

1 STATE OF MARYLAND  
2 DEPARTMENT OF LABOR, LICENSING AND REGULATION

3 Pre-Proposal Conference

4 Foreclosure Systems Enhancement Project

5 CATS+ TORFP Number P00B7400010

6  
7 1100 North Eutaw Street  
8 Room 101  
9 Baltimore, Maryland

10 September 27, 2016

11 SEAN WATSON, Procurement Officer

12 LATESA THOMAS, Chief of Procurement

13 JILL CHLAN, Office of Information Technology and Project  
14 Management Office

15 MEREDITH MISHAGA, Office of Commissioner of Financial  
16 Regulation

17 YOLANDA WHITLEY, Assistant Director, Project Management  
18 Office

19 TARA MURPHY, Office of Information Technology  
20  
21

1 PRESENT FOR VENDORS:

2 CRAIG R. NUSINOV, Advantage Industries

3 KEITH HEILVEIL, Advantage Industries

4 NANDITA GUDUDURI, AP Ventures

5 BRIAN ZERNHELT, Software Consortium

6 SEQUOIA RAMSEY, Realistic Computing, Inc.

7 LAIS B. RODRIGUEZ, United Solutions

8 SANDEEP HARJANI, Infojini

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P R O C E E D I N G S

(10:11 a.m.)

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2  
3 MR. WATSON: Good morning everyone. Thanks for  
4 coming out. My name is Sean Watson. I'm the Procurement  
5 Officer for this procurement. This is for the  
6 Foreclosure Systems Enhancement Project, TORFP Number  
7 P00B7400010.

8 And we're going to go around the room with  
9 introductions.

10 MS. CHLAN: Hi. I'm Jill Chlan. I'm with the  
11 Office of Information Technology and Project Management  
12 Office.

13 MS. MISHAGA: Meredith Mishaga. I'm with the  
14 Office of the Commissioner of Financial Regulation, and I  
15 oversee the two databases that are the subject of this  
16 procurement.

17 MS. WHITLEY: Yolanda Whitley, the Assistant  
18 Director from the Project Management Office.

19 MS. MURPHY: Tara Murphy, PC and Web  
20 Development, Office of Information Technology.

21 MS. THOMAS: Latesa Thomas, Chief of

1 Procurement.

2 MR. NUSINOV, Craig Nusinov, Business Development  
3 Manager at Advantage Industries.

4 MR. HEILVEIL, Keith Heilveil, principal,  
5 Advantage Industries.

6 MS. GUDUDURI: Nandita Gududuri, AP Ventures.

7 MR. ZERNHELT: Brian Zernhelt, Software  
8 Consortium.

9 MR. HARJANI: Sandeep -- oh, sorry.

10 MS. RAMSEY: Sequoia Ramsey, I'm President, RCI,  
11 Realistic Computing.

12 MS. RODRIGUEZ: I am Lais Rodriguez, Business  
13 Manager at United Solutions.

14 MR. HARJANI: Sandeep Harjani, Infojini.

15 MR. WATSON: Okay. Don't forget to sign in,  
16 sign-in sheet up front. Okay. All right. I'm going to  
17 turn the attention to the Key Information Summary Sheet  
18 that's on page 3. The closing date is October 18th at  
19 2 p.m. So make sure that you get all the required  
20 documents submitted to me. I notice one thing I need to  
21 add on here on the summary sheet is the room number. So

1 I will be issuing an addendum for that to correct that.  
2 And also the closing, the questioning date for -- the  
3 closing date for all the questions will be October the  
4 7th at 2 p.m. So if you have any questions, please send  
5 them in to me, sean.watson@maryland.gov, and I will  
6 gladly answer those. I will also already put out some  
7 questions and answers already. But if you have some  
8 other questions that you feel that you need to bring to  
9 my attention, please do not hesitate.

10 MR. ZERNHELT: Can we electronically file this  
11 or not?

12 MR. WATSON: Say it again?

13 MR. ZERNHELT: Can this be electronically filed?

14 MR. WATSON: This meeting?

15 MR. ZERNHELT: Our proposals, correct. No. Our  
16 proposals.

17 MR. WATSON: Oh, the proposals, no. You have to  
18 send it in by mail. That is something I have to correct  
19 on here --

20 MR. ZERNHELT: Okay.

21 MR. WATSON: -- as far as the submission. That

1 is --

2 MR. ZERNHELT: So you want them delivered.

3 MR. WATSON: I want it delivered, brought in  
4 person or by mail prior to the closing date.

5 MR. ZERNHELT: Okay.

6 MR. WATSON: All right. Yes, on page 7, I will  
7 address that correction. On 1.4, the TO Proposal  
8 Submission, it should be by mail only, will not accept  
9 any e-mails. There are chances of it may get in a junk  
10 folder or something like that. So don't want to risk  
11 anything like that, especially after you putting so much  
12 time in putting together your package. So I will make  
13 that correction as well on addendum from now on.

14 MS. RODRIGUEZ: Excuse me.

15 MR. WATSON: Um-hum.

16 MS. RODRIGUEZ: By mail only it couldn't be  
17 handed in person?

18 MR. WATSON: Mail or brought in person.

19 MS. RODRIGUEZ: Okay.

20 MR. WATSON: But not through the e-mail.

21 MS. RODRIGUEZ: I get it.

1           MR. WATSON: Okay. I will make that distinction  
2 in the addendum.

3           MR. ZERNHELT: In the addendum while you're  
4 doing it, unless I'm missing it, can you let us know  
5 how many copies you want? Normally when we have to  
6 hand-deliver it, there will be one master, there will be  
7 10 copies or so unbound, one electronic on a disk. Maybe  
8 I missed it.

9           MR. WATSON: Well, in there it says four copies.

10          MR. ZERNHELT: Okay. I missed it. I apologize.

11          MR. WATSON: Okay. All right. I'll go over  
12 that section for you.

13           Now if you can turn to page 14, and hopefully  
14 everyone at this time has reviewed the specs so they know  
15 the scope of work, what we're asking for. I want to  
16 bring to your attention Section 2.1, Minimum  
17 Qualifications. 2.1.1, Offeror's Personnel Minimum  
18 Qualifications. Only those master contractors supplying  
19 proposed key personnel that fully meet all minimum  
20 qualification criteria shall be eligible for TORFP  
21 proposal evaluation. The key personnel proposed under

1 this TORFP must meet all minimum qualifications for the  
2 labor category proposed as identified in the CATS+ Master  
3 Contract, Section 2.10, plus the following minimum  
4 qualifications. Resumes shall clearly outline starting  
5 date and ending dates for each applicable experience or  
6 skill. And listed below in (1) and (2) are the areas  
7 that we are looking for for the application development  
8 expert. Everyone clear on what we're asking for on that?

9           If you can turn to page 16, Scope of Work,  
10 Section 3.1, and I'm going to discuss the purpose. DLLR  
11 is issuing this CATS+ TORFP to obtain technical staffing  
12 services in accordance with the Scope of Work described  
13 in this Section 3. As part of the evaluation of the  
14 proposal for this task order master contractors shall  
15 propose exactly one key personnel and shall describe in a  
16 staffing plan how additional resources shall be acquired  
17 to meet the needs of the task order requesting agency.  
18 All other planned positions shall be described generally  
19 in the staffing plan, and may not be used as evidence of  
20 fulfilling company or personnel minimum qualifications.

21           DLLR expects the proposed key personnel to be

1 available as of the start of the date specified in the  
2 Notice to Proceed. DLLR will have the option of adding  
3 one additional resource to this TO for a maximum total of  
4 two resources. All resources beyond the initial one will  
5 be requested through a work order.

6 Meredith, you want to discuss some of the  
7 background?

8 MS. MISHAGA: The background, sure. So I'm  
9 going to talk about just kind of summarize the current  
10 systems. So the Office of the Financial -- the Office of  
11 the Commissioner of Financial Regulation, we supervise  
12 and oversee state-chartered banks and state-licensed  
13 financial institutions. That includes mortgage  
14 companies. As part of that we're responsible for other  
15 specific points in the foreclosure process. And two of  
16 those are managing, overseeing two foreclosure databases.  
17 Both of these databases are systems, and they're actually  
18 online applications. They are required by statute and/or  
19 regulation or some combination thereof. They were both  
20 developed in-house. The first one is the Notice of  
21 Intent to Foreclose System, which we just refer to as

1 NOI. It's earlier on in the foreclosure process. So the  
2 foreclosing entity is required to send a notice to the  
3 borrower before they file any action. They are also  
4 required to send our office a copy of that notice, and  
5 they are required to do it electronically. Hence the NOI  
6 submission portal.

7           We get, I would say, on average about 5,000 NOIs  
8 submitted to our office every month. That changes, of  
9 course, depending on the market and what's going on with  
10 housing in the state. There are -- like I said, it's the  
11 foreclosing entity that's responsible for submitting  
12 these. I don't know exactly how many inputters we have.  
13 I would say it's probably in the hundreds. But the data,  
14 the NOI data is only used by me and my staff and my  
15 colleagues at Fin Reg. Because this is confidential  
16 financial information. It contains phone numbers and  
17 addresses and names. So it's really important that this  
18 is kept secure. The Notice of Intent, the NOI system  
19 went live in January of 2011. So it's been around for a  
20 few years.

21           The next system is the Foreclosed Property

1 Registry, which we just refer to as FPR or the Registry,  
2 and that's at the back end of the foreclosure process.  
3 So after a foreclosure sale, the entity that purchases  
4 it, whether it's the bank reclaiming it, an investor, or  
5 an individual, whoever gets it at that sale is required  
6 to register in this system, the FPR system. So the  
7 purchaser inputs like their contact information. They  
8 also pay a fee. There's no fee for the NOI. There is a  
9 fee for the FPR.

10           Unlike the NOI, the FPR data is not primarily  
11 used by us. It's primarily used by local governments.  
12 So that means municipal and county officials use this  
13 information when they're doing code enforcement and other  
14 things that fall under the authority of local government.  
15 Like an NOI, this is considered confidential data. It  
16 explicitly states in the statute that it's not public  
17 record. So when local government staff asks for access,  
18 me and my staff have to do a little bit of an approval  
19 process to make sure that we're just not giving it out to  
20 anybody that asks.

21           Am I missing anything? Is that pretty much it?

1 MS. CHLAN: I think that's pretty much it.

2 MS. MISHAGA: Oh, the FPR, it went live in  
3 October of 2012. So it's a little bit newer.

4 MS. CHLAN: Basically the systems Meredith is  
5 working with are no longer supporting their business  
6 functions. So we look to upgrade the systems.

7 MS. MISHAGA: And I would say, again, the number  
8 of submittals per month for the FPR maybe vary -- even  
9 more widely than the NOI because it's really dependent on  
10 the market and what the banks want to do. But I would  
11 say about 1300 per month.

12 MR. WATSON: Okay. Thank you, Meredith.

13 MS. MISHAGA: Sure.

14 MR. WATSON: Okay. If you can turn to page 20,  
15 I want to briefly discuss Section 3.7.3, Substitution of  
16 Personnel. Prior to and 30 days after task order  
17 execution. Prior to the task order execution or within  
18 30 days after task order execution, the offeror may  
19 substitute proposed key personnel only under the  
20 following circumstances. Vacancy occurs due to the  
21 sudden termination, resignation or approved leave of

1 absence due to an extraordinary personnel event or death  
2 of such personnel. To qualify for substitution, the  
3 offeror must describe to the State's satisfaction the  
4 event necessitating substitution and must demonstrate  
5 that the original proposed personnel are actually full-  
6 time direct employees with the offeror. Subcontractors,  
7 temporary staff or 1099 contractors do not qualify.  
8 Proposed substitutions shall be of equal caliber or  
9 higher in the State's sole discretion. Proposed  
10 substitutes deemed by the State to be less qualified than  
11 the originally proposed individual may be grounds for a  
12 pre-award disqualification or post-award termination.

13           And, again, I'm pointing this out because this  
14 has actually has occurred in the past. So the person  
15 that you have submitted a resource that person needs to  
16 be available, okay. And I'm not going to award it, I  
17 mean if you were recommended for award and you switch out  
18 personnel prior to the 30 days after execution, then like  
19 what I just read may occur, okay. So make sure that that  
20 resource is definitely available. And --

21           MS. WHITLEY: We're going to add something.

1 MR. WATSON: Sure.

2 MS. WHITLEY: And I would add available means  
3 based on the terms of the agreement not only do they need  
4 to be available, but they need to be available to work  
5 onsite. That's typically eight hours a day, five days a  
6 week for the normal tour of duty.

7 MR. WATSON: Thanks. Okay. All right. And  
8 also on page 27, I want to address the submission, all  
9 right. Under 4.2.1, the Paper Submission. I think the  
10 question was raised about how many copies. It said each  
11 volume shall contain an unbound original so identified  
12 and four copies. So I hope that answers your question.

13 MR. ZERNHELT: Yes. Very good.

14 MR. WATSON: Okay.

15 MR. ZERNHELT: Thank you.

16 MR. WATSON: All right. And then the other  
17 thing I wanted to bring to everyone's attention, did  
18 everyone get a chance to look at the price sheet? Do you  
19 have any questions concerning how it's written? Okay.  
20 All right.

21 MR. ZERNHELT: So just to be clear.

1 MR. WATSON: All right, sir.

2 MR. ZERNHELT: So the price sheet is going  
3 through for just one candidate. Is it possible for one  
4 -- correct, one consultant, you said there's a  
5 possibility to hire another one, but you're okay with not  
6 knowing what the price is, that we don't have to forecast  
7 the price. And --

8 MR. WATSON: As long as they're putting him  
9 through a work order if we want to add --

10 MR. ZERNHELT: Right, so the work order --

11 MR. WATSON: -- additional --

12 MR. ZERNHELT: But you don't want us to identify  
13 any prices ahead of time if you need any other positions.  
14 Sometimes some departments will at least also give a  
15 listing of prices, so at least approximately.

16 MR. WATSON: You want to touch on that for us,  
17 the work order process? Because it states it in the work  
18 order.

19 MS. CHLAN: Yeah.

20 MR. WATSON: I think under 3.9, where -- is it  
21 3.9?

1 MS. CHLAN: We're going to bring on -- what  
2 we're trying to do here is to bring on an application  
3 development expert --

4 MR. ZERNHELT: Right.

5 MS. CHLAN: -- at Notice to Proceed. We have  
6 the option to bring on another one at the same labor  
7 category.

8 MR. ZERNHELT: Okay.

9 MS. CHLAN: So the price should, I think, tend  
10 to be the same.

11 UNIDENTIFIED SPEAKER: Same.

12 MS. CHLAN: Hence, there are no other line items  
13 in the price sheet.

14 MR. WATSON: Yeah.

15 MS. GUDUDURI: So some of the agencies what they  
16 do is they take that price and that is the ceiling to  
17 benefit the State that the vendors should not exceed. It  
18 could be lower --

19 MS. CHLAN: Correct.

20 MS. GUDUDURI: -- but it cannot exceed it, so.

21 MS. CHLAN: Correct. We don't normally share

1 that here, do we, Sean?

2 MR. WATSON: Again, to kind of answer the  
3 question, if you look at 3.9, the work order process, it  
4 states how the rates would be negotiated at that time.

5 MR. ZERNHELT: At that time. Okay.

6 MR. WATSON: Yeah. So you have to go back and  
7 look at 3.9 or send a question, and I can give you a more  
8 definitive answer, okay.

9 MS. CHLAN: So in other words, we won't have to  
10 go through the procurement process again --

11 MR. WATSON: No.

12 MR. CHLAN: -- to bring on the second resource  
13 should we be able to bring someone else onboard. We  
14 would just be able to go directly to the vendor and say,  
15 okay, bring me your second person.

16 MR. WATSON: Yes. Thanks.

17 Anyone else have any questions? Okay.

18 I'll open up to the floor. Do you all have any  
19 questions?

20 You have a question, go ahead.

21 MS. GUDUDURI: Good morning.

1 MR. WATSON: Good morning.

2 MS. GUDUDURI: Is there a timeline in terms of  
3 making an award? It is critical to hold on to a really  
4 good resource. So just to know when the --

5 MR. WATSON: Right.

6 MS. GUDUDURI: -- award decision will be made  
7 and the whole process I think will be very helpful.

8 MR. WATSON: I think now tentatively we'll be  
9 looking at sometime in November.

10 MS. CHLAN: In November, yes.

11 MR. WATSON: Right.

12 MS. CHLAN: Probably middle.

13 MR. WATSON: Yes, or something --

14 MS. CHLAN: Middle of November.

15 MR. WATSON: -- maybe in the middle of November.

16 MS. GUDUDURI: Thank you.

17 MR. WATSON: Sure. And I just want to reiterate  
18 that the closing date is October the 18th at 2 p.m. And,  
19 like I say, I'll issue an addendum to say what the room  
20 number is actually 101, but I will send out an addendum  
21 for that. If you have any questions, please do not

1 hesitate to get it in before the question due date of  
2 October the 7th at 2 p.m.

3           You have a -- sure.

4           MR. ZERNHELT: Brian with Software Consortium.  
5 So the whole -- both applications are done completely  
6 in-house or is there any other outside company involved?

7           MS. MISHAGA: No.

8           MR. ZERNHELT: Will there be anybody from that  
9 team available to work with this individual or will all  
10 the update be solely on this individual?

11           MS. CHLAN: The developer is on staff, but  
12 reason that we're coming out is because he is swamped.

13           MR. ZERNHELT: Got it. Okay.

14           MS. CHLAN: We are down a tremendous number of  
15 staff.

16           MR. ZERNHELT: Okay.

17           MS. CHLAN: So they're there, but very, very  
18 limited availability.

19           MR. ZERNHELT: The coding, everything's by you  
20 guys, and it's all there?

21           MS. CHLAN: Yeah.

1 MR. ZERNHELT: Okay. At least there is an  
2 internal reference at least?

3 MS. CHLAN: Right, right.

4 MR. ZERNHELT: Thank you.

5 MR. WATSON: Did you have a question as well?

6 MS. GUDUDURI: I do, actually. So just to  
7 clarify for the -- on the anticipated start date. I hear  
8 November. Is it the time that the interviews would start  
9 then or --

10 MR. WATSON: No, before, before then.

11 MS. GUDUDURI: To have the resource start  
12 November.

13 MR. WATSON: Yeah. Maybe like the first week in  
14 November may have interviews, but a Notice to Proceed,  
15 we're probably looking at maybe the second week in  
16 November.

17 MS. GUDUDURI: Okay. Thank you.

18 MR. WATSON: Um-hum. Is that it? Do you  
19 have --

20 MS. RODRIGUEZ: I think I have a question. Lais  
21 with United Solutions.

1 MR. WATSON: Okay. Sure.

2 MS. RODRIGUEZ: On page 14, the minimum  
3 qualifications for the company on 2.1.2, the number (2)  
4 states that it shall have provided at least 2 full-time  
5 enterprise web application development personnel having a  
6 Microsoft.Net development certification. In that case  
7 the company has to have provided in other contracts or  
8 you have to have it as a full-time employee?

9 MS. CHLAN: Full-time. It states full-time. So  
10 that person would have -- that company should have  
11 provided at least full-time, two full-time web  
12 development personnel within the last five years.

13 MS. RODRIGUEZ: Okay. So --

14 MS. CHLAN: So it just shows that you're active.

15 MS. RODRIGUEZ: But that person doesn't have to  
16 be a full-time employee within the company, you have to  
17 have provided to other --

18 MS. CHLAN: I'm going to defer to you.

19 MR. WATSON: All right. Have to address that.

20 I --

21 MS. RODRIGUEZ: Okay. I can submit that --

1 MR. WATSON: Okay, thank you.

2 MS. RODRIGUEZ: -- question as well.

3 MR. WATSON: All right. Okay, sir.

4 MR. ZERNHELT: Brian with Software Consortium.

5 Yeah, the price sheet it's projected possibly three  
6 years. Is it an assumption you just -- that the work  
7 will be for three years or is it just the State is --  
8 just want to secure somebody and --

9 MR. WATSON: Well, we have the one year plus the  
10 possibility to have two one-year --

11 MR. ZERNHELT: Extensions.

12 MR. WATSON: -- yeah, extensions.

13 MS. MISHAGA: One year is good.

14 MS. CHLAN: Meredith holds the purse strings,  
15 and we look at development, and we always know things go  
16 wrong.

17 MR. ZERNHELT: Certainly. But ideally you think  
18 the project can be all completed within a year is what  
19 the plan is.

20 MS. WHITLEY: Ideally, we'd like the project to  
21 be completed in a year, but as you know it depends on the

1 scope of the effort.

2 MR. ZERNHELT: Right.

3 MS. WHITLEY: And we're still determining what  
4 that scope is. And it depends on the requirements of the  
5 Agency. But one year is ideal. However, it's not  
6 definitive. That's why we put the options on there.  
7 We're not sure what else may come up.

8 MR. ZERNHELT: This person, if I missed it  
9 within the description, I'm not understanding, do you  
10 want them to help identify it? Is this analysis in the  
11 requirements or does the State --

12 MS. WHITLEY: That should be completed. That  
13 should be --

14 MR. ZERNHELT: Be completed by then, okay.

15 MS. WHITLEY: -- completed, and what we're  
16 hoping is to have some overlap between the person doing  
17 the requirements and this particular individual.

18 MR. ZERNHELT: Great. Thank you.

19 MS. WHITLEY: For knowledge transfer purposes.

20 MR. WATSON: All right, any other questions?

21 All right, that concludes the meeting. Thank

1 you everyone for coming out.

2 (Whereupon, the Pre-Proposal Conference  
3 concluded at 10:32 a.m., on September 27, 2016.)

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C E R T I F I C A T E

This is to certify that the attached proceedings before the Department of Labor, Licensing and Regulation in the matter of:

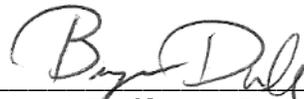
Foreclosure Systems Enhancement Project

CATS+ TORFP Number P00B7400010

PLACE: Baltimore, Maryland

DATE: September 27, 2016

were held as herein appears, and that this is the original transcript thereof for the file of the Department.



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Bryson Dudley, Reporter  
FREE STATE REPORTING, INC.

CATS+ TORFP # P00B7400010

Foreclosure Systems Enhancement Project

Pre-Proposal Conference

September 27, 2016 at 10:00 AM

Attendee Sign-in Sheet

Name	Company	Email	Phone Number
Sanyasa Ramsey	Realistic Computing, Inc.	Sramsey@realist-computing.com	410-744-8144
Brian Zerbeck	Software Consortium	BZerbeck@SoftwareConsortium.com	443-650-2880
Craig Nusinov	Advantage Industries	cnusinov@getadvantage.com	410-736-9222
Madelita Godwin	AP Ventures LLC	hirds@apvnt.com	443-542-9188
Kirk Hill	Advantage, Tailors	Kirk@getadvantage.com	410-990-7995-7105
Luis Rodriguez	United Solutions, LLC	luis_rodriguez@unitedsolutions.biz	202-445-9756
Sandeep Hanjra	INFOFIRST INC	SHANJRA@INFOFIRSTINC.COM	443-257-0086

**Q & A #1**  
**To**  
**Request for Proposals (RFP)**  
**Foreclosure Systems Enhancement Project for the Department of Labor,**  
**Licensing and Regulation**  
**Solicitation Number: TORFP#P00B7400010**  
**Date: 9/22/2016**

**Question#1: Can you advise if this is a new TORFP or a re-compete?**

**Answer#1:** This is an entirely new solicitation.

**Question#2: Does the DLLR have an incumbent contractor(s) either currently working, or who recently worked, on this project?**

A. Is the incumbent eligible to respond to this solicitation?

B. If there is an incumbent, can you provide the name?

**Answer#2:** No, DLLR does not have an incumbent contractor.

A. No, this procurement does not have an incumbent contractor.

B. No, since an incumbent does not exist, there isn't any contractor name to provide.

**Question#3: What is the anticipated start date for this position?**

**Answer#3:** The anticipated start date is by the 2<sup>nd</sup> week in November.

**Q & A #2**  
**To**  
**Request for Proposals (RFP)**  
**Foreclosure Systems Enhancement Project for the Department of Labor,**  
**Licensing and Regulation**  
**Solicitation Number: TORFP#P00B7400010**  
**Date: 10/17/2016**

**Question#4:** On page-14 under section 2.1.2 - 2) of the TORFP, you have stated:

"2) Shall have provided at least two (2) full-time enterprise web application development personnel having a Microsoft.Net development certification within the last five (5) years."

And our question is: Will you consider our candidates whom have over 15 years of experience in Microsoft .Net application development but do not have the certification you stated? Would you substitute years of relevant experience for this certification requirement? Wouldn't you be missing out on a great talent by requesting this certification as a "Minimum Qualification"?

**Answer#4:** Please see Addendum#3 regarding Microsoft.Net development certification.

**Question#5:** Would you consider and evaluate our proposal if our candidate/s does/do not have this certification?

**Answer#5:** The candidate must meet all qualifications listed in the TORFP.

**Question#6:** And for our planning purposes, when is the estimated award date for this TO?

**Answer#6:** The anticipated start date is by the 2<sup>nd</sup> week in November.

**Question#7:** On Form 5B you have Reference #1. Does that mean we are only required to send one Personal reference?

**Answer#7:** Correct, just one personal reference is required with your proposal submission.

**Question#8:** Do we know when the second person may be engaged in the project? Would the following be mandatory for the second support person?

**Answer#8** No, it is not known whether a second resource will be needed. However, references would be requested if indeed a second support person would be needed at a later date.

**Question#9:** On Page 43 under relevant work experience it states use employment history below, but I don't see any request for this information, should it be added or discarded?

**Answer#9:** On page 43, the instructions properly detail how to submit relevant work experience when completing Attachment 5B Personnel Resume Form.

**Q & A #3**  
**To**  
**Request for Proposals (RFP)**  
**Foreclosure Systems Enhancement Project for the Department of Labor,**  
**Licensing and Regulation**  
**Solicitation Number: TORFP#P00B7400010**  
**Date: 10/27/2016**

**Question#10:** Is the last line year 1 pricing or total of all 3 years combined?

**Answer#10:** Please see addendum#5 regarding the revised price sheet attachment 1.

**Question#11:** Regarding addendum#4, the section that was added is applied for Company minimum (or preferred) qualifications or is it applied for contractor and personnel preferred qualification? Also what are company minimum qualifications?

**Answer#11:** In addendum#4, the Microsoft certification requirement was moved from **section 2.1.2 (2) the Company's Minimum Qualifications** to **section 2.2 "the Personnel Preferred Qualifications section**. Please see **section 2.1.2 (1)** for the company's minimum qualifications requirements.