Karen B. Salmon, Ph.D.
State Superintendent of Schools

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 1

To: All Potential Offerors
2 Attachments

Date: December 17, 2019

Attached is Addendum 1 of this TORFP. You should receive two emails for this particular Addendum: the Addendum information (2 pages) and the revised TORFP in PDF format (94 pages).

Please use the updated TORFP that is included in this Addendum. Changes that were made in the TORFP have the corrections in red (red) and the original has a strikethrough (~~strikethrough~~).

Please contact Jenna Meinl, Procurement Officer if you do not receive all of the attachments.

You must acknowledge receipt the addendum in your proposal by submitting the attached form.

Thank you,

Jenna Meinl

Jenna Meinl
Procurement Officer
Maryland State Department of Education
(410)767-0116
Jenna.Meinl1@maryland.gov

MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0116

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 1 Acknowledgement

Received By_____
(Print Name)

Signature_____Date_____

Vendor_____

Telephone No._____Fax No. _____

THIS INFORMATION MUST BE SUBMITTED WITH YOUR PROPOSAL. YOU MAY EMAIL THIS FORM SEPARATELY IF YOU CHOOSE NOT TO RESPOND TO THIS TORFP.

Jenna.Meinl1@maryland.gov

Karen B. Salmon, Ph.D.
State Superintendent of Schools

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 2

To: All Potential Offerors
3 Attachments

Date: December 19, 2019

Attached is Addendum 1 of this TORFP. You should receive one email for this particular Addendum that includes 4 attachments: the revised TORFP in PDF format (94 pages), Attachment B - Financial Proposal Form, Addendum 1, and Addendum 2.

Please use the updated TORFP that is included in this Addendum. Changes that were made in the TORFP have the corrections in red (red) and the original has a strikethrough (~~strikethrough~~). There were changes made to the Pre-Proposal Conference on January 3, 2020, as well as a change to the TORFP closing date. Please see the Key Information Summary Sheet for all information.

Please contact Jenna Meinl, Procurement Officer if you do not receive all of the attachments.

You must acknowledge receipt the addendum in your proposal by submitting the attached form.

Thank you,

Jenna Meinl

Jenna Meinl
Procurement Officer
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(410)767-0116
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TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 2 Acknowledgement

Received By_____
(Print Name)

Signature_____Date_____

Vendor_____

Telephone No._____Fax No. _____

THIS INFORMATION MUST BE SUBMITTED WITH YOUR PROPOSAL. YOU MAY EMAIL THIS FORM SEPARATELY IF YOU CHOOSE NOT TO RESPOND TO THIS TORFP.

Jenna.Meinl1@maryland.gov

MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND EXCELLENCE

Karen B. Salmon, Ph.D.
State Superintendent of Schools

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 3

To: All Potential Offerors

Date: December 23, 2019

Attached is Addendum 3 of this TORFP. You should receive one email for this particular Addendum that includes the Vendor Questions and Answers.

Vendor Questions and Answers

1. Please let us know if this is a new requirement or if there is an incumbent on it.

Yes, there is an incumbent for these services.

2. The hours for the Project Manager indicate 208 hour. Was this intentional?

Yes, the 208 hours assigned for the Project Manager is correct.

3. For the Pre-proposal conference, is there a call-in teleconference availability?

Yes, there is a dial-in telephone number for this TORFP. The number may be requested directly via email to the Procurement Officer.

Please contact Jenna Meinl, Procurement Officer if you do not receive all of the attachments.

You must acknowledge receipt the addendum in your proposal by submitting the attached form.

Thank you,

Jenna Meinl

Jenna Meinl
Procurement Officer
(410)767-0116
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TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 3 Acknowledgement

Received By_____
(Print Name)

Signature_____Date_____

Vendor_____

Telephone No._____Fax No. _____

THIS INFORMATION MUST BE SUBMITTED WITH YOUR PROPOSAL. YOU MAY EMAIL THIS FORM SEPARATELY IF YOU CHOOSE NOT TO RESPOND TO THIS TORFP.

Jenna.Meinl1@maryland.gov

Karen B. Salmon, Ph.D.
State Superintendent of Schools

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 4

To: All Potential Offerors

Date: January 10, 2020

Attached is Addendum 4 of this TORFP. You should receive one email for this particular Addendum that includes the 4 following attachments: the Addendum 4 information (2 pages), the updated TORFP (88 pages), Pre-Proposal Summary (2 pages) and Attendance Sheet (3 pages). Changes that were made in the TORFP have the corrections in red bold (**red**) and the original has a strikethrough (~~strikethrough~~).

TORFP Due Date Extension

TO Proposals Due (Closing) Date and Time:	~~January 13, 2020 by 2 PM Local Time~~ ~~**January 20, 2020**~~ **January 23, 2020 by 2 PM Local Time**

Please contact Jenna Meinl, Procurement Officer if you do not receive all of the attachments.

You must acknowledge receipt the addendum in your proposal by submitting the attached form.

Thank you,

Jenna Meinl

Jenna Meinl
Procurement Officer
(410)767-0116
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200 West Baltimore Street
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410-767-0116

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 4 Acknowledgement

Received By_____
(Print Name)

Signature_____Date_____

Vendor_____

Telephone No._____Fax No. _____

THIS INFORMATION MUST BE SUBMITTED WITH YOUR PROPOSAL. YOU MAY EMAIL THIS FORM SEPARATELY IF YOU CHOOSE NOT TO RESPOND TO THIS TORFP.

Jenna.Meinl1@maryland.gov

Karen B. Salmon, Ph.D.
State Superintendent of Schools

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 5

To: All Potential Offerors

Date: January 17, 2020

Attached is Addendum 4 of this TORFP. You should receive one email for this particular Addendum that includes the following attachments: the Addendum 5 information (2 pages) and the Vendor Questions and Answers document (5 pages).

Please contact Jenna Meinl, Procurement Officer if you do not receive all of the attachments.

You must acknowledge receipt the addendum in your proposal by submitting the attached form.

Thank you,

Jenna Meinl

Jenna Meinl
Procurement Officer
(410)767-0116
Jenna.Meinl1@maryland.gov

MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0116

TORFP R00B0600006
Education Data Warehouse Support and Maintenance
Addendum 5 Acknowledgement

Received By_____
(Print Name)

Signature_____Date_____

Vendor_____

Telephone No._____Fax No. _____

THIS INFORMATION MUST BE SUBMITTED WITH YOUR PROPOSAL. YOU MAY EMAIL THIS FORM SEPARATELY IF YOU CHOOSE NOT TO RESPOND TO THIS TORFP.

Jenna.Meinl1@maryland.gov

TORFP R00B0600006

Education Data Warehouse Support and Maintenance

Addendum 5

Vendor Questions and Answers

1. Section 5.4.2.A.2
The wording has been changed from the normal response template and creates an issue replying to Sections 2 and 3 requirements.

TORFP Template from the DoIT CATS+ website
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.

MSDE TORFP
2) Proposed Resources, Resumes, and Writing Samples: A more detailed description of the Offeror's understanding of the TORFP scope of work, proposed resources, resumes and writing samples of proposed personnel. The proposed personnel resumes shall be organized to exactly match the requirements outlined in Sections 2-3.

Please clarify. The "resumes" are included in Appendix 4. - Labor Classification Personnel Resume Summary. There is no section reference for "writing samples" to be included in the proposal.

Vendors may submit the writing samples as a supplemental section of their technical proposals.

2. Who is the incumbent?

Gantech, Inc.

3. Is the Architect, Information Technology (Senior) going to develop? If so, which languages will be used? What is the scope of the troubleshooting?

At a minimum the Architect, Information Technology (Senior) should have experience with SQL. Informatica experience is also desired. All loading of data into the EDW is validated and reporting using data from the EDW goes through a validation process. Troubleshooting includes identifying incorrectly applied business rules.

4. Is the Architect, Information Technology (Senior) able to work remotely?

Yes.

5. Who is the incumbent?

Please refer to Question # 2.

6. **Section 3.10.4 - Number of Personnel to Propose states that "As part of the TO Proposal evaluation, Offerors shall propose exactly two (2) personnel who are expected to be available as of the start date specified in the Notice to Proceed (NTP Date). Offerors shall describe in a Staffing Plan how additional resources shall be acquired to meet the needs of the Department. Offerors may generally describe planned positions in a Staffing Plan. Such planned positions may not be used as evidence of fulfilling personnel minimum qualifications." What additional resources are anticipated?**

   Vendors are responsible for proposing their own Staffing Plans to MSDE.

7. **What additional resources (job positions) are being provided by the current incumbent?**

   MSDE cannot share this information.

8. **Should we provide rates in the financial proposal for these additional resources?**

   Please see the response to Questions # 7.

9. **In Appendix 4A. - Labor Classification Personnel Resume Summary we must include the "TORFP Additional Requirements Minimum qualifications and required certifications as defined in Section 2.1 of this TORFP"; however, Section 2.1 does not mention this information. Can you please clarify which are the minimum qualifications and the required certifications for both labor categories?**

   CATS+ Master Contract Section 2.10 Labor Categories and Qualifications details the minimum qualifications. Additionally, any relevant professional certifications and licenses should be submitted as part of the Technical Proposal submission for review and consideration.

10. **In Appendix 4B Labor Classification Personnel Resume Summary, for the Education tab we must "[Insert the education description from Section 3.9 for the applicable labor category]"; however, Section 3.9 does not specify any education requirement. Should we refer to Appendix 4A Education tab, which includes the one described in CATS+ RFP from Section 2.10?**

    MSDE cannot provide guidance as to how the Labor Classification Personnel Resume forms are to be completed.

11. **In Appendix 4B Labor classification Personnel Resume Summary, for the Education tab we must "[Insert the duties description from Section 3.9 for the applicable labor category]"; however, the responsibilities and tasks are listed in Section 2.3. Should we include the ones listed in this section and the ones listed in CATS+ RFP Section 2.10?**

    MSDE cannot provide guidance as to how the Labor Classification Personnel Resume forms are to be completed.

12. **Is the incumbent personnel still (currently as of today) providing service at MSDE for this project?**

    Yes.

13. **What is the anticipated award date for this solicitation?**

    MSDE cannot supply an anticipated award date for this solicitation at this time.

14. **Is this new requirement? If not, can you provide incumbent(s) name?**

No, this is not a new requirement. Please refer to Question # 2.

15. **Due to personnel time off for the Christmas & New Year Holiday and to allow sufficient time to respond after the Government provides the Questions and Answers (Q&A) - will the Government grant a four (4 day) due date extension for quote responses to be submitted?**

    MSDE will not grant an additional extension at this time.

16. **Do we have to submit Attachment B, Financial Instructions and Form before the TO Proposal as stated in Table 1 of section 7 on page 49 of the TORFP as the whole form is in excel format and if should be submitted with the Financial Proposal as per the instructions in section 5.5, page 46. Please clarify.**

    No, there is an error listed on TORFP Section 7 Table 1. It should say "With TO Proposal."

17. **Do we have to submit the Attachment B in the excel format or change it to .PDF and submit separately along with the Financial Proposal. Please clarify.**

    Please review TORFP Section 5 TO Proposal Format for the instructions regarding the Financial Proposal.

18. **Appendix 5 and 6 are the already filed forms as on page 83 to 88, do we have to submit them as it is in the TORFP? If not, then what changes do we have to make on them. Please clarify.**

    Appendices 5 & 6 are reference only and no action is required

19. **Section 2.1.3: Does this mean that if the project manager and/or Architect decide a new data warehouse is in order, the contractor is not eligible to bid for the design of the data warehouse?**

    MSDE cannot discuss any potential future work or solicitations.

20. **Section 2.2.5.B:**

    What development tools are currently used by the SAS programmers?

    MSDE cannot share this information.

    What development tools are currently used by the Oracle programmers?

    Erwin, SQL Developer, TOAD

    Is the Database Administrator (DBA) a certified Oracle DBA, SQL Server DBA, neither or both?

    Please refer to the Minimum requirements in the TORFP.

    Is there a definition of when Cognos or SAS should be used?

    The Use of SAS or Cognos is defined by the business need.

21. **Section 2.3:**

    Please define "Data Programming".

    Use of programming language to manipulate data, data structures and/or reporting.

    Is there a defined set of database management responsibilities for the Architect?

At a minimum the database management responsibilities include creating and implementing relational database structures, performance tuning and creating and maintaining the RDBMS.

How are duties shared between the database administrator and architect?

Coordinated activities with Office of Information Technology include assisting with software upgrades and client installs.

22. Referring to Section 2.3.6.1 Technical Support, should the contractor be providing additional resources to support after NTP? If so, please let us know on the below.

Labor Category:

Hours required:

Duration:

If this is not an additional resource requirement, please let us know if the labor category rates be inclusive of this cost?

MSDE cannot discuss any potential future work or solicitations.

23. I have a question. Is it possible to work this contract/project remotely? For either of the positions: Senior IT Architect, or Project Manager? And if possible, under what schedule? For example: 100% remotely, or Remotely with periodic on-site work and meetings, etc?

Yes, remotely with periodic meetings as required by the TO Manager.

24. The Key Information Sheet states that the proposal due date is January 20, 2020, which happens to be a federal holiday. Please confirm whether that is the actual due date or if it will be amended.

The due date was extended as detailed in Amendment 4, released on January 10, 2020.

25. The Deliverables Table on page 8 in Section 2.4.1/Design 2.4.1.5, Architect, Information Technology (Senior) has text which is cut off. Could you please provide a table in which all the text is clearly visible?

The Deliverable Table for Section 2.4.1.5 has been extended in the updated TORFP. The cell should read as follows:

Design 2.4.1.5	Assist in preparation of Design Change Component Summary for each data domain, for the proposed changes to that domain, for analytics, for data structures for reports, for ETL programs, for transformations, for indexes, for data staging areas, for summary tables, and for data quality routines based upon a redesign activities	2.4.3.4 Functional requirements & Detail Design Specifications for changes for each data domain to be changed

26. In page 4, section 2.3, it says 24/7 support and maintenance of the EDW, can you give some historical ticket opens during the emergency calls/non business hours?

Examples of support and maintenance after business hours include coordinated activities with the Office of Information Technology such as assisting with patches and re-booting systems as needed. Also, database maintenance such as defragmenting occurs after hours in order to limit down time during working hours.

27. During the pre-proposal it says that the Architect doesn't have to have K-12 or Higher Education industry data warehousing experience. Can you please remove the section 3.9.3.1 h) on page 32 from the TORFP.

No, MSDE cannot remove this Personnel Experience section as requested. As indicated in the pre-proposal, previous public K-12 or Higher Education in Maryland or at Maryland agencies is not required.

28. Is this an error … Page 49 lists the Attachment B - TO Financial Form as something to be submitted BEFORE TO proposal. This is the Pricing sheet for the Price Volume. I believe this should be submitted with TO Proposal. Can you please clarify?

Please see Question # 16.

29. Page 8 Section 2.3.6.2 – it states "Backup Perform backups for all application and configurations necessary to restore the application to full operability…" This would also need to include any data housed in the application. Then on page 20 section 3.2(D)(3.2.4)(D) – it states "the TO Contactor shall provide copies of any current daily and weekly back-ups to the Department…" . Is the Contractor expected to provide an offsite server solution to house the back-ups?

No, the TO Contractor is a labor-only resource without any technology solutions provided for this TORFP.

30. Appendix 5 & 6 refer to the reporting timeline. There does not seem to be an indication as to what we need to enter in the left column. These appendixes are requested with the Technical. Can you point me in the direction of what you want populated in these forms? Maybe there was a typo and these forms are to be submitted after award?

Please see Question # 18.

TORFP # R00B0600006
Education Data Warehouse Support and Maintenance

Pre-Proposal Conference

Held at: MSDE, 200 West Baltimore Street, 8th Floor Conference Room 3, Baltimore, MD 21201

Friday, January 3, 2020 at 1 PM

I. Welcome and Introductions:

Jenna Meinl, the Maryland State Department of Education (MSDE) Procurement Officer for this TORFP, welcomed everyone in attendance. Introductions were completed by all parties in attendance, both in-person and on the conference call.

II. General Procurement Information:

Jenna informed attendees of the purpose of the Pre-Proposal Conference was to give guidance on the State procurement process and to provide a brief overview of this TORFP. She emphasized that today's Conference is merely for guidance and attendees should not rely on verbal communications for information regarding this TORFP. Questions and communications for information must be submitted in writing by email to the Procurement Officer for a formal response. Jenna then gave an overview of the TORFP, highlighting important portions of the solicitation.

Jenna reminded everyone to be sure to review the Key Information Summary Sheet on pages ii and iii of the solicitation document. She also emphasized the due date for this procurement and for vendors to allow enough time when submitting their proposals. **If the proposal is late, it cannot be accepted.**

III. Submission Requirements:

Jenna noted that submission through email is allowed for this solicitation and is the preferred for response. The Procurement Officer's email is listed on the Key Information Summary Sheet. She informed them that proposals must be submitted separately and labelled as detailed in Section 5 of the solicitation document.

It was also suggested that when vendors create their proposals that they keep their proposals in the same order as spelled out in TORFP Section 5. This will help to make sure that all required documentation/sections that is required is included and addressed.

The technical portion must contain all of the required information, all forms and affidavits etc. as outlined in the TORFP. The group was informed if all required forms are not included, their proposal may not be susceptible for award.

Jenna explained that the financial volume must contain all price information in the format specified in Attachment B. Failure to properly complete the price sheet or to sign the price sheet may deem your proposal not susceptible for award. Finally, financial and technical proposals are to be password protected. The Solicitation point of contact should be given the password for your financial proposal, an alternate point of contact is highly recommended. Gayle will contact the solicitation point of contact for the password when the State begins its financial evaluation for this solicitation. It is recommended that the corporate contact also store the passwords in case the identified solicitation point of contact cannot be reached.

IV. Scope of Work:

Chandra Haislet provided an overview of the scope of work as described in the TORFP/

V. Questions and Answers:

The Conference was then opened up to questions from the vendors in attendance. Jenna informed the vendors that only written answers are to be relied upon. If further clarification is required, be sure to send it in a written request to the Procurement Officer only. There were questions which Jenna encouraged potential offerors to submit in writing. She explained that answers to those questions would be distributed as soon as possible to all master contractors.

VI. Closing Remarks:

Jenna reminded all attendees to follow the TORFP instructions and include signed copies of all required documents. All proposals must be submitted by the TORFP closing date and time and not a minute later. Jenna thanked everyone for their attendance and the meeting was concluded.

The Pre-Proposal Conference adjourned at approximately 1:47 PM.

MARYLAND STATE DEPARTMENT OF EDUCATION
RFP R00B0600006
Education Data Warehouse Support and Maintenance
ATTENDANCE SHEET

Friday, January 3, 2020 1:00 PM

MSDE 200 W. Baltimore Street, 8th Floor Conference Room #3, Baltimore, MD 21201

NAME (Please Print)	ORGANIZATION	ADDRESS	TELEPHONE #	E-MAIL
Khalil Zebdi	Assyst	22866 Shaw Rd, Sterling VA	703 230 3103	KZebdi@assyst.net
Lynette Harper	TDC	1919 13th St., NW WDC 20009	301-325-4213	LHarper@telcomdc.com
Patricia Khan	CSS		703-771-9757	pkhan@customsoftwaresolutions.com
Ashley Boylan	Seriger	400 E. Pratt St., Ste. 800 Baltimore, MD 21201	443 449 0903	Ashley.Boylan@seriger.com
SCOTT SURGUY	SCDIT	7161 COLUMBIA GATEWAY COLUMBIA MD 21046	443 · 848 2297	SCOTT.SURGUY@SCDIT.COM
LACI BEALL	SYNERGY	11155 DOFIELD BLVD OWINGS MILLS MD		LACI@SSS-INC.COM
James Black	ITNOVA	14068 S. Crain Highway Glen Burnie, MD	443.906.6072	jblack@ITnovaconsulting.com
Paul Shackelford	OptiMOZ	11300 Rockville Pike North Bethesda 20852	3/917.9116	pshackelford@optimoz.com

MARYLAND STATE DEPARTMENT OF EDUCATION
RFP R00B0600006
Education Data Warehouse Support and Maintenance
ATTENDANCE SHEET

Friday, January 3, 2020 1:00 PM

MSDE 200 W. Baltimore Street, 8th Floor Conference Room #3, Baltimore, MD 21201

NAME (Please Print)	ORGANIZATION	ADDRESS	TELEPHONE #	E-MAIL
Sasan Ahuja	Intercontinental Software Systems Inc	7337 Hanover Pkwy, Greenbelt MD 20770	301-886-8823	sahuja@issi-software.com
Jay Elis	GANTECH	9175 Guilford Rd Suite 101 Columbia, MD 21046	443-319-8426	jelis@gantech.net
Linda Rowan	Transcend Business Solutions	Joined	by phone	
Priya Tejwani	Cygvent	Joined	by phone	
Siva Moopanar	Edify Technologies	Joined	by phone	
Sonnie Oratokhai	Sonora Associates	Joined	by Phone	
David Crawford	Pursuit Services	Joined	by Phone	
Bob Cusack	Custom Software Systems	Joined	by Phone	

MARYLAND STATE DEPARTMENT OF EDUCATION
RFP R00B0600006
Education Data Warehouse Support and Maintenance
ATTENDANCE SHEET

Friday, January 3, 2020 1:00 PM

MSDE 200 W. Baltimore Street, 8th Floor Conference Room #3, Baltimore, MD 21201

NAME (Please Print)	ORGANIZATION	ADDRESS	TELEPHONE #	E-MAIL
Jenna Meinl	MSDE	200 West Baltimore St Baltimore, MD 21201	410-767-0116	Jenna.Meinl1@maryland.gov
Chandra Haislet	MSDE	" "		
Jerome Williams	Ace Applications	Joined by phone		
Narayan Athreya	Icube Systems	Joined by phone		
Sheba Shastri	Index Group	Joined by phone		