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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg  
Procurement Officer

RE: ADDENDUM I  
TORFP NO. R00B4400089  
PROJECT MANAGER -MARYLAND ACCOUNTABILITY AND  
REPORTING SYSTEM (MARS)

DATE: July 10, 2014

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OR EMAIL [drichburg@msde.state.md.us](mailto:drichburg@msde.state.md.us)  
THANK YOU.**

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Friday, May 30, 2014 at 1:30 p.m.;  
and
2. Attachment 5A - Form TM1 - Requirements Qualification Traceability Matrix

**PROPOSALS ARE DUE NO LATER THAN  
2:00 PM EDT, MONDAY, JULY 21, 2014**

**MARYLAND STATE DEPARTMENT OF EDUCATION**

200 West Baltimore Street  
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TORFP NO. R00B4400089

**MARYLAND ACCOUNTABILITY AND REPORTING  
SYSTEM TECHNICAL PROJECT MANAGER**

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**MR. BLACKBURN:**

Welcome, everyone. Thank you for coming. We're here today to talk about the TORFP for the Mars technical Project Manager position.

And we'll follow the usual format where we will introduce ourselves. Then we'll get a brief overview of what we're looking for and then we'll have our questions.

So without further ado, we'll start down here on my right and work our way around the room.

**MS. ZIEGLER:**

Hi. I'm Robin Ziegler. I'm the project sponsor.

**MS. ROBINSON:**

And I'm Gail Robinson. I work with Robin.

**MR. KENNEY:**

Good afternoon. My name is Gary Kenney. I'm a Project Manager here at MSDE.

**MR. BLACKBURN:**

I'm James Blackburn. I'm in Procurement and the hearing chairman. I help Dorothy Richburg.

**MS. WILLES:**

I'm Verna Willes with Syscom.

**MS. CERASI:**

RheaAnn Cerasi with Wood Consultant Services.

**COURT REPORTER:**

Can you spell your last name, Verna?

**MS. WILLES:**

Willes, W-I-L-L-E-S.

**MS. CERASI:**

Cerasi, C-E-R-A-S-I.

**MR. RILEY:**

Don Riley, R-I-L-E-Y, with Bithgroup Technologies.

**MR. RILEY:**

Scott Reilly, R-E-I-L-L-Y, with Momentum.

**MR. BLACKBURN:**

Okay. We're all set with that. Very good. And we'll get an overview now, and then we'll go on to your questions.

**MS. ROBINSON:**

Okay. I welcome questions. Oh, overview, sorry. Questions are for next week or the week after, down the road.

The overview is that we are looking for a technical Project Manager to work with us in the School and Community Nutrition Branch with our Data System called Mars. Mars is Intranet, Extranet applications to run our program Administration and claims payment for child nutrition programs which are federally subsidized.

We are an office that disburses about \$300 million worth of federal and some state funds to sponsors of child nutrition programs around the state.

Mars was the development process was completed in 2013 and we've been in an O&M contract and also changed vendors at that time. Since that time. Since spring of 2013, or actually it's probably 12 but there was a knowledge transfer from the fall of '12 until spring of 2013.

And we need a Project Manager who understands the technical side as well as the non-technical side of project management who follows the MDOT rules and understands what a system development life cycle is all about and is willing to comply with all the rules set down by the DoIT folks down in Annapolis.

Anything else, Gary, that you can think of?

**MR. KENNEY:**

You've covered it all.

**MS. ROBINSON:**

I think I've covered it all. So do we have any questions, so our Operations and Maintenances really to perfect and perfect existing issues in Mars as well as and especially dealing with new federal regulations that require new aspects of automation in our operation.

## **QUESTIONS – ANSWERS--CLARIFICATIONS**

**MR. BLACKBURN:**

Okay. It's such a small group I don't see any reason to have to do round-robin style. Is there any reason why you just can't throw out your questions as they come to you?

Ms. Cerasi?

**MS. CERASI:**

Is there an incumbent on this?

**MR. KENNEY:**

Yes, there is.

**MS. CERASI:**

And do you know who they are?

**MR. KENNEY:**

Do I know who they are?

**MS. CERASI:**

Yes.

**MR. KENNEY:**

It's Anthony Palcher has been our Project Manager for a couple of years.

**MS. CERASI:**

What company is he with?

**MR. KENNEY:**

He's with Alent.

**MS. CERASI:**

Alent.

**MR. BLACKBURN:**

Okay. Any more?

**MS. CERASI:**

That's all.

**MR. BLACKBURN:**

Go ahead.

**Q.**

Yes. Technical Project Manager, but what labor category should we be using? We don't have a technical labor category. TORFP is a Project Manager.

**MS. ROBINSON:**

10.

**Q.**

10?

**MR. KENNEY:**

Uh-huh.

**Q.**

Thank you.

**MS. ROBINSON:**

I think that sort of covers the bases on project management.

**MR. BLACKBURN:**

Very good. Someone else? Something for us?

**Q.**

You know you mentioned improving automation processes. Do you have a, I didn't catch it in the proposal, a task list of priorities for automation, accrued processes?

**MS. ROBINSON:**

Well, I mean we have new initiatives with USDA. We have to perhaps make improvements on existing automation and let's face it, when did we start this project and the components? '06. It is now '14.

**MR. KENNEY:**

Right.

**MS. ROBINSON:**

So what we perceived to be our needs in 06.

**MR. KENNEY:**

Right.

**MS. ROBINSON:**

That was actually developed a little bit down the road from that. I mean that was in session in 06. It's certainly changed, now hasn't it?

**Q.**

... I'm thinking about, you know, you have a card process for a student for food. Okay. Do you want to use, do you need ? applications for a Smart Reader process?

**MS. ROBINSON:**

That's a great analogy we're heading into. We don't do that sort of thing but that's an excellent scene that we might want to go to a tablet. That might be the answer to your question. Yeah, we're thinking about that.

**MR. KENNEY:**

I'm even looking at having the student adding the QR so they could scan as they came through the line.

**MS. ROBINSON:**

That's a whole new --

**MR. KENNEY:**

No, I understand. But.

**MS. ROBINSON:**

But yes. Anything in the future where we're trying to plan for 2020.

**MR. KENNEY:**

Yes. And what I'm looking at is just the thing, we talk automation. I'm spending most of my time looking at mobile application, automation at this point in time. And it's just top of mind for us right now, so.

**MS. ZIEGLER:**

It's on our minds too.

**MR. KENNEY:**

Okay. Thank you.

**Q.**

Do you have an approximate, I know it's due on the 17th of June. I mean is there a time the contract will end or roll?

**MS. ZIEGLER:**

You mean an existing contract?  
(Over talking)

**MS. ZIEGLER:**

I believe the existing contract is already in extension right now.

**Q.**

How long of a transition period would you be allowing if the incumbent were displaced? Do you have a transition plan?

**MS. ROBINSON:**

Yes, we do. And that would have, and that would have, you know, if this ends or your proposals are due on June 17th and we're not ending the incumbents until the end of September, those clients might need the transition.

**Q.**

I didn't know if you were looking at post September 30th for a transition period if you're looking to bring somebody else on.

**MR. KENNEY:**

Okay. That ended the extension. Thank you.

**MR. BLACKBURN:**

Mr. Phillips, do you have a question?

**MR. PHILLIPS:**

All my questions were answered, so.

**MR. BLACKBURN:**

Ms. Cerasi, can you think of anything?

**MS. CERASI:**

I'm okay.

**MR. BLACKBURN:**

You all satisfied?

(Affirmative response.)

**MR. BLACKBURN:**

Okay.

**(Whereupon, at 1:40 p.m. the proceedings were adjourned.)**