



# MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Office of Procurement and Support Services - Dana Dembrow, Director

VIA EMAIL TRANSMISSION

TASK ORDER REQUEST FOR PROPOSAL  
Maryland Department of Health

**LONG TERM SERVICES & SUPPORTS (LTSS)/IN HOME SUPPORTS ASSURANCE  
SYSTEM (ISAS) TECHNICAL OVERSIGHT AND DATA CENTER**

**MDH/OPASS # 20-18149 (M00B9400015)**

**Addendum #1**

**Issued: September 16, 2019**

All persons who are known by the Issuing Office to have received the above-referenced TORFP are hereby advised of the following revisions:

**Revision # 1**

**Sections 2.2.4, 2.2.5, and 2.2.6 (Page 12) currently read:**

**2.2.4 Existing Data/Content Management**

See **Appendix 7 – LTSS System Technical Infrastructure Design**

**2.2.5 Current Environment**

See **Appendix 7 - LTSS System Technical Infrastructure Design**

**2.2.6 Existing Hardware**

See **Appendix 7 - LTSS System Technical Infrastructure Design**

**Revisions:**

**2.2.4 Existing Data/Content Management**

See **Appendix 6 – LTSS System Technical Infrastructure Design**

**2.2.5 Current Environment**

See **Appendix 6 - LTSS System Technical Infrastructure Design**

**2.2.6 Existing Hardware**

See **Appendix 6 - LTSS System Technical Infrastructure Design**

**Revision #2**

**Section 5.4.2D.5 (Page 52) Currently Reads:**

- 5) Provide a Staffing Plan that demonstrates how the Offeror will provide resources in addition to the personnel requested in this TORFP, and how the TO Contractor Personnel shall be managed. Include:
  - a. Planned team composition by role (Important: Identify specific names and provide history only for the proposed Key Personnel resources required for evaluation of this TORFP).
  - b. Process and proposed lead time for locating and bringing on board resources that meet the Task Order needs.
  - c. Supporting descriptions for all labor categories proposed in response to this TORFP.
  - d. Description of approach for quickly substituting qualified personnel after start of the Task Order.
  - e. Provide the names and titles of the Offeror's management staff who will supervise the personnel and quality of services rendered under the TO. Subcontractors

**Revision:**

- 5) Provide a Staffing Plan that demonstrates how the Offeror will provide resources in addition to the personnel requested in this TORFP, and how the TO Contractor Personnel shall be managed. Include:
  - a. Planned team composition by role (Important: Identify specific names and provide history only for the proposed Key Personnel resources required for evaluation of this TORFP).
  - b. Process and proposed lead time for locating and bringing on board resources that meet the Task Order needs.
  - c. Supporting description of the Cats+ Labor Category selected for all positions listed in Section 3.10.3 as key resources and Appendix 5 Additional non-Key Personnel Resources that includes a brief rationale for why this labor category was selected and its importance to the design, development, implementation, operations, and maintenance of a large scale program such as LTSSMaryland.
  - d. Description of approach for quickly substituting qualified personnel after start of the Task Order.
  - e. Provide the names and titles of the Offeror's management staff who will supervise the personnel and quality of services rendered under the TO. Subcontractors

**Revision # 3**

**Section 5.4.2A (Page 51) Currently Reads**

**5.4.2** The TO Technical Proposal shall include the following documents and information in the order specified as follows:

**A. Proposed Services:**

- a. **Executive Summary:** A one-page summary describing the Offeror's understanding of the TORFP scope of work (**Sections 2-3**) and proposed solution.
- b. **Proposed Solution:** A more detailed description of the Offeror's understanding of the TORFP scope of work, proposed methodology and solution. The proposed solution shall be organized to exactly match the requirements outlined in Sections 2-3.
- c. **Assumptions:** A description of any assumptions formed by the Offeror in developing the TO Technical Proposal.
- 4) **Tools the Master Contractor owns and proposes for use to meet any requirements in Sections 2-3.**

**Revision:**

**A. Proposed Services:**

- 1) **Executive Summary:** A one-page summary describing the Offeror's understanding of the TORFP scope of work (**Sections 2-3**) and proposed solution.
- 2) **Proposed Solution:** A more detailed description of the Offeror's understanding of the TORFP scope of work, proposed methodology and solution. The proposed solution shall be organized to exactly match the requirements outlined in Sections 2-3.
- 3) **Assumptions:** A description of any assumptions formed by the Offeror in developing the TO Technical Proposal.
- 4) **Tools the Master Contractor owns and proposes for use to meet any requirements in Sections 2-3. Include a summary of current technology components, proposed site location, and summary of similar services provided through the existing Production Datacenter.**

9/16/19

Date

Queen Davis

Queen Davis  
Contract Officer, OPASS

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Addendum #1  
MDH/OPASS 20-18149

Upon receipt, please return the addendum acknowledgement via email or hardcopy to:

Queen Davis  
Maryland Department of Health  
Office of Procurement and Support Services  
201 West Preston Street, Room 416B  
Baltimore, Maryland 21201  
Telephone: 410-767-5335

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MDH/OPASS 20-18149

### ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 to TORFP 20-18149 (M00B9400015) titled “LONG TERM SERVICES & SUPPORTS (LTSS)/IN HOME SUPPORTS ASSURANCE SYSTEM (ISAS) TECHNICAL OVERSIGHT AND DATA CENTER” dated September 16, 2019.

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Vendor's Name

\_\_\_\_\_  
Authorized Signatory – (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date