



CATS + TORFP J04B9400001

MVA System Maintenance and Support

Amendment #1 Issued: January 23, 2019

Addendum #1 is being issued for Answers to Questions submitted by Firms for the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

Question 1: Are these positions new or is there an incumbent vendor providing the services?

ANSWER 1: The incumbent is DK Consulting.

Question 2: For the MBE requirement, will certification in Howard county suffice? Or must it be through the state?

ANSWER 2: The firm must be MBE certified with the State of Maryland.

Question 3: Who is the incumbent contract vendor(s) which are currently performing the work mentioned in the TORFP? Would you be able to share whether these vendor contracts are publically available?

ANSWER 3: The incumbent is DK Consulting. The award information is available at:

<https://doit.maryland.gov/contracts/Pages/ContractLibraryCATSPlus.aspx>

Question 4: For the VSBE goal, do we have to use a veteran company from Maryland to meet this goal or can we use a veteran company from a different State?

ANSWER 4: The firm does not have to be from Maryland, however they must be registered with VetBiz at **https://uscontractorregistration.com/veteran-owned-vetbiz-registration/?gclid=Cj0KCQiA7IDiBRCLARIsABIPohjUA0NhaWBfSvjOZ1H-jbq7nkai8OYSVTbs7_ymtvhldC2PPBq4zcIaAkjPEALw_wcB**

Question 5: Do all insurance requirements (including cyber security/Data Breach) need to be met at the time of submitting RFP or at the beginning of the Task Order?

ANSWER 5: This requirement must be satisfied within five (5) business days from recommendation of award.

Question 6: Is the Security/Criminal Background check for the key personnel required at the time of RFP Submission?

ANSWER 6: This requirement must be completed prior to the start of the task order.

Question 7: Is this a Re-bid, if yes, can you share the current incumbent name and contract value?

ANSWER 7: Yes. The incumbent is DK Consulting. The contract value is \$6,650,384.

Date Issued: January 23, 2019

By: Abby Alam, Procurement Officer



CATS + TORFP J04B9400001

MVA System Maintenance and Support

Amendment #2 Issued: January 24, 2019

This Amendment is being issued to provide Pre-Proposal Conference information which includes the meeting agenda, sign-in sheet for the above-named TORFP and to provide responses to questions from Proposers. All information contained herein is binding on all offerors who respond to this TORFP.

SEE ATTACHED INFORMATION:

- 1. Questions and Answers**
- 2. Meeting Agenda**
- 3. Sign-in Sheets**

Question 1: Is the incumbent company, DK Consulting, for the same TO allowed to submit a proposal for this new TORFP? And if so, is the State satisfied with the performance of DK Consulting?

ANSWER 1: Yes the incumbent is DK Consulting and they are permitted to propose on this TORFP. There have been no reportable issues with DK Consulting.

Question 2: Regarding the Offeror's Experience, will the State consider the sub-contractor experience in lieu of Prime Offeror?

ANSWER 2: The Committee will be reviewing both the Prime Offeror's experience as well as the sub-contractor's experience.

Question 3: Regarding the Offeror's Experience, will the State consider the MBE Partner's experience in lieu of Prime Offeror?

ANSWER 3: The Committee will be reviewing both the Prime Offeror's experience as well as the MBE partner's experience.

Date Issued: January 24, 2019

By: Abby Alam, Procurement Officer

Pre-Proposal Conference Procurement Review
TORFP: J04B9400001
MVA SYSTEM MAINTENANCE AND SUPPORT

Thursday, January 24, 2019 @ 10:00 a.m. (EST)

Welcome to the Pre-proposal conference for the Task Order Request For Proposals (TORFP) J04B9400001 for the MVA System Maintenance and Support. My name is Abby Alam 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.

I will be going over the Procurement part of this project and will take any questions related to the procurement of this TORFP.

I will then turn the conference over to Ms. Pytko who will review the scope of work. We will do our best to answer all questions regarding the 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 want 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 Friday, January 11, 2019.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at aalam2@mdot.state.md.us** The deadline for submission of questions is **Tuesday, January 29, 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 proposal Submission is **Monday, February 18, 2019 at 2:00 P.M. Local Time.** Please see Sections 1.1 and 5.4 for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments (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 – Evaluation and Selection Process.

MBE Participation

- There is a 30% Minority Business Enterprise (MBE) Goal for this project along with sub-goals of 8% African-American, 7% Woman-owned and 2% Hispanic. There is also a 1% VSBE goal. 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 (see attached MBE Participation Solicitation Script)

Friendly reminder:

- It is your responsibility to update your company's information/account as necessary with DoIT. MDOT Procurement does not have the capability of updating contractor's information.
- Any questions or concerns regarding your DoIT account should be directed to 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.

(STATE-FUNDED)

MARYLAND DEPARTMENT OF TRANSPORTATION

PROCUREMENT & CONTRACTS

PRE-BID MEETING

Date: January 24, 2019

Contract #: J04B9400001

Contract: MVA System Maintenance and Support

MBE Goal:

30 ---%

Sub goals: No Sub goals

- 8% African-American sub goal percentage
- 0% Asian-American sub goal percentage
- 2% Hispanic-American sub goal percentage
- 7% Woman-Owned sub goal percentage

VSBE Goal:

1 %

Potential Subcontracting Opportunities:

ex. Computer Analysis and Design; and Applications Software Programming Services

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.

TITLE: MVA SYSTEM MAINTENANCE AND SUPPORT
DATE: Thursday, January 24, 2019 at 10:00 am (EST)

[X] PRE PROPOSAL MEETING Page 1 of 4

[illegible]

TITLE: MVA SYSTEM MAINTENANCE AND SUPPORT
DATE: Thursday, January 24, 2019 at 10:00 am (EST)

Page 2 of 4

MDOT
Rev. 04/14

TITLE: MVA SYSTEM MAINTENANCE AND SUPPORT
DATE: Thursday, January 24, 2019 at 10:00 am (EST)

[X] PRE PROPOSAL MEETING

Page 3 of 7[illegible]

TITLE: MVA SYSTEM MAINTENANCE AND SUPPORT
DATE: Thursday, January 24, 2019 at 10:00 am (EST)

[X] PRE PROPOSAL MEETING

Page 4 of 4

[illegible]MDOT
Rev. 04/14



CATS + TORFP J04B9400001

MVA System Maintenance and Support

Amendment #3 Issued: January 24, 2019

This Amendment is being issued to provide Pre-Proposal Conference information which includes the sign-in sheet for Skype participants for the above-named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

SEE ATTACHED INFORMATION:

1. Sign-in Sheet for Skype Participants

Date Issued: January 24, 2019

By: Abby Alam, Procurement Officer

[illegible]



CATS + TORFP J04B9400001

MVA System Maintenance and Support

Amendment #4 Issued: February 5, 2019

THIS AMENDMENT IS BEING ISSUED TO UPDATE AND CLARIFY CERTAIN INFORMATION CONTAINED IN THE ABOVE-REFERENCED TORFP. ALL INFORMATION CONTAINED HEREIN IS BINDING ON ALL 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 strikeout (i.e., ~~deleted~~).*

SECTION I

1. ~~Delete~~ in its entirety Appendix 6A Labor Classification Personnel Resume Summary for CATS+ TORFP #J04B9400001, issued with the solicitation; **replace with revised - Attachment 6A Labor Classification Personnel Resume Summary for CATS+ TORFP #J04B9400001, issued with Amendment #4.** (See attached Revised – Attachment 6A Labor Classification Personnel Resume Summary.)
2. Section 3.8.2 Offeror Preferred Experience ~~Delete “The following preferred experience is expected and will be evaluated as part of the TO Technical Proposal (see the Offeror experience, capability and references evaluation factor from Section 6.2):”~~ in paragraph 2; **replace with “The following preferred experience is expected and will be evaluated as part of the TO Technical Proposal (see the Offeror experience, capability and references evaluation factor from Section 6.2.3):”**
3. Section 3.8.3 Personnel Preferred Experience ~~Delete “The following preferred experience is expected and will be evaluated as part of the TO Technical Proposal (see the capability of proposed resources evaluation factor from Section 6.2):”~~; **replace with “The following preferred experience is expected and will be evaluated as part of the TO Technical Proposal (see the capability of proposed resources evaluation factor from Section 6.2.2):”**

4. Section 6.2.1 Delete “~~Offeror’s Technical Response to TORFP Requirements (See TORFP § 5.4.2)~~”; replace with **“Offeror’s Technical Response to TORFP Requirements (See TORFP § 5.4.2.F)”**
5. The TO Proposal due date has been amended to Monday, February 25, 2019 at 2:00 pm (EST).

SEE ATTACHED:

Questions and Answers



SECTION II

Question 1: What NAIC codes are attached to this solicitation? Where do you check for this information on any solicitation? Do the Master Contractors, subs and MBE firms need to be certified on the NAIC codes if the contract calls for it.

ANSWER 1: The NAICS Codes utilized for this procurement are: 541511, 541512, 541519 and 541513. The MBE subcontractors must be certified with any of these codes in order to count towards fulfilling the MBE goal.

Question 2: In the "**MBE/VSBE Sub-Contracting Goals**", how can a prime-company give these percentages of '8%, 7%, 2%, and 1%' to sub-contractors in this mainly resource placement project? In other words, we are placing the required personnel on this project, hence it almost impossible to give these percentages as sub-contracts. What kinds of arrangements have worked in the past in similar TORFPs?

ANSWER 2: Possible Solution: The prime can subcontract with an African American firm subcontractor, a Hispanic firm subcontractor, a woman owned firm subcontractor, and a VSBE firm subcontractor to provide resources with the supplying MBE firms serving to meet the subgoal requirements.

Question 3: In Section '**3.6 Insurance Requirements**', under '3.6.1' it is stated that: ".....Pursuant to Section 27 (C) of the CATS+ Master Contract, the limitations of liability per claim under this TORFP shall not exceed the total TOA amount". What is this 'TOA amount'? The TOA amount of the contract years or all options years also included?

ANSWER 3: We cannot disclose the budget amount, however, the TOA amount would be for all five (5) years.

Question 4: In Section **3.6.4 Cyber Security/Data Breach Insurance**. In addition to the insurance specified in the CATS+ RFP Section 2.7, TO Contractor shall maintain Cyber Security / Data Breach Insurance for ten million dollars (\$10,000,000) per occurrence. The coverage must be valid at all locations where work is performed or data or other information concerning State residents and employees is processed or stored'.

- Is this new insurance requirement included/enacted in COMAR?
- Isn't the "Ten Millions (\$10,000,000.00) insurance coverage per occurrence directly contradicts with the liability limitations mentioned in 'b)' above?
- What methods are you going to apply to determine the actual cause of the 'Cyber Security / Data Breach' incidents in 100% certainty?

ANSWER 4: This requirement is not included in COMAR. It is a MDOT and DoIT requirement. Cyber Security / Data Breach Insurance is in addition to the insurance specified in the CATS+ RFP Section 2.7. It is included when appropriate to the work being performed. A thorough investigation will be conducted to determine the cause of the breach.

Question 5: Will you extend the due date since Monday, February 18th is a federal holiday?

ANSWER 5: See Section I of Amendment #4.

Question 6: Will you eliminate the cybersecurity insurance requirement?

ANSWER 6: No, the Cyber Security insurance will not be eliminated.

Question 7: Which equipment will the state provide to resources?

ANSWER 7: A desktop computer will be provided for all staff, on-call laptop and phone will be provided for rotation among on-call staff.

Question 8: Can a company prime and sub with another offeror?

ANSWER 8: Yes they can.

Question 9: What are the preferred sub opportunities categories?

ANSWER 9: Although we cannot give you preferred subcontracting opportunities, the potential subcontracting opportunities are: Computer Analysis and Design; and Applications Software Programming Services.

Question 10: Would MDOT/MVA consider granting an extension to the February 18, 2019 due date of at least two weeks?

ANSWER 10: See the response to question #5.

Question 11: Are the 10 server and web-based applications listed on pages 3-5 of the TORFP the only ones to be supported by this seven person team during the five year term of this agreement?

ANSWER 11: There are currently almost 200 applications at the MVA that will be supported by this team as well as other MVA staff and contractors.

Question 12: If the scope or number of applications increases, will the vendor support headcount also increase proportionally?

ANSWER 12: No, but the number of applications is expected to decrease.

Question 13: What is the target start date for this engagement?

ANSWER 13: We anticipate awarding by Fall of 2019.

Question 14: When will interviews with four key personnel be scheduled?

ANSWER 14: We anticipate interviews to be held Spring 2019.

Question 15: $30\% \text{ MBE goal} \times 7 \text{ resources} = 2.1 \text{ resources}$. Can MBE goal be changed to 28%? This would be the equivalent of 2 resources.

ANSWER 15: No, the MBE goal cannot be changed.

Question 16: Subcontracting goals. 8% African American, 7% Woman-owned, 2% Hispanic, 1% VSBE. 8% = half of one resource. Is it MDOT's expectation that each of these subcontractor goals will be met by one Master contractor? Can these subcontracting goals be eliminated?

ANSWER 16: The subgoals cannot be eliminated. The subgoals would be met by subcontractors meeting the individual category requirements.

Question 17: Page 13 refers to SLA Service Credits. How often have these been issued in the past?

ANSWER 17: This is the first time SLA credits are being used on this contract.

Question 18: Can SLA Service Credits be eliminated from this TORFP? With this being a Time and Materials Task Order, MVA manages the daily work product but the vendor assumes the risk. This risk needs to be factored into our pricing.

ANSWER 18: The SLA credits will not be eliminated from this TORFP as they are a measurement of the TO Contractor's responsiveness.

Question 19: What is the budget for this project?

ANSWER 19: This information cannot be disclosed.

Question 20: Who is the current incumbent?

ANSWER 20: DK Consulting is the incumbent.

Question 21: What is the previous award amount?

ANSWER 21: The contract value is \$6,650,384.

Question 22: Are we required to submit a VBE, WOSB, African American and Hispanic MBE subcontractor, 4 in total, in order to meet the MBE goal?

ANSWER 22: Yes. The exception would be if an MBE prime fulfills the requirements for one of the subgoals.

Question 23: What is the anticipated award timeframe?

ANSWER 23: See the response to question #13.

Question 24: What is the anticipated time for interviews to be held?

ANSWER 24: See the response to question #14.

Question 25: Section 2.6.8 Service Level Measurements - For problems and issues that are not 100% within the control of the contractor, how does MVA plan to apply SLA Credit percentage amounts?

ANSWER 25: TO Contractor is expected to provide explanations for each occurrence not meeting SLA. SLA credit will be waived if TO Manager determines TO Contractor not at fault.

Question 26: Section 2.6.8 Service Level Measurements - In circumstances where the Contractor is not 100% in control of the result, will the MVA choose to waive (or not apply) an SLA Credit measurement?

ANSWER 26: See response to question #18.

Question 27: For the systems administration position the category states:

Education: An Associate's degree from an accredited college or university in Computer Science, Information Systems, Business or other related technical discipline. A Bachelor's Degree in one of the above disciplines equals one-year specialized and two (2) years general experience. An additional year of specialized experience may be substituted for the required education.

Can we submit someone for key personnel who does NOT have any degree and substitute their experience for education?

ANSWER 27: Please refer to sections 3.8.6 and 3.8.7 of the TORFP for substitutions of education and experience. You may also refer to section 2.10 Labor Categories and Qualifications of the CATS+ RFP.

Question 28: Section 2.6.8 Service Level Measurements - Is MVA able to share how often SLA Credit percentages have been applied for the incumbent Contractor in each of the Service Requirement categories?

ANSWER 28: This is the first time SLA credits are being used on this contract.

Question 29: Section 2.3.4, Item 2 (Invoicing) - Would it be acceptable to provide our monthly invoicing via electronic portal to meet the 10 day requirement?

ANSWER 29: Invoices should be submitted per Section 3.3.2 of the TORFP.

Question 30: Based on TORFP Portal, current contract was expected to be completed in Dec 2018 with contract value as \$6.6M. During Pre-Proposal meeting, it was confirmed that it is extended till May 2019. Can we know final contract value?

ANSWER 30: The current contract term is May 8, 2014 through May 7, 2019 for \$6,650,384. We are in the process of extending the current contract until the new contract is in place (see response to question #13).

Question 31: Section 5.4 – Volume I – TO Technical Proposal: it is not clear under which section we have to address requirements listed in section 3.8.2 – Offeror Preferred Experience.

ANSWER 31: We suggest you provide the information under section 5.4.2.F Minimum Qualifications Documentation.

Question 32: On page 22 of TORFP: Section 3.6.4 - Cyber Security/Data Breach Insurance: In addition to the insurance specified in the CATS+ RFP Section 2.7, TO Contractor shall maintain Cyber Security / Data Breach Insurance for ten million dollars (\$10,000,000) per occurrence. The coverage must be valid at all locations where work is performed or data or other information concerning State residents and employees is processed or stored. This limit costs too much for a Small business concern. We would appreciate if some relaxation is given on this limit or this requirement is waived.

ANSWER 32: The \$10,000,000 Cyber Security requirement will remain.

Question 33: If Prime is MBE certified from MDOT, does the 50% waiver apply to the whole MBE goal including sub-goals or is it applicable on any specific MBE status i.e. African-American, Woman-owned or Hispanic?

ANSWER 33: The waiver applies to any of the goals that the Prime is not able to satisfy.

Question 34: There's no provision on Appendix 6, as provided, for Key Personnel references. May we have permission to modify Appendix 6 to include these references? That way, the entirety of a candidate's information is in one place. Alternatively, should we include Key Personnel references in the body of the Technical Proposal in Section 5.4.2 D?

ANSWER 34: Please see Section I of Amendment #4.

Date Issued: February 5, 2019

By: Abby Alam, Procurement Officer

APPENDIX 6A – LABOR CLASSIFICATION PERSONNEL RESUME SUMMARY

CATS+ TORFP #J04B9400001

| | | | | | |
|---|---------------------|-----|-------------------|--------------------------|-------|
| Proposed Individual: | Master Contractor: | | | CATS+ Labor Category: | |
| | | | | | |
| Education: Insert the education description from the CATS+ RFP from Section 2.10 for the applicable labor category | Institution/Address | | | Degree or Certification | Dates |
| Generalized Experience: Insert the generalized experience description from the CATS+ RFP from Section 2.10 for the applicable labor category. | Start | End | Company/Job Title | Relevant Work Experience | |
| | | | | | |
| | | | | | |
| | | | | | |
| Specialized Experience: Insert the specialized experience description from the CATS+ RFP from Section 2.10 for the applicable labor category, | | | | | |
| TORFP Additional Requirements Minimum qualifications and required certifications as defined in Section 1 of this TORFP. Provide dates in the format of MM/YY to MM/YY | | | | | |

References

List persons the State may contact as employment references

| Reference Name | Job Title or Position | Organization Name | Telephone / E-mail |
|-----------------------|-----------------------|-------------------|--------------------|
| <add lines as needed> | | | |

The information provided on this form for this labor category is true and correct to the best of my knowledge:

TO Contractor Representative:

Proposed Individual:

Signature

Signature

Printed Name:

Printed Name

Date

Date



CATS + TORFP J04B9400001

MVA System Maintenance and Support

Amendment #5 Issued: February 8, 2019

THIS AMENDMENT IS BEING ISSUED TO UPDATE AND CLARIFY CERTAIN INFORMATION CONTAINED IN THE ABOVE-REFERENCED TORFP. ALL INFORMATION CONTAINED HEREIN IS BINDING ON ALL 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 strikeout (i.e., ~~deleted~~).*

SECTION I

1. Key Information Summary Sheet

~~Delete~~ in its entirety “MBE Subcontracting Goal 30% goal, with, sub-goals of 8% African-American, 7% Woman-owned and 2% Hispanic” issued with the solicitation
Replace with: “MBE Subcontracting Goal 30% goal, with, sub-goals of 7% African-American, 8% Woman-owned and 2% Hispanic”. (See attached Revised – Key Information Summary Sheet.)

2. Pre-Proposal Meeting Agenda

~~Delete~~ in its entirety “30% MBE goal with sub-goals of 8% African-American, 7% Woman-owned and 2% Hispanic” issued with Amendment #2 **Replace with: “30% MBE goal with sub-goals of 7% African-American, 8% Woman-owned and 2% Hispanic”.**

Date Issued: February 8, 2019

By: Abby Alam, Procurement Officer

**MARYLAND DEPARTMENT OF TRANSPORTATION MOTOR
VEHICLE ADMINISTRATION (MVA)
KEY INFORMATION SUMMARY SHEET**

| | |
|--|---|
| Solicitation Title: | System Maintenance and Support |
| Solicitation Number: | J04B9400001 |
| Functional Area: | Functional Area 6 - Systems/Facilities Management and Maintenance |
| TORFP Issue Date: | Friday, January 11, 2019 |
| TORFP Issuing Office: | Maryland Department of Transportation for the Motor Vehicle Administration (MDOT MVA or the "Agency") |
| Agency Location: | MVA 6601 Ritchie Highway, N.E., Glen Burnie, MD 21062 |
| TO Procurement Officer: e-mail: Office Phone: | Abby Alam aalam2@mdot.state.md.us 410-865-1387 |
| TO Manager: e-mail: Office Phone: | Michelle Pytko One Orchard Road, Room 413, Glen Burnie, MD 21060 mpytko@mdot.state.md.us (410) 768-7629 |
| TO Proposals are to be sent to: | aalam2@mdot.state.md.us |
| TO Pre-proposal Conference: | 7201 Corporate Center Drive, Hanover MD 21076, 4 th Floor Board Room Thursday, 1/24/2019 at 10:00 AM – 11:30 AM (EST) See Attachment A for directions and instructions. |
| TO Proposals Due (Closing) Date and Time: | Monday, 2/18/2019 at 2:00 PM (EST) Monday, 2/25/2019 at 2:00 PM (EST)–date change in Amendment #4 Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5). |
| MBE Subcontracting Goal: | 30% goal, with sub-goals of 8% African American, 7% Woman-owned and 2% Hispanic 30% goal, with sub-goals of 7% African-American, 8% Woman-owned and 2% Hispanic |
| VSBE Subcontracting Goal: | 1% VSBE goal |
| Task Order Type: | Time and Materials |
| Task Order Duration: | Five (5) year base period - with no option periods, commencing from the Effective Date |

| | |
|--------------------------------------|---|
| Primary Place of Performance: | Maryland Motor Vehicle Administration 6601 Ritchie Highway N.E. Glen Burnie, MD 21062 |
| SBR Designation: | No |
| Federal Funding: | No |
| Questions Due Date and Time | Tuesday, 1/29/2019 at 2:00 PM (EST) |