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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
TORFP NO. R00B4400159
TECHNICAL WRITER

DATE: June 5, 2014

YOU SHOULD RECEIVE 17 PAGES
In addition to the attendance sheet and updated cost proposal
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OR EMAIL drichburg@msde.state.md.us
THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Monday, June 2, 2014;
2. Attendance Sheet

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, WEDNESDAY, JULY 23, 2014**

MARYLAND STATE DEPARTMENT OF EDUCATION

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TORFP NO. R00B4400159

TECHNICAL WRITER

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PLEASE E-MAIL, FAX OR MAIL THIS TO:

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MR. BLACKBURN:

Welcome everyone. Thank you for coming. We're here to discuss this TORFP for a Technical Writer and we'll follow the usual procedure where we will introduce ourselves. Mr. Talley will give an overview of this TORFP and then we'll open it up to questions.

So I'm James Blackburn. I work with Dorothy Richburg in Procurement and the gentleman on my right is?

MR. TALLEY:

I'm Greg Talley. I'm the Telecom Coordinator for the Office of Information Technology here at MSDE.

MR. BLACKBURN:

Let's go kind of counter clockwise, no, clockwise around the room starting with Mr. Bouri and introduce ourselves. Please give the spelling of your last name for the transcriptionist and the name of your company.

MR. BOURI:

Jay Bouri, B-O-U-R-I, N-3 Technologies. We are an MBE.

MS. DAWSON:

Susan Dawson, D-A-W-S-O-N. I'm with Foster Knowledge. We're also an MBE.

MR. McGHEE:

I'm Gerald McGhee, M-C-G-H-E-E. I'm with Soft-Con and we're also an MBE.

MS. McGAUGHEY:

I'm Mary Kay McGaughey, M-C-G-A-U-G-H-E-Y, I'm with Soft-Con Enterprises, Incorporated as well. We're an MBE.

COURT REPORTER:

Ma'am, when you speak, you have to speak a little bit louder.

MS. McGAUGHEY:

I'm sorry. We are an MBE as well.

MS. GUDUDURI:

I'm Nandita Gududuri, it's G-U-D-U-D-U-R-I, spelled like that. AP Ventures. We're also MBE.

MS. HESS:

I'm Laurie Hess. I'm here from Bithgroup Technologies. Last name is spelled H-E-S-S. We are an MBE.

MS. WILLES:

Verna Willes. W-I-L-L-E-S, with Syscom, Incorporated. And we're an MBE company representative.

MR. CHAMBERS:

And I'm Doug, the guy that does the transcripts.

MR. BLACKBURN:

Very good. Now Mr. Talley will give us an overview of this TORFP.

MR. TALLEY:

Okay. Welcome on a beautiful day like today to our Pre-Proposal Conference. MSDE is issuing this CATS+ TORFP to obtain up to two on-site technical writers to design and develop educational media on-line portal contents, Webinars and newsletters.

Given the sensitivity of the data associated with the work and 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.

So again this TORFP is for up to two on-site technical writers. It is a recompile.

QUESTIONS – ANSWERS--CLARIFICATIONS

MR. BLACKBURN:

All right. Very good. All right. We can start with questions. We'll start with Mr. Bouri and go around the room. Do you have a question, Mr. Bouri?

MR. BOURI:

Two questions. You say up to two or do you have two?

MR. TALLEY:

Well, we're looking for up to two. Currently there was one vacancy originally in the first go-round. So that never got taken care of. It states that it will take up to two.

MR. BOURI:

Could you identify who the incumbent vendor is?

MR. TALLEY:

Uh-huh. TrayCom Systems Group.

MR. BLACKBURN:

Okay. Very good. Ms. Dawson, do you have a question?

MS. DAWSON:

I do have a question. I'm curious. What is the work specifically that this person would be doing. Is it to support technology? Is it to support K-12? Like what type of webinars and on-line learning materials are they going to be creating?

MR. TALLEY:

Okay. We have several portals that are designed for educators in Maryland that we want to develop resources to go into those portal environments.

MS. DAWSON:

Okay.

MR. TALLEY:

The work will be done on-site here. The equipment will be here and this person will support that team that's developing a lot of these applications.

MS. DAWSON:

Okay.

MR. TALLEY:

So it would be primarily for teachers; I'm sure there will be some resources that will be available for students as well.

MS. DAWSON:

Okay.

MR. BLACKBURN:

Very good. Mr. McGhee, do you have a question?

MR. MCGHEE:

Yes. In the stated work, they say provides staffing management plan that demonstrates how the Offeror will provide resources. Within number one it says planned team composition by role. Important. Identify specific names and provide history only for proposed resources required for evaluation of this TORFP.

So what do you mean by planned team composition or role and the history, what is...

MR. TALLEY:

I'm sorry. What page, I'm sorry.

MR. MCGHEE:

I got, page 20 at number five. Under Section 3.3.

MR. TALLEY:

3.3?

MR. MCGHEE:

Yes. It's bold. It says "Important".

MR. BLACKBURN:

Here it is.

MR. TALLEY:

Yes. Thank you. We will get the answer for you and provide that. Because this has something to with...

MR. BOURI:

Mr. Blackburn, can we ask a follow-up questions on that?

MR. BLACKBURN:

No, go ahead. And if it ties in, go right ahead.

MR. BOURI:

Since you have not identified two resources and you're asking for two resumes, I'm assuming.

MR. TALLEY:

Uh-huh.

MR. BOURI:

I mean this is in Section 5, so why not try to link this all together?

MS. GUDUDURI:

May I? This is language from DoIT.

MR. BOURI:

Right.

MR. TALLEY:

That's right.

MS. GUDUDURI:

So MSDE has to comply with DoIT. It's what I'm told, you know.

MR. BOURI:

I understand that, but MSDE can waive the Section. This has been done in the past.

MR. TALLEY:

We'll have some discussion with the Procurement folks and see if that flies.

MR. BLACKBURN:

I'll discuss it with you.

MR. BOURI:

Thank you.

MR. BLACKBURN:

Okay. Let's continue on. Ms. McGaughey?

MS. McGAUGHEY:

I had a question that's similar to that as well. So up to two means, because when I first read it I thought it said that we have to submit two people and you were picking one contractor. So are you choosing two spots or just one spot when we submit our technical, is it one position or two positions you're hiring one?

MR. TALLEY:

Up to two.

MS. McGAUGHEY:

Up to two. But you're only picking one Master Contractor?

MR. TALLEY:

Yes.

MS. McGAUGHEY:

So within the requirements, the minimum requirements, each person we submit has to fulfill each one of those requirements?

MR. TALLEY:

Correct.

MS. McGAUGHEY:

Okay. Thank you.

MR. BLACKBURN:

Very good. Ms. Gududuri? Do you have a question?

MS. GUDUDURI:

Just a clarification. On the last question. So you could pick up to two and you intend to make a single award whether you pick one or two, a single vendor?

MR. TALLEY:

Yes.

MS. GUDUDURI:

Okay. Thank you.

MR. BLACKBURN:

Okay. Very good. Ms. Hess?

MS. HESS:

No questions.

MR. BLACKBURN:

Ah, Mr. Harjani. How are you?

MR. HARJANI:

Fine.

MR. BLACKBURN:

You might want to introduce yourself for the meeting.

MR. HARJANI:

Sandeep Harjani from Infojini, Inc. My question is that generally you have, if you're looking for two people and generally have two Offerors is there a specific reason that there's only one contractor, a Master Contractor to be selected for this one?

MR. TALLEY:

Well, I think they're looking at the level of command in terms of work, you know, that we're trying to make some assessment whether we need one or two.

MR. HARJANI:

Okay. Thank you.

MR. BLACKBURN:

Okay. Very good. I believe for the tape Mr. Harjani's name is spelled H-A-R-J-A-N-I?

MR. HARJANI:

Thank you.

MR. BLACKBURN:

Is that right?

MR. HARJANI:

Yes.

MR. BLACKBURN:

I'm getting to know you. Ms. Willes?

MS. WILLES:

When is the projected start date?

MR. TALLEY:

The current contract we have is September 30th, so if that would help.

MR. BLACKBURN:

Okay. We're back to Mr. Bouri.

MR. BOURI:

On page 16, Item 2.1.

MR. TALLEY:

16, 2.1.

MR. BOURI:

Says two years of experience developing training and education materials for end-user using computers in a K-12 environment. So is that a desired qualification or is acquired qualification?

MR. TALLEY:

It's not --

MR. BOURI:

It's not a part of the minimum.

MR. TALLEY:

No, not a part of the minimum. We use other requirements. So it's a desired.

MR. BOURI:

Okay. Thank you.

MR. BLACKBURN:

Very good. Ms. Dawson.

MS. DAWSON:

No more questions at this time.

MR. BLACKBURN:

Okay. And Mr. McGhee?

MR. MCGHEE:

Yes. Are there any minimum requirements for the actual company? So the requirements all come from the two candidates that we submit?

MR. TALLEY:

Correct.

MR. MCGHEE:

Okay.

MR. BLACKBURN:

Okay. Thank you. Ms. McGaughey?

MS. MCGAUGHEY:

I have no questions.

MR. BLACKBURN:

Ms. Gududuri?

MS. GUDUDURI:

No questions.

MR. BLACKBURN:

Back to Ms. Hess.

MS. HESS:

No questions.

MR. BLACKBURN:

And over to Mr. Harjani again?

MR. HARJANI:

Getting more clarification on Mr. Bouri's question. What section was that where they said it was optional, the preferred qualifications to be required?

MR. BOURI:

It is one of the minimum qualifications, to follow up on that with the next question.

MR. TALLEY:

What's the number?

MR. BOURI:

It is 2.10.

MR. TALLEY:

Okay.

MR. BOURI:

And then it's 2.11.

MR. TALLEY:

Okay. Thank you.

MR. BLACKBURN:

And on to Ms. Willes?

MS. WILLES:

I'm okay, thanks.

MR. BLACKBURN:

Very good. Back to Mr. Bouri.

MR. BOURI:

No questions at the moment.

MR. BLACKBURN:

Okay. We'll pass over you to Ms. Dawson?

MS. DAWSON:

No other questions.

MR. BLACKBURN:

And how about you, Mr. McGhee?

MR. MCGHEE:

The question that I asked at the beginning on page 20, do you expect to have that answered?

MR. BLACKBURN:

You submitted that question in writing, didn't you?

MR. MCGHEE:

Yes, I did.

MR. BLACKBURN:

Yes, I recognized it because I was formulating those questions this morning, some of the questions.

MR. MCGHEE:

Yeah.

MR. BLACKBURN:

So yes, they will all be answered. There were several questions submitted in writing before the Pre-Proposal, and in fact, I just finished a few minutes ago, formulating those questions. I recognized it. So they will all be answered, I can assure you.

MR. MCGHEE:

The time frame?

MR. BLACKBURN:

Oh, shortly. I've already prepared them. As soon as we break up, they'll be going back to Dorothy. Dorothy will be taking care of those that are her responsible forwarding those over to Greg or one of his folks for answering. So I should think it would just be a day or two. It won't take very long.

MR. MCGHEE:

Okay. Thank you.

MR. BLACKBURN:

You're welcome. Ms. McGaughey?

MS. McGAUGHEY:

No questions.

MR. BLACKBURN:

Ms. Gududuri?

MS. GUDUDURI:

No.

MR. BLACKBURN:

Ms. Hess?

MS. HESS:

No questions.

MR. BLACKBURN:

Mr. Harjani?

MR. HARJANI:

No questions.

MR. BLACKBURN:

And Ms. Willes?

MS. WILLES:

No questions.

MR. BLACKBURN:

Nothing. I think we'll go around one more time. Mr. Bouri, can you think of something for us?

MR. BOURI:

I have a question.

MR. BLACKBURN:

Very good. Thank you.

MR. BOURI:

Page 20. No. 4.

MR. TALLEY:

Uh-huh.

MR. BOURI:

Complete and provide at the interview Attachment 4 - Labor Classification Personnel Resume Summary. So I just want to make sure that that's an interview item, not a submission item.

Normally they require it as part of the submission in the TORFP. And since it's boiler plate language from DoIT, I want to make sure that's what you're asking for.

MR. BLACKBURN:

Well, I know we want to have the resumes at submission. And what happens oftentimes in the interviews, individuals bring resumes in with them if they're coming in. Usually we'll have them but if there are updates, they can bring them in.

MR. BOURI:

So are we talking about labor classification, personnel resume summary, that's a two-page, four-column document you're talking about...

MR. TALLEY:

Oh, okay. Then I'm not familiar with that piece.

MR. BLACKBURN:

Yeah, I know what document you mean and tell me your question again.

MR. BOURI:

The question is are we supposed to bring at the interview or this happens to be an oversight that you're going to look for it as part of the submission? I just want to clarify.

MR. TALLEY:

Yeah. I don't ever recall a case where it was allowed to be brought in. I think that every time that I've had to schedule interviews...

MR. BOURI:

Here.

MR. BLACKBURN:

Yeah, they're an attachment, always Attachment 4 or 5 usually, right.

MR. BOURI:

So it's part of the submission.

MR. BLACKBURN:

Yeah, it is. In fact, some of the vendors will submit in addition to that a personal resume or personalized resume that sums it up but they all have to submit that transcript or whatever that thing is called, Attachment 4 or 5, the resume, which is a format, and which allows for comparisons because it's uniform.

MR. BOURI:

Is it?

MR. TALLEY:

Right, yeah.

MR. BOURI:

So shall we say that you confirmed that this is required as part of the submission?

MR. BLACKBURN:

I take full responsibility and say that that's part of the required submission.

MR. BOURI:

Thank you.

MR. BLACKBURN:

Okay. Ms. Dawson?

MS. DAWSON:

No questions.

MR. BLACKBURN:

Mr. McGhee?

MR. MCGHEE:

Yes. Page 20 again. Number 3. Supporting descriptions for all labor categories proposed in response to this TORFP. So when looking for additional resources, you want to see what labor category, what job description we would put out as a labor category if we were trying to recruit additional personnel?

MR. TALLEY:

I didn't quite understand that one.

MS. GUDUDURI:

I'm sorry. What page are you on?

MR. MCGHEE:

Page 20. Under #5, No. 3. Supporting descriptions of labor categories.
(Everyone talking)

MR. TALLEY:

This is probably another one of DoIT's analogies.

MR. BOURI:

Mr. Talley, this is going back to the same question that I had earlier. And I think since this being part of the boiler plate, maybe to avoid confusion is a formal request to delete this section under 5.

MR. TALLEY:

So you're making a suggestion that this be --

MR. BOURI:

The Item No. 5... a resume, submitting two resumes. Hence, the question of having a second ? Does not really arise.

MR. BLACKBURN:

To retire No. 5. But Mr. McGhee's is back in No. 5.

MR. BOURI:

That is part of No. 5.

MR. BLACKBURN:

What, provide the names and titles of the Master Contractor...?

MR. BOURI:

No.

MR. MCGHEE:

If he's correct, if you only want to have two people, why do you need a staffing plan? If you knew you were going to have more than two people, you're going to bring on more people, then you do need a staffing plan.

But it's just confusing. This one will, 1, 2, 3, you know, they're all confused.

MR. BLACKBURN:

Okay. So I was mistaken. So your question was not about Item No. 3 at the top of the page, provide the names and titles. You were referring to Item No. 3 underneath.

MR. MCGHEE:

Yes.

MR. BLACKBURN:

I was mistaken. I caused the confusion. I apologize. And that seems like a good suggestion to me, to delete that entire No. 5. So I'll suggest it to Ms. Richburg.

MR. BOURI:

Yeah, make it simple for you and for us.

MR. BLACKBURN:

Please. Okay. I'll make that suggestion.

Where are we now? We are, Mr. McGhee just spoke, okay. So Ms. McGaughey, excuse me.

Ms. Gududuri? Do you have something for us?

MS. GUDUDURI:

I have no questions.

MR. BLACKBURN:

Mr. Willes. Ms. Hess?

MS. HESS:

No questions.

MR. BLACKBURN:

And Mr. Harjani?

MR. HARJANI:

No questions.

MR. BLACKBURN:

All right. Anyone have any thoughts? Other questions? Suggestions?

MS. GUDUDURI:

I just want to say to the question about the Attachment 4/5, maybe there is a typo but it's always something you submit along with the TORFP and then the signature portion is very important, to have the candidates sign.

MR. BLACKBURN:

There are times where the vendor was unable to secure a signature prior.

MS. GUDUDURI:

Right.

MR. BLACKBURN:

But the candidate would have to sign.

MR. BOURI:

Yes. Just to add, Ms. Richburg had allowed that we could submit without the signatures and signatures can be added later on, if MSDE so requires.

MR. BLACKBURN:

Okay. Yeah, we've been doing that.

MS. GUDUDURI:

But I have a personal recommendation. I think it's a good idea to have the signatures included because many times companies will just take a profile and submit it. If you have a signature there, then the candidate does have an avenue to endorse it, you know, if you will.

So it is sort of -- it serves two purpose. So it's a good idea to have the signature.

MR. BLACKBURN:

I have heard cases where companies will submit resumes on the part of the candidate but the candidate is not even aware of it.

MR. BOURI:

Right. There are many situations that we should ask for the signatures at submission because sometime they do the submission without the candidate knowing and it could cause problems.

MR. BLACKBURN:

Uh-huh.

MS. GUDUDURI:

Yes. It saves everybody a lot of time.

MR. BOURI:

In relation to MSDE as well as to the vendors.

MR. BLACKBURN:

Okay. Well, I'll talk to her about this as soon as we break up. So noted. And it's in the record.

Okay. Does anyone have anything else to add? We're all set. Everyone happy, or at least temporarily satisfied?

All right. Very good. Thank you all for coming. Enjoy the wonderful weather.

MR. TALLEY:

Thank you.

(Whereupon, at 2:00 p.m. the proceedings were adjourned.)

Technical Writer

TORFP R00B4400159

Vendor Questions from Pre-proposal Conference Monday, 2 June 2014 1:30 p.m.

1. Should 3.3C) be part of 3.3.B)?

2. 1.4 INTERVIEWS - *All Master Contractors and proposed staff will be required to make an oral presentation to State representatives in the form of interviews.* Is there something specific the Master Contractor will be presenting? Should Presentations be prepared for the interviews? Will the interview be with the 2 candidates and a representative of the Master Contracting firm?

3. 2.5.3.1 PERSONNEL - *Personnel shall be available for work, NTP + 10 Business Days.* Some Candidates submitted will be working already and would require time to resign their current position and also time to complete the background investigation. We do not feel that your 10 business days account for these times. We would like you to revise the due date.

4. 2.10 The State of Maryland Enterprise Architecture TO CONTRACTOR PERSONNEL MINIMUM QUALIFICATIONS. Is this for the Technical Writers or does this needs to be revised?

5. 2.11 General Industry Experience: Is this requirement for "Two (2) years experience developing training and education materials for end-users using computers in a K12 environment" preferred or required?

6. 3.3 C (2) *Certification that all proposed personnel meet the minimum required qualifications and possess the required certifications in accordance to Section 2.7. Are there certification requirements for the Technical Writer positions? Should section 2.7 be revised to 2.10?*

7. 3.3 C (4) *Complete and provide, at the interview, Attachment 4 – Labor Classification Personnel Resume Summary. Is this suppose to be provided with the Proposal or provided at the face to face interview?*

8. 2.9.1 OFFEROR’S COMPANY MINIMUM QUALIFICATIONS

Can you clarify what are the minimum qualifications for the Master Contractor? We are unclear as to whether the minimum qualification for the Master Contractor are represented by the candidates that we submit or are there specific qualifications that the Master Contractor must have.

9. *Provide a Staffing Management Plan that demonstrates how the Offeror will provide resources in addition to the personnel requested in this TORFP, and how the TO Contractor Personnel shall be managed. Include: Planned team composition by role (**Important! Identify specific names and provide history only for the proposed resources required for evaluation of this TORFP**).*

Can you clarify what is meant by “planned team composition by role”. Are we to identify by name additional resources that may be required to support the contract? Can you clarify what is meant by “provide history”.

10. Is there an incumbent?

