



**MARYLAND DEPARTMENT
OF TRANSPORTATION**

CATS + TORFP J05B8400016

Maryland Transit Administration (MTA Database Administration Support

Amendment #1 Issued: September 4, 2020

This Amendment is being issued to provide Pre-Proposal Conference information which includes the meeting agenda, sign-in sheet for the above-mentioned TORFP. Also, to clarify, add to, delete from, correct and/or changes the TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors 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~~)

1. **Add** a line at the end of the Table of Contents, **“Appendix 6. Small Business Reserve Affidavit.”**
2. Section 7, Table 1- TORFP ATTACHMENTS AND APPENDICES, under When to Submit **add line**, at the end of the table **“With TO Proposal.”**; under Label **add, “6”**; and under Appendix Name **add, “Appendix 6. Small Business Reserve Affidavit.”**
3. **Add** form, **“Appendix 6. Small Business Reserve”** (see attached form)

SEE ATTACHED INFORMATION:

1. Appendix 6. Small business Reserve Affidavit (word format)

End of Amendment #1

Date Issued: September 4, 2020

By: Peggy Tischler, Procurement Officer

Pre-Proposal Conference Procurement Review
TORFP: J05B8400016

MTA – DATABASE ADMINISTRATION SUPPORT

Thursday, September 3, 2020 @ 2:00 p.m. (EST)

Welcome to the Pre-proposal conference for the Task Order Request for Proposals (TORFP) J05B8400016 for the MTA – Database Administration Support project. My name is Peggy Tischler and I am the Procurement Officer assigned to this TORFP.

The format for today's pre-proposal conference is:

1. I will introduce the MDOT team.
2. Next, Brenda Townsend-Milton our MBE Liaison review the MBE program, forms and related documents with you and how they apply to this procurement.
3. I will be going over the Procurement part of this project.
4. I will then turn the conference over to Ms. Billie Leeper MTA's designated Contract Manager and Sharon Jackson, ITCMO Manger, will review the scope of work.

We strongly suggest all questions requiring an official answer be submitted in writing. Any questions submitted in a chat format will not be addressed during the Pre-Proposal meeting and must be resubmitted to the Procurement Officer via email.

Please note- This is an SBR designated procurement.

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..
- This TORFP was released via email to all Master Contractors under Functional Area 6 on Thursday, August 27, 2020.

- There is a 0% MBE goal. **This TORFP is designated as a Small Business Reserve (SBR).** Please review Section 4.11 of the TORFP regarding SBR requirements. The SBR Affidavit will be issue with Amendment 1.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at ptischler@mdot.maryland.gov.** The deadline for submission of questions is **Wednesday, September 9, 2020 at 2:00 pm (EST).**
- The Questions and Answers will be released via Amendment as soon as possible after the Question due date.
- Pre-proposal minutes, sign-in sheet(s), a list of Master Contractors attendance sheet and all questions and responses will be published as an amendment and become part of this solicitation.
- Changes to the scope of work or any response requirements will be published as an amendment and supersede the original published documents per COMAR 21.05.02.07.
- The due date and time for proposal Submission is **Thursday, October 1, 2020 at 2:00 P.M. (EST).** Please see Sections 5.4 and 5.5 of the TORFP 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 ENCRYPTED, 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/phone number and e-mail address of your point of contact to set up oral presentations or for correspondence.
- Please be sure to review Section 6 – Evaluation and Selection Process.

Friendly reminders:

- It is your responsibility to update your company's information/account as necessary with the State Office of Procurement (DoIT). MDOT Procurement does not have the capability of updating contractor's information.
- Any questions or concerns regarding your account should be directed to the State Office of Procurement (DoIT).
- Please confirm the contact information provided for key personnel and firm reference is correct.
- Please review section 3.9 Substitution of Personnel.
- Remember if you are a MC's and do not submit a TO Technical Proposal than you are requested to submit a feedback response form.
- 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.
- Again, no answers given at today's meeting will be considered binding or an amendment to the contract. 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.
- **eMaryland Marketplace Advantage (eMMA) is LIVE!** Vendors can **CLICK HERE** to access eMMA along with answers to Frequently Asked Questions and Quick Reference Guides. Any questions please contact the eMMA Help Desk at emma.helpdesk@maryland.gov.
 - **Please make sure your firm has register with eMMA.**
- Remember this is an SBR designated procurement.

THE END

(STATE-FUNDED)

**MARYLAND DEPARTMENT OF TRANSPORTATION
PROCUREMENT & CONTRACTS**

PRE-BID MEETING

Date: 8/27/2020

Contract #: J05B8400016

Contract: MTA Database Administration Support

MBE Goal:

0 ---%

Sub goals: No Sub goals

- **0%** African-American sub goal percentage
- **0%** Asian-American sub goal percentage
- **0%** Hispanic-American sub goal percentage
- **0%** Woman-Owned sub goal percentage

VSBE Goal:

0 %

Potential Subcontracting Opportunities:

Provide and support new development and maintenance of current portfolio of custom computer applications supporting engineering data, and processes. In addition, the resources will support Traffic Engineering Design Division's (TEDD) efforts, including the organization and tracking and storage of project data, technical drawings, documentation and correspondence.

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.

**MTA Database Administration Support TORFP # J05B8400016
PRE-PROPOSAL ATTENDANCE FORMS SUBMITTED BY MASTER CONTRACTORS**

Date e-mailed	NAME	FIRM	Email Address	MBE	VSBE	SBR
8/28/2020	George Hardy	DK Consulting	ghardy@dkconsulting.net			X
	Nancie Tassara		ntassara@dkconsulting.net			X
	John Jacome		jjacome@dkconsulting.net			X
8/28/2020	Taylor Throwe	Omnyon, LLC	taylor.throwe@omnyon.com			
	Jack Miller		jack.miller@omnyon.com			
8/28/2020	Jessica Farinholt	AP Ventures, LLS	jfarinholt@apvit.com	X		X
	Theresa Boyle		bids@apvit.com	X		X
8/28/2020		V Group	Bidmanager@vgroupinc.com			X
	Sandeep Soman-		sandeeps@vgroupinc.com			X
	Mahip Anand-		Bidmanager@vgroupinc.com			X
	Pawan Tripathi-		pawant@vgroupinc.com			X
8/28/2020	Vicky Kulba	Syscom	vkulba@syscom.com			X
8/27/2020	Senthil Ramiah	Aileron Consulting LLC	sramiah@aileronconsulting.com			X
8/27/2020	Nick Vass	J29 Solutions	nick.vass@j29inc.com	X		X
	Tracy Mills		tracy.mills@j29inc.com	X		X
	Melissa Angelof		melissa.angvelof@j29inc.com	X		X
8/27/2020	Andy Charlery	CNC Consulting, Inc.	acharlery@cncconsulting.com	X		X
8/27/2020	Nora Presti	Ground Z-NET	npresti@group-z.net	X		X

	Pantelis Zairis		pzairis@group-z.net	X		X
8/27/2020	Narayan Athreya	iCube	nvathreya@icubesys.com	X		X
8/28/2020	Aparna V Iyer	Manasi Corp	aiyer@mansai.com	X		X
	R S Venkatachakam		venk@mansai.com	X		X
8/28/2020	Dipak Thakker –	Stellar IT Solutions	dipak@stellarit.com	X		
	Josh Sircus –		josh@stellarit.com	X		
	Jonathan Mui –		jonathanm@stellarit.com	X		
8/28/2020	Martine Charles	bithGroup	mprevostcharles@bithgroup.com	X		X
8/28/2020	Ashley Boykin	Serigor	Ashley.Boykin@serigor.com	X		
	Rudra Prasad		rprasad@serigor.com	X		
8/28/2020	Ed Wang,	Knowledge Advantage, Inc.	ewang@kaiglobal.com			X
	Dipak Thakker,		dipak@StellarIT.com			X
	Jonathan Mui,		jonathanm@StellarIT.com			X
8/28/2020	Theodore Williams II	AIMSTART Information Solutions	twilliams@aimstar.com	X		X
8/28/2020	none provided	CCI	hr@cci-worldwide.com	X		X
8/28/2020	Lakshmi Santhana	Business Integra Technology Solutions, Inc.	lakshmi.santhana@businessintegra.com	X		
	Yashika Prabhakar		yashika.prabhakar@biitservices.com	X		
	Vinodh Magimaidas-		vinodh.magimaidas@businessintegra.com	X		
8/31/2020	Peter A NcGrath	Coriendo, LLC	pmcgrath@coriendo.com			X
8/31/2020	James Black	Itnova Consulting	jblack@itnovaconsulting.com	X		X
	Carolinga Villages		Carolina.villegas@itnovaconsulting.com	X		X

8/31/2020	Krishna Gopu	PVK Corporation	gopu.km@gmail.com	X		
	Ramesh Kalwala		ramesh@pvkc.com	X		
9/1/2020	Deepak Mehta	Elicitek, Inc.	dkmehta@elicitek.com			X
9/1/2020	Monica Bassi	SK NET, LLC	monica.sknet@gmail.com			X
9/1/2020	Bonnie Lilly	Tsource, LLC	blilly@tsrce.com			
	Eliseo Cidre, jr		ecidre@tsrce.com			
9/1/2020	Amber Schad	GCOM Software LLC	amber.schad@gcomsoft.com			
9/1/2020	Praful Patel	Ohm Systnms, Inc.	ppatel@ohmsysinc.com	X		
9/1/2020	Stacy Stratton	Tetrus	stacy.stratton@tetruscorp.com			X
	Murali Pedavali		murali.pedavali@tetruscorp.com			X
9/1/2020	Alicia Weaver	IRG, Inc.	mdreq@irginc.net			X
	Anupama Sharma		Sharma mdreq@irginc.net			X
	Kenneth Wampler		mdreq@irginc.net			X
9/1/2020	Minna Li	TechGlobal, Inc.	mli@techglobalinc.com	X		
	Michael Peck		mpeck@techglobalinc.com	X		
	Samantha Rimbey,		srimbey@techglobalinc.com	X		
9/2/2020	Denise Desien	dbti	ddesien@bdti.net			X
9/2/2020	Navitas Technologies	dbti				
9/2/2020	Robert Williams	TechnoGen	rob@technogeninc.com	X		
	Tanya Aurora		tanya@technogeninc.com	X		

	Nikita Lele		ops@technogeninc.com	X		
9/2/2020	Linda Rowan	TRANSCEND BUSINESS SOLUTIONS, LLC	linda.rowan@transcendbus.com	X		X
9/2/2020	Manish Dave	GRPA	mdave@grpa.com	X		X
9/2/2020	Vikas Arora	Elegant	govt@elegantsolutions.us	X		X
9/2/2020	Alicia Weaver	IRG, Inc.	aweaver@irginc.net	X		
	Kenny Wampler		kwampler@irginc.net	X		
	Shyam Goel		sgoel@irginc.net	X		
9/2/2020	Valencia Hicks	Universal Adaptive Consulting Services, Inc.	Valencia.Hicks@uacsi.com	X		X
	Jack Dunham		Jack.Dunham@uacsi.com	X		X
9/2/2020	Shweta Kukreja	ITSSI	itssi@itssicorp.com			X
	Rahul Sharma		rahul.s@itssicorp.com			X
9/3/2020	Imran Meom	Softtek Enterprises, LLC	Imran.memon@softtekenterprises.com	X		X
9/3/2020	Mike Korba	itTech Direct	mike.korba@itechdirect.net			X
9/3/2020	Manu Baskshi	ServBeyond	manu.bakshi@serbeyond.com	X		X



CATS + TORFP J05B8400016

Maryland Transit Administration (MTA Database Administration Support

Amendment #2 Issued: September 14, 2020

This Amendment is being issued to clarify, add to, delete from, correct and/or changes the TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors 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~~)

1. **Delete:**

<p><u>Proposals Due (Closing) Date and Time:</u></p>	<p>10/1/2020 at 2:00pm Local Time</p> <p>Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).</p>
---	--

Replace with:

<p><u>TO Proposals Due (Closing) Date and Time:</u></p>	<p><u>10/14/2020 at 2:00pm Local Time</u></p> <p><u>Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).</u></p>
--	---

2. **Delete** in its entirety, ~~“Appendix 6. Small Business Reserve.”~~ **Replace with** **“Appendix 6. Small Business Reserve - REVISED.”**

SEE ATTACHED INFORMATION:

1. Appendix 6. Small business Reserve Affidavit - REVISED (word format)
2. Question and Answers #'s 1 – 47.

End of Amendment #2

Date Issued: September 14, 2020

By: Peggy Tischler, Procurement Officer

MTA Database Administration Support

TORFP #J05B8400016

Questions and Answers #'s 1 - 47

Issued with Amendment #2

1a. Question: Is this particular dba support work new, or was there a prior incumbent?

Answer: The support work is not new; it is a combination of two TORFPs. Incumbent is DK Consulting, LLC.

b. Question: If the work is not new, who was working it last, and why is it out for bid?

Answer: Current two (2) TORFPS: J05B3400025 MTA Unix/Linux Systems Administrator & J05B3400026 MTA Microsoft Database Admin Support contracts will be expiring.

2a. Question: If we are an MBE prime, are we required to submit a minority participation for although there is a 0% MBE goal?

Answer: No. A prime is only required to submit forms for a MBE participation plan if there is a set MBE goal. Although, the state always accepts MBE participation. If a prime establishes an MBE participation commitment, they will be held accountable for and will be monitored against that MBE participation goal. Submission of the Form A Affidavit and the Form B MBE Participation Schedule establish the prime's intent and method for meeting their MBE participation commitment.

b. Question: If so, which forms should we submit?

Answer: MBE forms A and B should be submitted as a part of the bid package.

c. Question: If MBE primes are required to submit minority participation forms, will the primes be required to adhere to a self-performance goal of 50%?

Answer: An MBE prime is not required to submit MBE participation forms if it is not their intention to establish and pursue attainment of an MBE goal. The regulations for MBE prime self-performance do not address a minimum participation level by the prime. The regulations establish that the MBE prime cannot self-perform more than 50% of the MBE goal. In other words, the MBE self-performing prime can perform up to and no greater 50% of the work to be counted toward the attainment of the MBE goal.

3. **Question: a.** Is this a new requirement or any incumbent currently performing the services? if yes, could you please share the pricing info?

Answer: a. See the response to question #1 above regarding the incumbent.

Question: b. if yes, could you please share the pricing info?

Answer: J05B3400025 Award amount \$1,050,400.00; and,

J05B3400026 Award amount \$1,988,000.00.

4. **Question:** Is there any anticipated budget allocated to this RFP?

Answer: The State is prohibited in releasing this information.

5. **Question:** Could you please clarify which database MTA will be using is it MS SQL or Oracle?

Answer: MTA will be using both MS SQL and Oracle.

6. **Question:** Can you please share with me the link on where I can download all of the existing documents regarding this solicitation?

Answer: CATS + TORFPs and amendments are emailed to Master Contractors under their functional area. All documents are posted to the following website:

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

7. **Question:** Is there an incumbent?

Answer: See the response to question #1 above regarding the incumbent.

8. **Question:** On Appendix 4, should Personnel Preferred Experience Qualifications be noted?

Answer: The Minimum Qualification Summary should address the duties, education, general experience and specialized experience found under the labor category in Section 2.10 of the RFP.

9. **Question:** What is the name of the incumbent contractor?

Answer: See the response to question #1 above regarding the incumbent.

10. Question: What is the Contract Number associated with the current contract?

Answer: See the response to question 3b.

11. Question: What is the *original* awarded value of the contract?

Answer: See the response to question 3b.

a. **Question:** Has there been a change order?

Answer: Yes, modifications have been issued for J05B34300025 and J05B3400026.

b. **Question:** If yes, what is the change order amount?

Answer: Currently, J05B34300025 total modifications dollar amount is \$348,608.00; J05B3400026 total modifications dollar amount is \$472,692.00

12. Question: When is the current contract ending?

Answer: The current contract is ending 9/30/21.

13. Question: Is there any further extension planned (beyond what is currently in place or planned)?

No.

14. Question: What is/are the name(s) of Minority Business Enterprise (MBE) companies that are working under the incumbent provider's contract?

Answer: The State is prohibited to provide this information.

15. Question: What is/are the name(s) of *other* subcontractor companies that are working under the incumbent provider's contract?

Answer: The State is prohibited to provide this information.

16. Question: How many resources are currently providing services?

Answer: There are currently 3 resources providing services.

17. **Question:** What are the labor categories of the resources currently on the contract?

Answer: The labor categories for the current resources are Subject Matter Expert (Senior), Database Manager and Database Management Specialist (Junior)

18. The Place of Performance for the resources has been specified in the **Key Information Summary Sheet** as either the MDOT MTA headquarters location on 6 Saint Paul Street Baltimore, Maryland 21202.

a. **Question:** Is there a policy of allowing remote work for the current (incumbent) contractor personnel?

Answer: All remote work will be at the TO Manager's discretion.

b. **Question:** If yes, will the option to work remotely be continued for the winning contractor's personnel under the new award?

Answer: All remote work will be at the TO Manager's discretion.

19. **Section 2.1.5** of the TORFP states that "Master Contractors are advised that, should a solicitation or other competitive award be initiated as a result of activity or recommendations arising from this Task Order, the Offeror awarded this Task Order may not be eligible to compete if such activity constitutes assisting in the drafting of specifications, requirement, or design thereof."

a. **Question:** Has the current (incumbent) contractor been associated with any one or more of: drafting of specifications, requirement, or design?

Answer: The incumbent was not associated with the drafting of specifications, requirement, or design of the TORFP.

b. **Question:** If yes, would the incumbent contractor be eligible to bid on those solicitations/TORFPs?

Answer: NA

20. **Question: Section 2.4** of the TORFP specifies the Service Level Agreement (SLA) for the work performed under this TORFP. Based on historical data, can MDOT MTA provide the Number of calls received on a monthly or yearly basis (an approximate number will be helpful if exact numbers are unavailable) for:

a. "Emergency" types of issues?

Answer: Currently, the State does not have any historical data.

b. “High” types of issues?

Answer: Currently, the State does not have any historical data.

c. “Normal” types of issues?

Answer: Currently, the State does not have any historical data.

d. “Low” types of issues?

Answer: Currently, the State does not have any historical data.

21. Section 3.1.1 of the TORFP specifies the “Task Order Initiation Requirements” and **Section 3.2** mentions “End of Task Order Transition” and “Transition-Out”. However, it does not talk about “transition-in” or transition with the current contractor in the event some other contractor is awarded the contract resulting from this solicitation.

a. **Question:** Will MDOT MTA specify a “transition-in” period of say one calendar month?

This will ensure that (a) the current (incumbent) contractor does provide a knowledge transfer and (b) the “transition-in” process from the current (incumbent) contractor to the new contractor happens smoothly.

Answer: Anticipated time of transition-in period is one month.

22. Section 4.5 “Oral Presentation” of the TORFP talks about “oral presentation” by the Offeror and/or “interviews” of proposed personnel.

a. **Question** Can MDOT MTA clarify if it intends to have an oral presentation with all the proposed resources present in the oral presentation (i.e., a “group” interview with the Offeror being present)

or

separate interviews for each of the proposed four (4) key personnel?

Answer: MDOT MTA intends to have separate interviews for each of the proposed four (4) Key Personnel resources.

23. Question: What is the approximate timeframe for MDOT MTA to have the “oral presentation” or “interviews” of the proposed key personnel candidates?

Answer: Currently, an approximate timeframe cannot be provided. MDOT will provide adequate time for “oral presentations” or “interviews”.

a. **Question:** Phrased differently, what is the “no-later-than” month that MDOT MTA plans to hold “oral presentation” or “interviews” for the candidates of short-listed contractors?

Answer: Currently, an approximate timeframe cannot be provided. MDOT will provide adequate time for “oral presentations” or “interviews”.

24. Question: Section J Additional Submissions of the TORFP, Item # 2) thru 4) mentions “software license agreements”, “Letters of Authorization” from “third party entities”, etc. We are unsure how this will apply to a Time & Materials contract where the software, tools, and hardware are being provided by MDOT MTA. Can MTA clarify if this applies to this contract? If not, can MTA remove these submission requirements?

Answer: No, MDOT cannot remove these submission requirements.

25. Attachment B “TO Financial Proposal Instructions & Form” has a provision to provide pricing for the three labor categories required and specified in the TORFP – viz., “Database Manager”, “Database Management Specialist (Senior)”, and “Database Management Specialist (Junior)”. We understand that “Year 1” has provision for only the four (4) key personnel and the subsequent years (Year 2 thru Year 4) have provision to progressively add the additional three (3) non-key resources. However, the way the Price Proposal line items are structured will force the Offeror to provide one “Hourly Labor Rate” pricing for the non-key resources in that labor category. For example, the one (1) additional non-key “Database Management Specialist (Senior)” resource that may be added in Year 2 would have the same rate as the two (2) key “Database Management Specialist (Senior)” resources that are required from Year 1. Similarly, for the “Database Management Specialist (Junior)” resource. We think the Offeror should have the ability to submit a separate “Hourly Labor Rate” pricing for the non-key resources under that particular labor category. This will benefit the State in getting the best pricing for all the seven (7) resources.

a. **Question:** Will MDOT MTA consider this suggestion and modify the Attachment B?

Answer: Attachment B will remain as is.

26. Question: Can MDOT MTA provide a second date to ask follow-up questions based on answers to the questions submitted until September 9, 2020? We suggest the deadline for questions be a week before the submission due date.

Answer: Currently, all questions were due by 9/9/20.

27. Question: Assuming that the answers to the questions (which would have been submitted until September 9, 2020) might be available only a week or so later and to allow sufficient time to review those answers we request MDOT MTA for an extension in the proposal due date. Will MDOT MTA grant this request?

Answer: The due date and time for TO Proposal submission has been extended in Amendment #2.

28. Question: What is the estimated budget for this contract? If unknown, please disclose the previous spending.

Answer: The State is prohibited to release estimated budget information. Task Order and Modifications dollar amounts are listed in responses for 3b and 11b.

29. Question: Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name and if possible please provide the incumbent proposal?

Answer: See the response to question #1 above regarding the incumbent. The incumbent proposal cannot be provided.

30. Question: How many professionals are working under current contract?

Answer: See response to question 16.

31. Question: What is the visa requirement for Key Personnel?

A. Answer: “The State reserves the right to request that the TO Contractor submit proof of employment authorization of non-United States Citizens, prior to commencement of work under the Task Order”, as per the TORFP Section 3.6.1. All resources hired under this contract shall be US citizens or be authorized to work in the United States through an N1 Visa or have a Green Card.

32. Question: Does the MTA have any plan to extend the due date?

Answer: The due date for TO Proposal submission was extended in Amendment #2.

33. Question: Would DOIT please confirm that contractor resources for the Database Management TORFP for the MTA will be permitted to work from an offsite location other than MTA offices?

Answer: All resources will need to be onsite at MDOT MTA.

34. Question: Does each sub-contractor that is part of a team responding to the Database Management TORFP for the MTA have to designate a Key Resource , or can the four required Key Resources come from other members of the team that is responding to the TORFP?

Answer: The award is to one (1) Master Contractor, who will submit a TO Proposal to include four (4) Key Personnel resources.

35. Question: Please clarify if MBE forms are required for this TORFP. Section 7 of the TORFP (Attachments and Appendices) says that Attachment D is “Not required with this submission” nor are any MBE forms provided with the TORFP. However, the Prebid Minutes, as issued by the State indicate that MBE forms A and B are required, although this requirement was not issued as an Amendment, those forms have not been provided, and there is no MBE goal.

Answer: A prime is only required to submit forms for a MBE participation plan if there is a set MBE goal and/or if the prime voluntarily commits to a level of MBE participation. Currently, this TORFP MBE goal is 0% and does not require MBE forms A and B to be submitted. Although, the state always accepts MBE participation even when a MBE goal has not been established. If a prime establishes an MBE participation commitment, they will be held accountable for and will be monitored against that MBE participation goal. Submission of the Form A Affidavit and the Form B MBE Participation Schedule establish the prime’s intent and method for meeting their MBE participation commitment.

36. Who is the incumbent and are you happy with their performance?

Answer: See the response to question #1 above regarding the incumbent. The State is prohibited in releasing performance information.

37. Question: Would you prefer winner to try to retain current staff?

Answer: The State cannot answer this question.

38. Question: Key personnel resumes need to be submitted with proposal? 3.8.1.F says “Key Personnel may be identified after Task Order award”.

Answer: Yes, Key Personnel resumes need to be submitted with your proposal.

39. Question: When is proposed start date of personnel?

Answer: Anticipated Notice To Proceed (NTP) 10/1/2021.

40. Question: Personnel to be full time on site?

Answer: Yes.

41. Question: Primary location of work?

Answer: See Key Information Sheet in TORFP.

42. Question: Do you have a recording of the pre-bid conference?

Answer: No.

43. Question: The Documents in section 1.1 do not specify certifications for Database Manager, Sr. Database Administrator or Jr. Database Administrator. May the State please identify any required certifications required under this TORFP?

Answer: MDOT MTA assumes candidates will have certification(s) based on their level of expertise.

Section 1.1 is referring to Minimum Qualifications for the labor categories, see RFP for requirements as identified in Section 2.10 of the CATS + RFP.

<http://doit.maryland.gov/contracts/Documents/CATSPPlus2016/060B2490023-2016CATSPPlus2016RFP.pdf>.

And subsequent Amendment #4 & Amendment – Section 2.10 update-see:
http://doit.maryland.gov/contracts/Documents/CATSPPlus2016/060B2490023-2016_Section2.10_Amendment.pdf

44. Question: The Key Information Sheet identifies Maryland Transit Administration 6 Saint Paul Street Baltimore, Maryland 21202 as primary Place of work, while section 5.4.2 A. 4) states, "4) The Offeror shall identify the location(s) from which it proposes to provide services,...". May the State please clarify if work is to be conducted at a state facility or at a contractor facility?

Answer: The work is to be conducted at a State facility.

45. Question: May the State please confirm or clarify our understanding of the evaluation criteria set forth in section 6.4.2? Past Performance for size and relevancy, within 5 years and three (3) firm references will be evaluated within the corporate data provided per section 5.4.2 G 1) &2), and performance feedback (reference checks) will be evaluated against personnel data provided per section 5.4.2.D. 4)

Answer: Please clarify your question.

46. Question: May the State please confirm if the following is the current incumbent TORFP in execution? J01B3400029 Database Administration & Computer Programming Technical Services?

Answer: J01B3400029 it is not the incumbent TORFP.

47. Question: The MTA Database Administration Support TORFP does not specify if any certifications are required for the Database Manager, Sr. Database Administrator or Jr. Database Administrator positions. Are they required or do you assume they would already have a specific certification based on their level of expertise?

Answer: MDOT MTA assumes candidates will already have a specific certification based on their level of expertise.

Q & A's #'s 1 - 47

The End



CATS + TORFP J05B8400016

Maryland Transit Administration (MTA) Database Administration Support

Amendment #3 Issued: October 8, 2020

This Amendment is being issued to clarify, add to, delete from, correct and/or changes the TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors 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~~)

1. Delete:

<p>Proposals Due (Closing) Date and Time:</p>	<p>10/14/2020 at 2:00pm Local Time</p> <p>Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).</p>
--	---

Replace with:

<p><u>TO Proposals Due (Closing) Date and Time:</u></p>	<p><u>11/9/2020 at 2:00pm Local Time</u></p> <p><u>Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).</u></p>
--	--

2. Delete in its entirety:

MBE Subcontracting Goal:	0%
-------------------------------------	---------------

Replace with:

<u>MBE Subcontracting Goal:</u>	<u>25%</u>
--	-------------------

3. After:

Questions Due Date and Time	9/9/2020 at 2:00pm Local Time
------------------------------------	--------------------------------------

Add:

Questions Due Date and Time for has been extended for MBE questions only.	10/13/2020 at 2:00pm Local Time
--	--

4. Section 7, Table 1- TORFP ATTACHMENTS AND APPENDICES, line 4, delete in its entirety

NA	D	Not required with this solicitation
---------------	--------------	--

Add

<u>With TO Proposal</u>	<u>D</u>	<u>MDOT MBE Forms A and B</u>
<u>10 Business Days After recommended award</u>	<u>D</u>	<u>MDOT MBE Forms C and D</u>
<u>As Directed</u>	<u>D</u>	<u>MDOT MBE Forms D-5 and D-6</u>

5. Section 3.4, Liquidated Damages, ~~delete~~, “~~This solicitation does not require additional liquidated damages,~~” ~~replace with~~,

“1. The Master Contract requires the Master Contractor to comply in good faith with the MBE Program and Master Contract provisions. The State and the Master Contractor acknowledge and agree that the State will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Master Contractor does not comply in good faith with the requirements of the MBE Program and MBE Contract provisions. The parties further acknowledge and

agree that the damages the State might reasonably be anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision.

2. Therefore, upon issuance of a written determination by the State that the Master Contractor failed to comply in good faith with one or more of the specified MBE Program requirements or MBE Contract provisions, the Master Contractor shall pay liquidated damages to the State at the rates set forth below. The Master Contractor expressly agrees that the State may withhold payment on any invoices as a set-off against liquidated damages owed. The Master Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the State is anticipated to incur as a result of such violation.

(a) Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$23.00 per day until the monthly report is submitted as required.

(b) Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$82.00 per MBE subcontractor.

(c) Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the Contract.

(d) Failure to meet the Master Contractor's total MBE participation goal and sub goal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

(e) Failure to promptly pay all undisputed amounts to an MBE subcontractor in full compliance with the prompt payment provisions of the Contract: \$90.00 per day until the undisputed amount due to the MBE subcontractor is paid.

3. Notwithstanding the assessment or availability of liquidated damages, the State reserves the right to terminate the Task Order and exercise any and all other rights or remedies which may be available under the Task Order or Law."

6. After Section 3.11 Additional Clauses, add, "Section 3.12

Minority Business Enterprise (MBE) Reports

MBE PARTICIPATION REPORTS

The Department will monitor both the TO Contractor's efforts to achieve the MBE participation goal and compliance with reporting requirements.

3.11.2 Monthly reporting of MBE participation is required in accordance with the terms and conditions of the CATS+ Master Contract.

A. The TO Contractor shall submit the following reports by the 15th of each month to the Department at the same time the invoice copy is sent:

- 1. A Prime Contractor Paid/Unpaid MBE Invoice Report (Attachment D MDOT MBE Form D-5) listing any unpaid invoices, over 45 days old, received from any certified MBE subcontractor, the amount of each invoice and the reason payment has not been made: and**
- 2. (If Applicable) An MBE Prime Contractor Report identifying an MBE prime's self-performing work to be counted towards the MBE participation goals.**

3.11.3 The TO Contractor shall ensure that each MBE subcontractor provides a completed Subcontractor Paid/Unpaid MBE Invoice Report (Attachment D MDOT MBE Form D-6) by the 15th of each month.

3.11.4 Subcontractor reporting shall be sent directly from the subcontractor to the Department. The TO Contractor shall e-mail all completed forms, copies of invoices and checks paid to the MBE directly to the TO Manager.”

SEE ATTACHED INFORMATION:

1. Questions and Answers issued with Amendment #3
2. Add Attachment D attached MBE forms. (Word format)

End of Amendment #3

Date Issued: October 8, 2020

By: Peggy Tischler, Procurement Officer

MTA Database Administration Support

TORFP #J05B8400016

Questions and Answers # 48 and

clarification/revision to Questions #'s 2, 35 and 45

Amendment 3

2. Question: If we are an MBE prime, are we required to submit a minority participation for although there is a 0% MBE goal?

Revised Answer: No. A prime is only required to submit forms for an MBE participation plan if there is a set MBE goal. Although, the state always accepts MBE participation. If a prime establishes an MBE participation commitment, they will be held accountable for and will be monitored against that MBE participation goal. Submission of the Form A Affidavit and the Form B MBE Participation Schedule establish the prime's intent and method for meeting their MBE participation commitment.

b. Question: If so, which forms should we submit?

Revised Answer: MBE forms A and B should be submitted as a part of the bid package.

c. Question: If MBE primes are required to submit minority participation forms, will the primes be required to adhere to a self-performance goal of 50%?

Revised Answer: The regulations for MBE prime self-performance do not address a minimum participation level by the prime. The regulations establish that the MBE prime cannot self-perform more than 50% of the MBE goal. In other words, the MBE self-performing prime can perform up to and no greater 50% of the work to be counted toward the attainment of the MBE goal.

35. Question: Please clarify if MBE forms are required for this TORFP. Section 7 of the TORFP (Attachments and Appendices) says that Attachment D is "Not required with this submission" nor are any MBE forms provided with the TORFP. However, the Prebid Minutes, as issued by the State indicate that MBE forms A and B are required, although this requirement was not issued as an Amendment, those forms have not been provided, and there is no MBE goal.

Revised Answer: A prime is only required to submit forms for an MBE participation plan if there is a set MBE goal and/or if the prime voluntarily commits to a level of MBE participation. Currently, this TORFP MBE goal is 25% and does require MBE forms A

and B to be submitted. Although, the state always accepts MBE participation even when a MBE goal has not been established. If a prime establishes an MBE participation commitment, they will be held accountable for and will be monitored against that MBE participation goal. Submission of the Form A Affidavit and the Form B MBE Participation Schedule establish the prime's intent and method for meeting their MBE participation commitment.

45. Clarification to Question: Please confirm that the past performance evaluation as outlined in Section 6.4.2 is based upon both **corporate** Past Performance for size and relevancy, within 5 years and three (3) firm references requested in section 5.4.2 G. 1) &2), and **candidate** past performance based upon feedback (reference checks) requested per section 5.4.2.D. 4). Are both evaluated equally or is one more important than the other?

Revised Answer: Per Section 6.2 of the TORFP: “The criteria to be used to evaluate each TO Technical Proposal are listed below in descending order of importance...”

48. Question in response to Answer 39: When is proposed start date of personnel?

Answer (issued with Amendment 2): Anticipated Notice To Proceed (NTP) 10/1/2021.

Follow-up Question: a. Section 5.5.5 has price validation of 120 days, may it be reasonable/acceptable to allow for price validation of 365 days to align with the targeted NTP?

Answer: If needed, MDOT will request via email from an Offeror an extension of time for the Technical Proposal and or Financial Proposal.

b. Additionally, if during the roughly 365 day period between proposal submission and NTP, a key resource become unavailable, is it appropriate/acceptable for an offer to submit a proposal amendment with a resource of equal or greater skills and experience?

Answer: See TORFP Section 3.10.2 Substitution Prior to and 30 days After Task Order Execution.

c. And would this be evaluated equally?

Answer: Yes, as long as the Offeror met all the requirements for substituting proposed Key Personnel as stated in Section 3.10.2 of the TORFP.

The End



CATS + TORFP J05B8400016

Maryland Transit Administration (MTA) Database Administration Support

Amendment #4 Issued: October 15, 2020

This Amendment is being issued to clarify, add to, delete from, correct and/or changes the TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors 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~~)

1. Attachment D. Minority Business Enterprise (MBE) Forms, page 1 of 30, title line:

delete: ~~CATS+TORFP # J02B8400047.~~

replace with: **CATS + TORFP # J05B8400016.**

SEE ATTACHED INFORMATION:

1. Questions and Answers issued with Amendment #4.

End of Amendment #4

Date Issued: October 15, 2020

By: Peggy Tischler, Procurement Officer

MTA Database Administration Support

TORFP #J05B8400016

Questions and Answers #'s 31, 49 -56

(includes a clarification to question #31)

Amendment #4

31. Clarification to Question: What is the visa requirement for Key Personnel?

Revised Answer: Per the TORFP Section 3.6.1.D "The State reserves the right to request that the TO Contractor submit proof of employment authorization of non-United States Citizens, prior to commencement of work under the Task Order." All resources hired under this contract shall be US citizens or be authorized to work in the United States through a Visa or have a Green Card for the duration of the engagement and the responsibility for that falls entirely upon the contractor.

49. Question: The document has CATS+ TORFP #J02B8400047 as the title, while the Solicitation number is J05B8400016 for the Database Administration Support. Can you please amend or clarify?

Answer: The CATS + TORFP title should read J05B8400016. Please Amendment 4.

50. Question: Part 1 - Instructions for MBE Participation Schedule includes Goal/Subgoal Worksheet. But in the TORFP #J05B8400016 ATTACHMENT D MBE FORMS under MDOT MBE FORM B - PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE page 3 of 3, there are no goals provided (25% as per Amendment 3)

Answer: This solicitation has been amended to include a 25% MBE goal. All MBE forms should be completed reflecting a commitment to meeting the 25% MBE goal unless a waiver is requested.

51. Question: Says "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 sub goal". If a Prime is a MBE and also a Woman Owned (sub goal), we will be completing the table PART 2 – MBE PARTICIPATION SCHEDULE only for Prime MBE?

Answer: A self-performing MBE prime can perform up to 50% of the MBE goal of 25%; therefore, the MBE prime can self-perform up to 12.5% of the MBE goal. This commitment should be reflected on the Form B, Part 2 – MBE Participation Schedule. The scheduled participation of the prime and each MBE subcontractor should be identified on a separate Form B, Part 2. This solicitation does not include subgoals.

52. Question: Says "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 sub goal". If a Prime is a MBE and also a Woman Owned (sub goal), we do not need to submit MDOT MBE FORM C?

Answer: If a certified MBE Prime firm is performing with its own forces toward fulfilling up to 50% of the overall MBE participation goal, the MBE prime must complete and submit Forms A and B as a part of the bid/proposal package. MDOT MBE Form C will be requested upon intention of award.

53. Question: Says "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. " So, we do not need to submit the MDOT MBE Forms C and D along with the proposal?

Answer: MDOT MBE Forms C and D should not be submitted with the TO Technical Proposal.

54. Question: In the Amendment 3, point 4 says MDOT MBE Forms D-5 and D-6 should be submitted as Directed. Attachment D-5 and D-6 in the TORFP #J05B8400016 ATTACHMENT D MBE FORMS clearly states, "Report is due to the MBE Officer by the 10th of the month following the month the services were provided." So, we do not need to submit Attachment D-5 and D-6 long with the proposal?

Answer: MDOT MBE Forms D-5 and D-6 should not be submitted with the TO Technical Proposal.

55. Question: A clarification is sought if MBE forms are required for this TORFP. The response says "A prime is only required to submit forms for an MBE participation plan if there is a set MBE goal and/or if the prime voluntarily commits to a level of MBE participation. Currently, this TORFP MBE goal is 25% and does require MBE forms A and B to be submitted" If a Prime is a MBE and also a Woman Owned (sub goal), do we still need to submit MBE forms A and B?

Answer: Yes.

56. Question: In section 3.8.3, Personnel Preferred Experience for the Senior Database Administrators there is a reference experience with both Hummingbird and Trapeze software. Is experience with comparable software acceptable as a substitution for both Hummingbird and Trapeze?

3.8.3.2 Senior Database Administrator

J. Familiar with the use of Hummingbird, SAP Crystal Reports Server

- I. Experience with Trapeze and Cubic software applications that are used by the MDOT and MTA to support critical business functions for both Fixed Route buses, Mobility, and Fare Collection Services.

Answer: Senior Database Administrator: Experience with comparable software is not acceptable as a substitution for either Hummingbird or Trapeze.

Question: Additionally, for the Junior Database Administrator, is experience with comparable software acceptable substitution for Trapeze?

3.8.3.3 Junior Database Administrator

- I. Experience with Trapeze software applications that are used by MDOT and MTA to support critical business functions for both fixed route buses and mobility services.

Answer: Junior Database Administrator: Experience with comparable software is not acceptable as a substitution for Trapeze.

The End