

	<p style="text-align: center;">Maryland Department of Transportation (MDOT) Maryland Transit Administration TORFP # J05B3400027 Service Desk Support</p> <p style="text-align: center;">Addendum No. 1</p>
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November 5, 2013

This Addendum is being issued to amend, provide, and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

Attached are the questions and answers.

End of Addendum No. 1



Quality Transportation Services through Information Technology Excellence

QUESTIONS AND ANSWERS
TORFP # J05B3400027 Service Desk Support

1. On page 28 of the TORPF, emphasis is placed on the NAICS code for this procurement. In addition, on Page 35, MDOT MBE Form D-4, you request us to supply the NAICS code.

ANSWER:

Page 28, which is MDOT MBE Form D-2, Instructions for MBE Participation Schedule is a standard form. This form is used for all MDOT solicitations for various goods and services that include MBE participation. Please review all of the MBE forms again as this page does not spell out the NAICS codes for this specific project.

Form D-4 is to be completed after award of the TORFP.

2. What is the NAICS code under which you are requesting services for this procurement?

ANSWER:

In determining the MBE Participation on any project, MBE searches are not solely conducted based on NAICS codes because NAICS codes can be very broad. Therefore, in determining the MBE Participation, other factors, such as a descriptor(s) of work, are taken into consideration when conducting MBE searches in order to ensure that only MBE firms that are certified in the categories of work needed for the project are considered. Vendors are encouraged to do the same.

3. Is there an incumbent? If so Who? If so when was that award?

ANSWER:

There are two incumbents, Gantech and GRPA, awarded September 2008.

4. Will proposed personnel be travelling in their own vehicles to the 18 location throughout Baltimore?

ANSWER :

Travel will be limited and most times will be riding along with MTA employee.

5. Do you have any estimate of Travel per year, per position?

ANSWER:

Less than 500 miles per year.

6. Is there free parking at all 18 locations?

ANSWER:

There is free parking at all locations except the St. Paul Street office.

7. We are currently designated as a SBR and an MBE. Does that fulfill the 35% MBE requirement for this bid or do we need to subcontract to meet that requirement?

ANSWER:

The 35% MBE participation must be achieved by subcontracting 35% of the work to a MDOT certified MBE firm. Under the State's MBE program, a Master contractor may not self perform the MBE participation.

8. Are you leveraging the labor rates and standard pricing off of the CATS+ for the Service Desk Support Personnel and Inventory Support Personnel? If not what are the labor rates for both titles since they are not listed on the CATS+?

ANSWER :

Master Contractors who proposes to any CATS + TORFP must propose an appropriate CATS + Labor Category that will satisfy the requirements of the Scope of Work. MDOT expects the Master Contractor to choose an appropriate labor category that best fits the duties, responsibilities and requirements set forth in Section 2 Scope of Work. The Master Contractor shall propose a labor rate for the proposed CATS + labor category. The labor rates quoted for the proposed labor category cannot exceed the labor rates that were proposed on the Master Contract, but can be lower. Also, refer to Section 4.3.3 for evaluation criteria regarding financial offers.

9. In the list of requirements the following is listed “State of Maryland Experience: If applicable, the Master Contractor shall submit a list of all contracts it currently holds or has held within the past five years with any government entity of the State of Maryland.” If we do not have any State of Maryland experience are we still able to bid? What weight does this experience hold in the overall scoring of all qualified proposals

ANSWER :

State of Maryland experience is not required, yes you may propose to the TORFP. Refer to Section 4.2 Technical Criteria for evaluation factors in order of importance.