TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
TORFP NO. R00B4400086
SUBJECT MATTER EXPERT

DATE: January 30, 2014

YOU SHOULD RECEIVE 3 PAGES
In addition to the attendance sheet
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628
OR EMAIL drichburg@msde.state.md.us
THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Wednesday, January 8, 2014;
2. Attendance Sheet.

PROPOSALS ARE DUE NO LATER THAN 2:00 PM EDT, FRIDAY, JANUARY 31, 2014

Enjoy your holidays!
MR. BLACKBURN: Welcome. Thank you for coming. An overview of the TORFP was given. Introductions were done (see attached attendance sheet).

The following questions were asked:

1. **Is MSDE satisfied with the work of the current incumbent?**

   Yes, MSDE is very satisfied with the current incumbents’ work at this point.

2. **Are the responsibilities of the Subject Matter Expert compatible with responsibilities of the current incumbent?**

   Yes, the responsibilities of both positions are aligned.

3. **Does this position require you to travel?**

   If you are asked to travel it will be very minimal.

4. **For the system administrator, does MSDE want a more technical requirement such as DDA application?**

   This position is a CATS+ designation that has a more functional requirement to oversee the application of the system. It does not have developmental requirements.

5. **Who is the current incumbents’ contractor?**

   Infojini is the current contractor.