience with VMware virtualization technologies.

**2. QUESTIONS/ANSWERS:**

Question 1: Are copies of the Attachments 5A and 5B required in the body of the Technical proposal, in addition to including signed versions in the separate "TORFP J02B5400007 Technical - Attachments" document?

Answer 1: Copies of the Attachments 5A and 5B should be submitted as attachments only.

Question 2: Requirement C.2 on p. 32, "Provide three (3) references per proposed personnel." Is this information, which is contained in Attachment 5B, also to be listed separately within the text of the proposal?

Answer 2: The information, which is contained in Attachment 5B does not need to be listed separately within the text of the proposal.

Question 3: Requirement C.3.a on p. 32, "Planned team composition by role (**Important! Identify specific names and provide history only for the proposed resources ...**" - what "history" is MDOT?/HA requesting?

Answer 3: This is part of the Staffing plan, and should be included in the staffing plan. The history of the proposed staff is the key points that make the resources qualified for the positions or roles SHA is seeking. It is the information that makes them key staff.

Question 4: Requirement C.3.c, on p. 32 "Supporting descriptions for all labor categories proposed ..." -- Could MDOT/SHA elaborate on this requirement? Are you requesting descriptions and rationale for the up to 5 additional labor categories proposed for the Work Order assignments?

Answer 4: This is part of the Staffing plan, and should be included in the staffing plan. This is mainly information from the DoIT Master Contract. It is asking you to provide a mapping of the TORFP Role, with the proposed Labor Category and the details associated with that Labor Category directly from the DoIT Master Contract such as Education, General Experience,



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Specialized Experience and Duties requirements. This is required not only for the four proposed on site resources, but the additional five Optional Work Order Assignment resources.

Question 5: MBE Outreach Efforts on page 50 - we have a trusted MBE partner with whom we prefer to team. Are we still required to perform outreach?

Answer 5: No, but you will be required complete the form.

Question 6: Would off-shore resources be allowed for Work Order assignments if the type of task does not require face-to-face and/or onsite interactions?

Answer 6: Off shore resources are not recommended, as all resources may be required to work on site at some point during the contract.

Question 7: The “**Key Information Sheet**” mentions the Primary Place of Performance as SHA headquarters in Baltimore, MD. Based on the discussion at the pre-proposal conference, our understanding is that this applies to the four (4) key personnel and that the additional resources, up to five (5), will be expected to work from offsite.

- Since we did not see a mention of this in the Addendum #1, can SHA clarify if this understanding is correct?

Answer 7.1: Correct! As mentioned in Section 2.1, the four (4) key staff will be full time working on site at the SHA location. The remaining five (5) part time resources will be considered off site resources.

- In addition, will SHA provide any flexibility for one or more of the key personnel to work from offsite?

Answer 7.2: The key personnel will be required to work on site, full time. Only on special occasions, with prior approval by the TO Manager, will the onsite resources be permitted to work off site, however the duration would be limited.

**Question 8:** Section 2.3 “**Project Background**” of the TORFP mentions that SHA currently uses Microsoft Office SharePoint Server 2007 as its primary platform for the public portal (internet), and Microsoft SharePoint Server 2010 as its primary platform for the corporate portal (Intranet).

- Is SHA considering an upgrade of its internet portal to a higher Microsoft SharePoint version? If yes, which one?
- Also, when is the upgrade expected to happen?
- Will the upgrade be part of the scope of this TORFP?

Answer 8: Yes, as with all technologies, SHA tries to keep pace with the latest versions of the various products used. SHA’s plan is to upgrade the Public Portal to SharePoint 2013 within the next 12 to 18 months and yes it is planned as part of this TORFP scope of work. Following the Public Portal upgrade, SHA also plans to upgrade the Corporate Portal as well.



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**Question 9:** Section 2.9.1 “Offeror’s Company Minimum Qualifications” of the TORFP mentions the “minimum” requirements:

- #1. “The Offeror must have provided at least three (3) full-time Microsoft SharePoint support personnel”. Can SHA remove the requirement for “at least three (3) full-time” personnel?

Answer 9.1: No!

- #4. “At least two (2) years of demonstrated experience providing Network Load Balancing Services (NLBS) support services ...”. We believe this is restrictive. Can SHA remove this requirement?

Answer 9.2: No! SHA needs a company that has the experience and can support the products that are currently being used.

- #5. “At least two (2) years of demonstrated experience providing planning, configuration, development, and support services of Android and iOS Mobile Applications ...”. We believe this is restrictive. Can SHA remove this requirement?

Answer 9.3: No! SHA needs a company that has the experience and can support the products that are currently being used.

**Question 10:** Section 2.9.2 “Offeror’s Personnel Minimum Qualifications” of the TORFP mentions the “minimum qualification criteria” for the key personnel. Specifically for the three (3) Microsoft SharePoint, SQL, and IIS, System Administrators/Developer resources:

- Under Item #f, it is stated that “Three (3) years of experience with VMware virtualization technologies”. Can SHA make this a preferred requirement rather than a mandatory one?

Answer 10.1: No, however SHA would be willing to reduce the number of years experience required to one (1) year. (See Item #1 of this addendum)

- Under Item #g. I, it is stated that “Three (3) years of experience configuring and managing a Network Load Balancing (NLB) multi ...”. Can SHA make this a preferred requirement rather than a mandatory one?

Answer 10.2: No! SHA needs resources that have the experience and can support the products that are currently being used.

- It was further stated in the Addendum #1 issued by MDOT, under Question #8 and Question #9 that SHA is looking for all the three (3) resources to have all the qualifications listed in items “a” through “g”. While we understand the reasoning provided that it “provides necessary back up in case one of the other resources are out on leave etc.”, we request SHA to consider making the requirements mandatory for two (2) out of the three (3) resources. Will SHA grant this request?

Answer 10.3: No, this is based on SHA’s needs.

**Question 11:** Section 2.9.3 “Additional Preferred Requirements” of the TORFP mentions that “additional evaluation points would be awarded” to candidates who have the listed “preferred” requirements.







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- Can SHA clarify what weightage will the preferred requirements carry?

Answer 11.1: Each is weighted equally.

- Does one type of experience carry more importance than the other (example TFS experience preferred more than the Perl experience, etc.)?

Answer 11.2: No, each type of experience carries the same importance.

- Is there an expectation that the candidate proposed should have a minimum number of requirements (from the 20 bullet items provided)? If so, can SHA specify how many?

Answer 11.3: No, these are considered bonus experiences.

Question 12: We request SHA for an extension in the due date. Will SHA grant this request?

Answer 12: No, SHA will not extend the due date at this time.

**End of Addendum #2**





**Pre-Proposal Conference Minutes**

**CATS+ TORFP J02B5400007**

**SHA – Web Support Services**

**Friday, November 21, 2014, 10:00 a.m. Local Time**

Welcome to the Pre-proposal conference for the Consulting & Technical Services Plus, Task Order Request For Proposal #J02B5400007 for the State Highway Administration – Web Support Services. My name is Joseph Palechek and I am the TO Procurement Officer assigned to this project.

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

In attendance with me today are Donna Ziegenhien and Peter Arrey (Maryland Department of Transportation, Office of Transportation Technology Services, Contract Management Office), and Roger Beardsly and Karl Tiett (State Highway Administration)

I will be going over the Procurement part of this project and will take questions. And then I will then turn this conference over to Mr. Beardsley and Mr. Teitt who will review the scope of work and take questions.

**Reminder to everyone:**

- The main purpose of this pre-proposal conference is to review the procurement requirements, answer questions, address concerns, provide clarification, and provide instructions pertaining to the solicitation and scope of work.
- This CATS+ TORFP was released through email on November 13, 2014.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted by email to Joseph.Palechek@MDOT.State.MD.US**. The deadline for submission of written questions **Tuesday, November 25, 2014 at 2:00 P.M. Local Time**
- The Questions and Answers will be released via Addendum as soon as possible after the due date and time.

- Also, 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.
- Pre-proposal minutes, sign in sheet and all questions and responses will be published as an addendum and become part of this solicitation.
- The Technical & Financial Proposals are due no later than **Monday, December 8, 2014 at 2:00 P.M. Local Time**. Offers received after the stated due date and time will not be accepted.
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under the List of Attachment on page 37 of the TORFP, ), are to be sent in a separate email from the Financial Proposal and 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) and number your emails (1 of 2, 2 of 2 etc)
- Please be aware that MDOT has a file size limitation of 8 megabytes on all email transmissions.
- 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 you email was received.
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.
- Please follow the directions with regard to submission of your Task Order Proposal. Offers must be submitted electronically to the Procurement Officer, **Joseph Palechek**; hard copies shall not be accepted.
- Section 3.2 of the TORFP states: **The TO Financial Proposal shall be contained in one email, with one attachment containing password protection. SHA will contact Offerors for the password to open each file. Each file shall be encrypted with the same password**

This email shall include:

Subject line "CATS+ TORFP #J02B5400007 Financial" plus the Master Contractor Name.

One attachment labeled "TORFP J02B5400007 Financial" containing the Financial Proposal contents, signed and in PDF format.

- The State Highway Administration 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
- The TO Proposal should provide all the information requested in this section.
- Submit your offer in the format listed in section 3 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 review Section 4 - Task Order Award Process, in particular Section 4.2 – the “Technical Proposal Evaluation Criteria.
- There is a **25% Minority Business Enterprise (MBE) Goal** for this project. MDOT encourages MBE firms to participate in this solicitation. New MBE Forms will be added/replaced by addendum that updates the forms with MBE Prime self performance MBE Goal information.
- 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 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 [ITPO.DoIT@maryland.gov](mailto:ITPO.DoIT@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.



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