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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
TORFP NO. R00B4400111
OVERSIGHT RACE TO THE TOP PROJECT MANAGER

DATE: April 15, 2014

**YOU SHOULD RECEIVE 11 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 Monday, March 31, 2014;
2. Questions received prior to Pre-Proposal; and
3. Attendance Sheet.

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, Thursday, April 24, 2014**

MARYLAND STATE DEPARTMENT OF EDUCATION

200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
410-333-2017 (Fax)

TORFP NO. R00B4400111

RACE TO THE TOP PROJECT MANAGER

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

Dorothy M. Richburg, Procurement Officer
MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
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MS. RICHBURG:

Good morning, thank you for coming out this morning to our Pre-Proposal Conference for the Project Manager, Oversight Project Manager for Race To The Top. We're going to get started. We are few in numbers. We're going to have our overview by Val Emrich, but before we do that we're going to have introductions. Okay?

Again, I'm Dorothy Richburg.

MS. EMRICH:

Val Emrich.

MS. DEISHER:

I'm Kandace Deisher with United Solutions.

MR. HARJANI:

Sandeep Harjani, Infojini, Inc.

MS. RICHBURG:

And we have Doug and Bill here with us today. They'll be taking our minutes and then he's doing the recording of this Pre-Proposal Conference strictly for the purpose of taking the minutes.

And James Blackburn, who's our other Procurement Specialist. He went out for a minute but he will be back.

So I'm going to turn this over to Val. Okay.

MS. EMRICH:

This position, Project Manager position, actually manages four projects. I'll just quickly give you an overview of each one of the projects.

Project 3 has to do with creating some stem courses for students and piloting them in the school systems. Twenty-one (21) deals with the development of professional development courses. Some of them have already been done. Five are done and I believe 7 are ready to roll, start development.

Forty-two is an intervention project that I'm not affiliated with and do not have a tremendous amount of information about. Forty-three is actually Blackboard and I work with this position, Project Manager, as the MSDE Project Manager for 43, which again is the Blackboard Project.

The Project Manager's responsibilities, I'm sure you're fairly familiar with these, because you've heard them over and over again, is to deal with the Project Management Plan. Make sure deliverables are on time. Directly work with the vendor.

Managing the integrated Master schedule, setting up meetings, kick-off meetings, et cetera, et cetera, when needed, and making sure that biweekly meetings are usually what is held wherever we're doing a project. So make sure that they are being held with a vendor or vendors, in this case.

Manage the requirements, traceability matrix, and I'm just going to go through the different duties and responsibilities and work closely with the Project Team, and any other contractors to make sure that things are on track and are meeting the quality which we expect.

Okay. All right. At this point, do you have anything, Dorothy, you want to add?

MS. RICHBURG:

I just want to add one thing before I have to sort out. This is a Small Business Reserve Procurement geared to Small Business Reserve vendors. I just wanted to make sure you're aware of that.

MS. EMRICH:

So I think will open the floor for some questions. Unless, James, do you have anything that you want to add?

MR. BLACKBURN:

No.

QUESTIONS – ANSWERS--CLARIFICATIONS

MS. EMRICH:

Okay. Questions?

MR. BLACKBURN:

You want to start?

MR. HARJANI:

So it mentioned about LMS Project Manager. So is the focus more on, for future projects more on the Blackboard side or all the other projects which you mentioned are all like the 3, 21 and 42 are also related to Blackboard or the LMS?

MS. EMRICH:

No, their projects will appear on Blackboard.

MR. HARJANI:

They will, okay.

MS. EMRICH:

Except for 42, I'm not quite sure, like I said, I'm not as familiar with 42, but I know that 3 and 21 will be housed on Blackboard.

So they aren't totally separate projects and in the end we'll use the Learning Management Platform.

MR. HARJANI:

Okay.

MS. DEISHER:

So my questions go more to the format for the proposal. One of the requirements is the Section 3 was that the Respondent described the proposed facility. Is it anticipated that this work will be done at the contractor's facility or will the performance be performed here?

MS. EMRICH:

Here.

MS. DEISHER:

Okay. But do we need to describe our facility still?

MR. BLACKBURN:

I would think not, since.

MS. EMRICH:

But let me see what it says. 3.1. I don't have it in front of me.

MR. BLACKBURN:

I'm sorry. Where does it say, I mean more or less.

MS. DEISHER:

It essentially says please describe the facilities, you know, the Contractor's facility at which work will be performed.

MR. BLACKBURN:

But the work will be performed here?

MS. DEISHER:

Yeah.

MR. BLACKBURN:

I can see no reason.

MS. EMRICH:

I think I would put in your address.

MS. DEISHER:

Okay.

MS. EMRICH:

The Company.

MR. HARJANI:

This question I generally want somebody else to ask, but want to ask now, but who is the incumbent company.

MS. EMRICH:

Are we to do that?

MR. BLACKBURN:

I think that's been done before. Ms. Deisher? You have more experience with this than I.
Procurement usually does answer that question.

MR. TALLEY:
Yes, mostly.

MR. BLACKBURN:
Right. Yeah. Okay. So I'm sure it's fine.

MS. EMRICH:
Okay. It's the Bithgroup.

MR. HARJANI:
Okay. Thank you.

MS. DEISHER:
My question is kind of a piggy back off that. But so this particular procurement is for a Project Manager to oversee these four other projects.
Can you share with us and this I honestly don't know, but would you be able to share with us the companies that have resources that are performing on those other four projects that we would be overseeing?

MS. EMRICH:
I'm going to have to put that in a parking lot because I'm not sure I can tell you that answer.

MR. BLACKBURN:
And you can send that to me an email and then I'll forward that on to Dorothy and let her make the decisions.

MR. HARJANI:
No further questions. Thank you.

MS. DEISHER:
I have one other question and it was on the references in the proposal format that asks for three references. Because this is essentially a single resource placement, would you like references for the resource or do you want references for the contractor? Or both?

CLARIFICATION: BOTH

MR. BLACKBURN:
I would have to clarify that with Dorothy. From what I've seen in the past, I think they wouldn't want three references for the resource.

MR. TALLEY:

Absolutely.

MR. BLACKBURN:

But in addition to that, why don't you send me the email.

MS. DEISHER:

Okay.

MR. BLACKBURN:

You can take that to the bank that you're probably going to have to have three references for the resource. But perhaps if I put that question to Dorothy, they may want an additional three for the contractor. So that will make two questions that you'll email.

MS. DEISHER:

Yes. And that was all my questions.

MR. BLACKBURN:

One thing that happened recently was too, and I don't know if it applies in this case, but where references were checked on post facto, after reviewing and whatnot, and then references were then verified.

MS. DEISHER:

Yes.

MR. BLACKBURN:

And everything came through sterling. But I didn't want to step on toes, necessarily that they're going to check all the references beforehand.

MS. DEISHER:

Okay.

MR. BLACKBURN:

But they do want them. And they have to be provided and they were provided, I've seen that, after the fact.

MS. DEISHER:

Yes. I just asked because the way it's worded is that it asks four of the references for the contractor.

MR. BLACKBURN:

Right.

MS. DEISHER:

But in most RFR's which is where you know, it's a single resource place to say ask for the resource.

MR. BLACKBURN:

And I'm 90 percent sure they'll want just the three references for the resource.

MS. DEISHER:

Okay.

MR. BLACKBURN:

But it would be out of my, you know, responsibility to leave it. I will have to forward it on to Dorothy.

MS. DEISHER:

Okay.

MR. BLACKBURN:

To be double sure.

MS. DEISHER:

Thank you.

MR. HARJANI:

No questions from me.

MR. BLACKBURN:

Are we all done?

MS. DEISHER:

I'm good.

(Whereupon at 10:30 a.m. the meeting was adjourned.)

RTTT PROJECT MANAGER

TORFP R00B4400111

**Vendor Questions from Pre-proposal Conference
Monday, 31 March 2014 10:00 a.m.**

1. In Section 3.2.1.D, you request three references from the Master Contractor. Given that this is a request for a single resource, would you like three references for that resource, or three Master Contractor references or both?

Both

2. Could you please confirm that for Section 3.2.1.E entitled "Proposed Facility," you only need the Master Contractor's name and address?

Yes.

3. Can a contractor bid on a contract as a prime and also serve on another contractor's bid as a subcontractor, i.e. can a company serve as a subcontractor to another company for the same project on which they are also bidding as a prime contractor?

Yes.

**RTTT OVERSIGHT PROJECT MANAGER
TORFP R00B4400111**

The following questions were received prior to the Pre-Proposal Conference:

4. Are you able to interview by phone for candidates, who live outside MD/DC/VA/DE?
Yes.

5. Can you tell us, when you could make this award and anticipated start date?
We plan to have an award made no later than September 30, 2014.

6. Is this a new requirement, or a re-bid of an existing contract?
Rebid of an existing contract.

If re-bid, who is/are the incumbent vendor(s)?
The incumbent is Bithgroup.

7. We find a similar TORFP issued a while ago. It is under evaluation for a while. Will this TORFP award take such a long time?
Possibly.

8. The section 2.9 requirement appears restrictive.

2.9 TO CONTRACTOR AND PERSONNEL OTHER REQUIREMENTS

The following qualifications are expected and will be evaluated as part of the technical proposal.

- At least two (2) years' experience managing Learning Management Systems.
- Knowledge of Blackboard preferred
- One year (1) experience working in a State of Maryland agency or other state agencies
- Three (3) years' experience working with Maryland Local Education Agencies (LEA)
- Three (3) years working experience with the State of Maryland SDLC methodology

Will you consider alternate experience or extensive application development experience in Federal/Commercial/State agencies?

No.

9. The section, 2.8 OFFEROR PERSONNEL MINIMUM QUALIFICATIONS
Only those Master Contractors whose resources meet all minimum qualifications in the CATS+ Master Contract Section 2.10 for the labor categories proposed as well as all specific qualifications cited below shall be eligible for TORFP proposal evaluation

What is the labor category for TORFP to pick up from CATS+ Master Contract Section 2.10?

Is it Project Manager ?

Yes.

10. How will the section 3.2.1 TO TECHNICAL PROPOSAL - E) Proposed Facility identify Master Contractor's facilities, including address, from which any work will be performed of this TORFP" adhere with your above scope of work?

Work will be performed onsite.

11. How do you want us to propose the resume in our response? Is it OK to use CATS+ RFR resume formats?

That is perfect and very acceptable format.

12. Section 2.8 references minimum qualifications for Contractor's proposed personnel.
Section 2.9 references other requirements for Contractor & Proposed Personnel.
Section 3.2.1 (D) states to provide 3 references by Contractors proposed Personnel.

Can you clarify section 2.9 are the minimum requirements to be met by either the contractor or proposed personnel? Or just by Contractor's proposed personnel?

Both.