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State Superintendent of Schools

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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
CATS+TORFP #R00B4400139
Senior Computer Security System Specialist

DATE: October 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 dorothy.richburg@maryland.gov
THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference
2. Questions received prior to Pre-Proposal;
3. Revised pages 11-14; and
4. Attendance Sheet.

PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, Thursday, October 23, 2014

MARYLAND STATE DEPARTMENT OF EDUCATION

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

Senior Computer Security System Specialist
TORFP NO. R00B4400139

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
dorothy.richburg@maryland.gov
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MS. RICHBURG:

For those of you who do not know me, I'm Dorothy Richburg, Procurement Officer here at MSDE. And I'd like to say welcome to our Pre-Proposal Conference for the Senior Computer Security Specialist.

I'm going to give you some instructions on how we will conduct our Pre-Proposal Conference. First we will have our introduction of the head table, followed by each of you. And I would ask that you would state your name and the company that you're with.

If you notice, this procurement is geared to Small Business Reserve only. So if you're not in that category, you're welcome to stay, but you cannot submit a proposal.

We have received some questions prior to the Pre-Proposal Conference and we can answer any of those today as well. Do we have anyone on the phone yet?

VOICE:

No.

MS. RICHBURG:

Did the phone ring?

VOICE:

No. Is somebody expected?

MS. RICHBURG:

A couple people said they wanted to call in. So I don't know. We may be hearing from them.

But, if not, we'll go through the morning. We hope to have the minutes out to you no later than next Wednesday or Thursday. You know, this is a short week for the state.

VOICE:

Uh-huh.

MS. RICHBURG:

We're closed this Friday as well as Monday for Labor Day. Hopefully we can answer all of the questions today. So you will be able to start to prepare your proposal.

Responses for this are due September the 30th, Tuesday, September the 30th, and they end at 2:00 p.m. And most of you know, if we don't get the minutes out in a reasonable amount of time that allows you to prepare your proposal, I will extend the time.

This is, I'm going to get this out of the way, this is a re-bid. It is currently an incumbent which is Sona Networks. We are looking for up to two resources.

However, you can only submit a resume for one candidate. We're asking each vendor to submit a resume for one candidate.

And with that said, I'm going to start with the introduction of Greg and then we'll work our way right around the table.

MR. TALLEY:

I'm Greg Talley. I'm a Program Manager for the Office of Information Technology here at MSDE.

MS. RICHBURG:

Let's start with you.

MR. TORRES:

My name is Allan Torres and I am with Web-Traits, Inc.

MS. RICHBURG:

Okay.

COURT REPORTER:

Could you tell me who you're with.

MR. TORRES:

Web Traits, Inc.

MR. ROY:

I'm Bhaskar Roy. I'm the Business Development Manager for Web-Traits, Inc.

MS. RICHBURG:

Thank you.

MR. BORKOWSKY:

I'm Walter Borkowsky. I'm with Netorian.

MS. RICHBURG:

Okay. Thank you. Okay.

MS. HESS:

My name is Laurie Hess. I'm with Bithgroup Technology.

MS. RICHBURG:

Okay. And we have with us, oh --

COURT REPORTER:

Doug.

MS. RICHBURG:

With the Conference Reporting Services. Doug is here strictly for the purposes of taking the minutes. He may ask us to stop and speak up or to repeat something, just so we can get the minutes clearly and accurately.

So at this time I'm going to ask Greg to give us an overview of this procurement.

MR. TALLEY:

I'm going to take it directly from Section 2 which is the Scope of Work. MSDE is issuing this CATS+ TORFP to obtain up to two (2) on-site Senior Computer Security Systems Specialists to develop and implement Multi-level Security (MLS) using Oracle Adaptive Access Manager (OAMM) and Identity Management (IDM) 11gR2 Security Software.

Given the sensitivity of the data associated with the work, the TO contractor personnel assigned to this project shall comply with the requirements of CATS+ RFP Section 2.4.3.2, and sign non-disclosure agreements as described in Section 1.7 above.

As part of the evaluation of the Proposal for this TO, Master Contractors may propose exactly one (1) named resource. MSDE expects the two (2) resources to be available as of Notice to Proceed.

MSDE may award this Task Order to multiple Master Contractors that propose a resource that can satisfy the TO requirements.

Selection for award shall be based on best value to the state.

With that said...

MS. RICHBURG:

Okay. To get a couple of other things out of the way. Page -- at 2.10 is a Task Order Contract of Personnel, minimum requirements. I have it on page 14. 2.10. We had a question.

The first minimum qualifications, minimum of four (4) years experience with Oracle 11gR2 OAMM and IDM product installation. We're going to change the minimum requirements to three (3) So the minimum requirement for that will be three (3).

Also, I'm going to have to check into this. This is a question. I'm going to make,

I'm going to change it now.

The cost proposal, I'm going to amend that labor category, Senior Computer Security Systems Specialist. I thought there was a labor category like that and I'm going to have, if it's not. Thank you. After I did it, we said we didn't think so, we didn't have a chance to go back and change it.

So we're going to remove that Senior Computer Security Systems Specialist labor category and we're going to allow the Master Contractors to propose a labor category. They have it (inaudible) for this position.

Another question that came in, I wanted to address this now. This is a re-bid and one of the vendors had asked could they view some of the work or some of the document, access to a document that could help them submit a candidate.

This work, some of this work is new for this. So seeing any previous work or any document would not benefit in allowing you to get a better candidate or to address that.

So I'm going to have to say no, we will not allow the Master Contractor to view any of the current or previous work done by the Contractor.

MALE VOICE:

And you mentioned there was an incumbent?

MS. RICHBURG:

Yes.

MALE VOICE:

So are we allowed ...

MS. RICHBURG:

Yes.

MALE VOICE:

Solan Networks does it?

MS. RICHBURG:

Sona, S-O-N-A. Sona Networks.

MALE VOICE:

Thank you.

MS. RICHBURG:

You're welcome. And they're allowed to re-bid on this. Like I said, you can only do one per Master Contractor. Laurie?

MS. HESS:

So then I noticed it said to submit one named resource, but then MSDE expects the two resources to be available as (inaudible) ...

MS. RICHBURG:

Okay. We're going to get, we're going to have two (2) vendors. We're going to have two (2) Master Contractors. I'm just saying for example, Notice to Proceed may be October the 1st. Or it may be November the 1st.

MS. HESS:

Okay.

MR. ROY:

Yeah, that because I was asking in that case how do we do the Price Proposal.

MS. RICHBURG:

Okay. Good. Yes, sir. We're small and I'm going to start with Walter and work our way around. And we're going to ask new questions. I ask you to do one question at a time.

So we can get all of our questions in.

MR. BORKOWSKY:

When do you expect the winner to begin work?

MS. RICHBURG:

Currently, they have an extension through September 30th. Which you know, with the proposals due September 30th, they're not going to have an award by that time.

MR. BORKOWSKY:

Right.

MS. RICHBURG:

I'm going to say you will know by November the 1st.

MR. BORKOWSKY:

Okay. Thank you.

MS. RICHBURG:

Because we didn't want to extend this again. We would have to extend this again, so hopefully by November the 1st, we will be able to start. Mr. Bhaskar?

MR. BHASKAR:

I'm good. Thank you.

MS. RICHBURG:

Laurie?

MS. HESS:

So is there the opportunity for extension of this position beyond the 6 months?

MS. RICHBURG:

What do you mean beyond the 6 —

MS. HESS:

It said, let's see.

MS. RICHBURG:

It's for one (1) year.

MS. HESS:

Oh, just for one (1) year. Okay.

MS. RICHBURG:

The position on Race to the Top is coming to an end.

MS. HESS:

Uh-huh.

MS. RICHBURG:

So we don't know what we're going to need, we don't know if Race to the Top is going to be extended. Let's say we only did it for a base of one (1) year. Yes, sir?

MR. BHASKAR:

Sorry. Along the same lines. Is it currently one (1) year? Is it currently a five (5) year or ...

MS. RICHBURG:

It was currently a five-year.

MR. BHASKAR:

Currently a five-year.

MS. RICHBURG:

It was a five-year, it was a CATS II Procurement.

MR. BHASKAR:

Uh-huh.

MS. RICHBURG:

And it ended May 31st.

MR. BHASKAR:

Oh, I see.

MS. RICHBURG:

2014. And we extended it through September the 30th, 2014. In hopes of having a procurement by that time, but if you noticed on the website we had a lot of procurements so we were not able to get all of them procured or awarded in time. So that's why this may be extended again.

But the original contract was for five (5) years. We're just going to open it up.

MS. HESS:

So this says specifically for Race to the Top or does this include other programs?

MR. TALLEY:

This is primarily for Race to the Top.

MR. TORRES:

On page five (5) it says the primary place of performance would be here at the MSDE. But on page 19 there's a proposed facility for sections where you're asked to identify your facilities, where any work will be performed.

Is it expected that any work will be performed off-site or all the work is performed here?

MR. TALLEY:

All here.

MR. TORRES:

All here. Okay.

MR. BORKOWSKY:

On page 18 where it says Tools, the TO Contractor owns and proposes to meet any requirements in Section 2. Is it expected that we come with Tools to help you?

MS. RICHBURG:

We'll provide our own Tools.

MR. BORKOWSKY:

Okay.

MS. RICHBURG:

(inaudible)

MR. BORKOWSKY:

Right. I thought you would.

MS. RICHBURG:

I'm glad you did. We'll provide all our own Tools.

Allan? Laurie? Walter?

MR. BORKOWSKY:

No more.

MS. RICHBURG:

Greg did a good job with this.

MR. TALLEY:

Thank you.

MS. RICHBURG:

We made a couple of mistakes and I did the proof, because I made that mistake, but Greg did good in writing this.

Thank you all very much.

MR. BHASKAR:

May I ask a generic question?

MS. RICHBURG:

Yes, sir, you may.

MR. BHASKAR:

Your email address has changed.

MS. RICHBURG:

Yes.

MR. BHASKAR:

Is that an organizational change?

MS. RICHBURG:

Yes, sir. Yes.

MR. TALLEY:

We're google mailshop now.

MR. BHASKAR:

Oh, you went to google. I see.

(Off the record)

MS. RICHBURG:

We want to thank you for coming out this morning. Hopefully you'll make it back to your location safely and that you don't get tied up in any traffic.

MR. BHASKAR:

I'm just wondering who is the unlucky among ...

MS. RICHBURG:

The sign-up sheet. And I don't know what happened to the telephone people. And you don't have to be present at the Pre-Proposal Conference to submit a proposal.

Okay. We're going to go off the record now.

(Off the record)

(Whereupon, at 10:25 a.m., the meeting was concluded.)

The following questions were received:

1. Is this a New Position or an incumbent? If incumbent, then please list the name.
Incumbent – SONA Networks.
2. Will the interviews be In-person or telephone?
We prefer in person, but if the candidate is located further than 100 miles, we will allow telephone. However, if they are considered for the position, a second interview, which must be face to face, will be required.
3. I do not see a Senior Computer Security System Specialist labor category in CATS+. Can you clarify the labor category using the labor category number and/or title that matches a CATS+ labor category?
The vendor should select and identify the labor category that best fits the requirements.
4. [Section 2.10 of the TORFP states following minimum qualifications are mandatory::](#)
Minimum of four (4) years of experience with Oracle 11gR2 OAAM and IDM product installations and setups for access manager, OAAM, single sign-on (SSO), and federated security with Active Directory (AD) and LDAP.
Our research indicates that OAAM and IDM were introduced less than four years ago; hence, it would be difficult to satisfy this requirement. Recognizing this, would MSDE consider lowering this experience requirement?
The experience requirement has been lowered to three (3) years.
5. Section 2.4 lists the duties and responsibilities of the Security Specialist with associated deliverables which are missing in Section 2.5. Please detail the required deliverables?
Please see attached revised pages 11 -14.
6. It is our understanding that similar positions of Oracle Security Personnel were staffed under R00B9200195. We believe that we can submit an effective response to this TORFP if we are knowledgeable about the work in progress at MSDE. MSDE is requested to allow access to these documents so that we can determine the level of expertise which we need to submit?
It is not be necessary to review previous work; different work will be assigned.
7. In the table under 2.4, there are three deliverable referenced 2.5.3.1 ; 2.5.3.2 and 2.5.3.3 but the table under 2.8 only references two deliverables, number 2.5.3.1 and 2.5.3.2. We also noticed that under table 2.8, deliverable number 2.5.3.2 is named "weekly status reports," which table 2.4 refers to as 2.5.3.3.
Please see attached revised pages 11-14.

TO Contractor – The CATS+ Master Contractor awarded the TO Agreement. The TO Contractor shall provide human resources as necessary to perform the services described in this TORFP Scope of Work.

TO Contractor Personnel - The Senior Computer Security System Specialist, the resource(s) assigned by the TO Contractor, will support educational performance and accountability information preparation and analysis to support agency initiatives.

2.4 DUTIES AND RESPONSIBILITIES

The Senior Computer Security System Specialist shall perform duties including, but not limited to, the responsibilities outlined below:

ID #	Senior Computer Security System Specialist Responsibilities	Associated Deliverable
2.4.1	Provide support during core business hours. The core business hours are defined in Section 2.11.1.	Time Sheets
2.4.2	Analyze and define security requirements for MLS issues.	Multilevel Security (MLS) Systems
2.4.3	Design, develop, engineer, and implement solutions to MLS requirements.	Multilevel Security (MLS) Systems
2.4.4	Gather and organize technical information about an organization’s mission goals and needs, existing security products, and ongoing programs in the MLS arena.	Multilevel Security (MLS) Systems
2.4.5	Perform risk analyses, to include risk assessment.	Multilevel Security (MLS) Systems
2.4.6	Install, setup configure, support, and maintain settings for Oracle OAAM and IDM for access management, strong authentication, Federation, and single sign-on (SSO).	Multilevel Security (MLS) Systems
2.4.7	Install, setup configure, support, and maintain SSO integration with Oracle 11g Business Intelligence Enterprise suite (OBIEE).	Multilevel Security (MLS) Systems
2.4.8	Install, setup configure, support, and maintain SSO integration with Oracle 11g WebCenter Portal suite and content management.	Multilevel Security (MLS) Systems
2.4.9	Produce weekly status report.	Weekly Status Report

2.5 DELIVERABLE SUBMISSION PROCESS

For each written deliverable, draft and final, the TO Contractor shall submit to the TO Manager one (1) hard copy and one (1) electronic copy compatible with the latest versions of Microsoft Office, Microsoft Project and/or Microsoft Visio applications.

Drafts of all final deliverables are required at least two (2) weeks in advance of when all final deliverables are due. Written deliverables defined as draft documents shall demonstrate due diligence in meeting the scope and requirements of the associated final written deliverable. A draft written deliverable may contain limited structural errors such as poor grammar, misspellings or incorrect punctuation, but shall:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.
- B) Be organized in a manner that presents a logical flow of the deliverable's content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) Present information that is relevant to the Section of the deliverable being discussed.
- E) Represent a significant level of completeness towards the associated final written deliverable that supports a concise final deliverable acceptance process.

Upon receipt of a final deliverable, the TO Manager shall commence a review of the deliverable as required to validate the completeness and quality in meeting requirements. Upon completion of validation, the TO Manager shall issue to the TO Contractor notice of acceptance or rejection of the deliverables in an Agency Acceptance of Deliverable Form (Attachment 8). In the event of rejection, the TO Contractor shall correct the identified deficiencies or non-conformities. Subsequent project tasks may not continue until deficiencies with a deliverable are rectified and accepted by the TO Manager or the TO Manager has specifically issued, in writing, a waiver for conditional continuance of project tasks. Once the State's issues have been addressed and resolutions are accepted by the TO Manager, the TO Contractor will incorporate the resolutions into the deliverable and resubmit the deliverable for acceptance. Accepted deliverables shall be invoiced within 30 days in the applicable invoice format (Reference 2.9 Invoicing).

A written deliverable defined as a final document shall satisfy the scope and requirements of this TORFP for that deliverable. Final written deliverables shall not contain structural errors such as poor grammar, misspellings or incorrect punctuation, and shall:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.
- B) Be organized in a manner that presents a logical flow of the deliverable's content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) Present information that is relevant to the Section of the deliverable being discussed.

The State required deliverables are defined below. Within each task, the TO Contractor may suggest other subtasks or deliverables to improve the quality and success of the project.

2.6 MINIMUM DELIVERABLE QUALITY

The TO Contractor shall subject each deliverable to its internal quality-control process prior to submitting the deliverable to the State.

Each deliverable shall meet the following minimum acceptance criteria:

- A) Be presented in a format appropriate for the subject matter and depth of discussion.
- B) Be organized in a manner that presents a logical flow of the deliverable’s content.
- C) Represent factual information reasonably expected to have been known at the time of submittal.
- D) In each section of the deliverable, include only information relevant to that section of the deliverable.
- E) Contain content and presentation consistent with industry best practices in terms of deliverable completeness, clarity, and quality.
- F) Meets the acceptance criteria applicable to that deliverable, including any State policies, functional or non-functional requirements, or industry standards.
- G) Contains no structural errors such as poor grammar, misspellings or incorrect punctuation.

A draft written deliverable may contain limited structural errors such as incorrect punctuation, and shall represent a significant level of completeness toward the associated final written deliverable. The draft written deliverable shall otherwise comply with minimum deliverable quality criteria above.

2.7 DELIVERABLE DESCRIPTIONS / ACCEPTANCE CRITERIA

Deliverable Description	Acceptance Criteria	Due Date / Frequency
Timesheets	The TO Contractor personnel shall submit to the TO Manager a time sheet of hours worked which will be signed by the TO Manager and submitted with the monthly invoice.	Within three (3) business days after the 15th and last day of the month.
Multilevel Security (MLS) Systems	The TO Contractor personnel shall provide documentation to the TO Manager that Multilevel Security Systems are fully developed, implemented and functional .	Documentation will be due one week after system goes into operation.
Weekly Status Reports	At the conclusion of each work week, the TO Contractor shall be responsible for compiling and submitting to the TO Manager, a weekly status report that summarizes the following: <ul style="list-style-type: none"> • Assigned work efforts and status (completed, in progress, on-hold) and issues identified. 	Delivered complete and on time - Submitted Monday, 12:00PM (Noon) via email <i>*If Monday is a holiday or a service</i>

	<ul style="list-style-type: none"> • Emergency work efforts and issues identified. • Proposed activities for the upcoming workweek. • Hours worked by individual TO Contractor personnel. • Any application, data anomaly, or bug worked on and fixed. 	<p><i>reduction day, the TO Contractor shall submit the report no later than 12:00 pm (Noon) the following business day.</i></p>
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