TO: Potential Offerors

FROM: June Dwyer
Division of Business Services, Procurement Section

RE: ADDENDUM 1
TORFP R00B6400006 High School Assessments SAS Programmer

DATE: July 29, 2015

Please review all of the information for this addendum and take this into consideration when submitting your proposals.

Included in this addendum is:

- Pre-proposal attendance list
- Transcript of Pre-Proposal conference
- Questions and Answers

Please contact me if you do not receive all of the attachments listed above.

Thank you. All correspondence should be sent to june.dwyer@maryland.gov.

You must acknowledge all addenda with your proposal. Please submit page 2.
ADDENDUM 1
TORFP R00B64000006
High School Assessments SAS Programmer

Received By____________________________________________________
(Print Name)

Signature________________________ Date____________________

Vendor________________________________________________________

Telephone No._____________________   Email: ________________________
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Thursday, July 23, 2015 11:00 AM
TORF #3800660049
High School Assessments SAS Programmer
Maryland State Department of Education
MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE)

Consulting and Technical Services Plus (CATS+)

Task Order Request for Proposals (TORFP)

HIGH SCHOOL ASSESSMENT SAS PROGRAMMER

CATS+ TORFP #R00B6400006

JULY 23, 2015

11:00 a.m.

June Dwyer presiding

Baltimore, Maryland
FYI

Within this transcript of proceedings, if the spelling of any name or term is contained in the exhibits or any other support documentation, it will be reflected as such in the transcript.

If the correct spelling is not made available, then the phonetic spelling will be used in the transcript.
(11:00 a.m.)

MS. DWYER:
All right. Well, good morning, everyone. We’re here for the TORFP for a SAS Programmer.

And we’re going to start the Pre-Proposal Conference. We’ll go around the room and we’ll introduce ourselves and then we’ll introduce those of you on the phone.

So I’m going to start. I’m June Dwyer and I’m a Procurement Officer here at MSDE.

MR. ALLEN:
Marc Allen, Education Program Specialist with the Division of Assessment and Accountability.

MR. ATHREYA:
Narayan Athreya from I-Cube Systems.

MR. ZERNHELT:
Brian Zernhelt from Software Consortium.

MS. CLIFFORD:
Nancy Clifford from Software Consortium.
MR. BOYLE:

Mike Boyle at TCC.

MR. WALKER:

I’m Jay Walker from Gantech.

MS. DWYER:

And we have an observer. She’s watching the proceedings. She’s a Youth Worker from Baltimore City. Her name is Pamela.

Okay. So on the phone, can you hear me? I’ve got some feedback there. Can you hear me on the phone?

We’re going to do introductions on the phone.

(The following people introduced themselves via the speaker phone:

MS. ARTZ:

Rhode Artz, Trilogy Technical Services for an MBE, EBE.

MS. WILLIS:

This is Verna Willis with Syscom.

MS. JACKSON:

I’m Elizabeth Jackson with AP Ventures.

(Inaudible)

MS. DWYER:
I’m sorry. We didn’t catch that, can you try that again?

MR. (?)

This is Stephen (?) (inaudible) Technology.

MS. DWYER:

Thank you.

MR. ASHWIN:

(?)

MS. DWYER:

Anybody else on the phone?

(Inaudible)

MS. DWYER:

I’m sorry. I didn’t hear you.

MR. DAVE:

Manish Dave from GRP.

MS. DWYER:

Thank you, Manish.

MR. SOLOMON (?):

Solomon (?) from IVE Communications.

MS. DWYER:

Okay. Anybody else? Okay. Everyone on the phone, please send me an email afterwards so that I can make sure I get your name and your
spelling right for the record. Okay?

(Inaudible)

MS. DWYER:

Thank you.

All right. So we’re going to begin and Marc is going to give a brief overview of the position and then we’ll go around and ask questions.

MR. ALLEN:

Okay. We’re looking to hire the services of a High School Assessment SAS Programmer.

I wanted to point out that the proposals are due August 11th, 2 o’clock. I just wanted to point that out.

There have been several questions about interviews, whether they be telephone or in person, and that’s covered in Section 1.5, Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.

I just wanted to mention that. Okay. As I said, we’re looking to procure the services of a High School Assessment SAS Programmer to
provide support to MSDE Staff on the High School Assessment Accountability Processing and Data Analysis. And that comes from Section 3.1.

Now the minimum requirements for this position is covered in Section 3, Section 2.1.2, Offerors personnel minimum qualifications.

Also listed in Section 2.2 are personnel preferred qualifications. These qualifications aren’t minimum but they will be used to evaluate the technical proposals. Okay.

The TO Contractor duties and responsibilities for this position are listed in Section 3.6.2 and the TORFP. I’m not going to read each one.

There have been a couple of questions about do Master Contractors have to provide tools. And the answer to that question is no. MSDE will provide all necessary office space, network connectivity and require work station. Hardware, software necessary to complete the requirements of this Task Order.

Okay. And that’s covered in Section 3.7.5.

Deliverables for this position are
listed in Section 3.8.4. The deliverables for the position.

We’ve received several questions prior to the Pre-Proposal Conference. Some of them are the same questions just asked more than once.

There is an incumbent for this position. The incumbent is Infojini. We’ve already touched on interviews, how they’ll be conducted. That will be at the discretion of the Procurement Officer.

MS. DWYER:

And I’ll just interject. It would depend on how many submissions we receive, how we determine the interview scheduling.

MR. ALLEN:

Okay. Only one candidate per proposal. We’ve already gone over the, I’ve mentioned the minimum qualifications. You were asked if other state school system experience will be considered, and the answer to that is yes.

And we covered incumbent interviews. We would like -- the anticipated start date will be as soon as possible, but not everything’s under our control.
This is a re-bid and it’s a re-bid under TORFP R00B4400012.

We were asked about the labor categories and the labor category is whatever is appropriate for the functional area by a software engineer.

I think I’ve covered the tools; Master Contractors do not need to provide any tools. MSDE will provide everything that’s needed for this position.

We were asked about what is the typical data set volumes for this TORFP and the volume depends upon the administration of the High School Assessment. There are five administrations of HSA, the High School Assessment. The administrations are January, April, May, Summer, and October.

May is traditionally our largest and that’s well over 100,000 records, to give you an idea. So that’s it.

MS. DWYER:

Okay. Thanks, Marc. All right. So we’ll go around the room and we’ll answer questions you might have, and all the questions
and answers will be posted along with your 
attendance from the Pre-Proposal, as soon as 
possible after this meeting.

So we’ll go around the room and you just 
came in, so do you want us to skip you this time 
around?

MALE VOICE:
That’s fine.

MS. DWYER:
All right. We’ll start with Narayan.

Q. The TORFP you mentioned, the previous 
one?

A. That’s why we’re here.

Q. I just have one question about a 
submission.

MS. DWYER: After Narayan?

Q. Are all services required to be 
performed on site?

A. No.

MS. DWYER:
And did you have any more or do you want 
to -- thank you, sir. We’re going to try to answer 
any questions you might have. So if you could 
talk one at a time to ask your questions.
Do you have any questions?

Q. I just have one question about four amounts for submission. Are any items like when we write our proposals, is there anything by people of standard qualifications (inaudible).

MS. DWYER:

I have to look through to see what is actually required, but we don’t require you to do a lengthy, and I don’t know if this one has any requirements. They all have Company minimums. So I think that you are okay on this one. Read your Section 2 just to make sure of that, okay?

Q. Okay. Thanks.

MS. DWYER:

Does anybody have any questions?

MS. WILLIS:

Oh, I’m sorry, no, I don’t.

MS. DWYER:

Elizabeth?

MS. JACKSON:

None from me.

MS. DWYER:

Stephen?
MR. STEPHEN:
  None from me. Thank you.

MS. DWYER:
  Okay. Ashwin?

MR. ASHWIN:
  No.

MS. DWYER:
  Okay. Chris?

MR. CHRIS R.:
  Not at the moment.

MS. DWYER:
  Manish?

MR. DAVE:
  Not at the moment.

MS. DWYER:
  I don’t know if I got your name right.

Solomon?

MR. SOLOMON:
  (Inaudible)

MS. DWYER:
  Okay. Is there someone else whose name I didn’t catch? Anybody else have a question on the phone?

Okay. I’m going to go back around
again. See if there’s any more questions.

Narayan?

MR. ATHREYA:

It’s Narayan from I-Cube Systems. I have a question for when they ask for -- this is an ideation of technical. Section 4.4.1, page 23, Proposed services, Executive Summary, Assumptions, Tools of the Master Contractor Company. Do you need all those things?

MS. DWYER:

Well, we do need any assumptions that you might have that were fostered into the ideation. That’s always an important thing to include.

MR. ATHREYA:

The only technical evaluation was C.

MR. ALLEN:

Personnel.

MR. ATHREYA:

Personnel. (Inaudible)

MR. ALLEN:

What do you mean...

MS. DWYER:

Okay. The Executive Summary really is
just a very thorough overview saying I understand
the requirements of this TORFP and I’m providing
such and such. I mean I don’t expect you to write
a lengthy report or document or anything. It’s
just to make sure that you understand what we’re
looking for and that you’re proposing us the best
resource service for the TORFP.

MR. ALLEN:

Sure. We’re not asking for anything
more or different than any other we tested before.

MS. DWYER:

These are just standard boiler plate
things.

MR. ATHREYA:

In Section E ...(inaudible).

MS. DWYER:

No, we just need three, three examples
of engagement from someone that you’ve performed.
And it doesn’t have to be anything long like I
said. Just basic information that we can verify.

Okay. Anybody else have any more
questions? Well.

Q. Thank you.

MS. DWYER:
Elizabeth?

Q. Oh, no. Thank you so much.

MS. DWYER:

Sure. Stephen?

MR. STEPHEN:

Thank you.

MS. DWYER:

Ashwin?

MR. ASHWIN:

No, I don’t.

MS. DWYER:

Okay. Chris?

MR. CHRIS (:)

No questions.

MS. DWYER:

Norris?

MR. NORRIS:

Not at this time.

MS. DWYER:

Manish?

MR. DAVE:

No.

MS. DWYER:

Solomon?
MR. SOLOMON:

No, thank you.

MS. DWYER:

All right. Then we’ll go around one more time around the room. Are there any more questions? Okay. So from what I understand, this takes me through all the sections and we don’t require anything lengthy from Master Contractors, so if there are no more questions, then we will be adjourned.

MR. ALLEN:

Just wanted to say the proposal is due August 11th, 2 o’clock.

MS. DWYER:

Thank you everybody for attending.

FEMALE VOICE:

Thank you very much.

MS. DWYER:

You can still email me if you have any questions after this.

(Whereupon, at 11:20 a.m., the meeting was adjourned.)
STATE OF MARYLAND

I, the undersigned, a Notary Public and qualified Court Reporter of the State of Maryland, do hereby certify that the within transcript was recorded electronically on Thursday, July 20, 2015 and transcribed under my supervision as herein appears and is an accurate transcript of what is recorded and audible on the tape.

I FURTHER CERTIFY that I am not of counsel to any of the parties, nor an employee of counsel, nor any relation to any of the parties, nor in any way interested in the outcome of this action.

AS WITNESS, my hand and Notarial Seal this 27th day of July, 2015.

(s)____________________
Robert Douglas Chambers
Notary Public

My commission expires: 7/8/2018
TORFP R00B640006 SAS Programmer-Q & A

Does the DOE have an incumbent contractor(s) either currently working, or who recently worked, on this project?

**There is an incumbent.**

Are the incumbents eligible to respond to this solicitation?

**Yes.**

If there are incumbents, can you provide the names of these incumbents?

**Infojini, Inc.**

Will the interview be in-person or telephonic?

**MSDE will perform a down-select if more than 10 candidates are submitted. That may be conducted via telephone. Final candidates will be in person.**

What is the max number of candidates that can be submitted by each vendor?

**One (1), as stated in the TORFP.**

Is the pre-proposal conference mandatory?

**No.**

As mentioned in Section 2.1.2 OFFEROR’S PERSONNEL MINIMUM QUALIFICATIONS, there is no minimum qualifications mentioned in the CATS+ Master Contract. Could you please elaborate the minimum qualifications you are looking for in the candidate?

**There are no minimum qualifications for the Offeror. The minimum qualifications for the candidate are stated in the TORFP.**

Interview Mode (Telephonic or In Person)?

**The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.**
Other State School System experience considered or Not?

- At least five (5) years of experience in providing instruction and responding to inquiries with local school system data contacts.
- At least five (5) years of experience providing operational, troubleshooting and data analysis assistance to local school system data contacts.

**Yes other state school system experience with local school system data contacts will be considered.**

Will agency consider telephone interview for company representative for out of town companies?

**The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.**

Is there an incumbent in this position? Will a face-to-face be required after initial screen?

**There is an incumbent. Interviews will be conducted after initial screening.**

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

**The Procurement Officer shall, for each round of interviews, determine whether phone or in-person interviews will be utilized.**

Can you tell us, when you could make this award and anticipated start date?

**As soon as possible.**

Is the incumbent vendor(s) able to bid this TORFP?

**Yes.**

If it is re-bid, Under which CATS II RORFP number this award was made?

**Yes. TORFP NO. R00B4400012**

The section 2.2 requirement appears restrictive and align to incumbent resource. Will you accept additional work experience (Clinical, Financial industry experience) in lieu of this requirement?

**Only minimum requirements are:**

1) **Note: In lieu of the educational experience required from the Master Contract labor category, (5) years high school assessment accountability, data processing, and data analysis experience may be substituted for an undergraduate degree in a related educational field.**

2) **At least (5) years of experience programming in SAS.**
What is the labor category for TORFP to pick up from CATS+ Master Contract Section?

**Whatever labor category is appropriate for Functional Area 5-Software Engineering.**

Tools the Master Contractor owns and proposes for use to meet any requirements in Section 3.

**Master Contractor does not need to provide tools. MSDE will provide all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of this Task Order.**

What are the tools expectations? How does this tools ownership impact this TORFP?

**Master Contractor does not need to provide tools. MSDE will provide all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of this Task Order.**

Could you tell us, whether this resource will need to work with MSDE tools/environment or Master Contractor provided tools/environment?

**Resource will need to work with MSDE tools/environment. MSDE will provide all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of this Task Order.**

What is the typical dataset volumes/Week or /Month for this TORFP?

**Volume of data depends upon the administration of the High School Assessment. There are five administrations January, April, May, Summer, and October. May is the largest having over 100,000 records.**

Per the CATS+ software engineer educational requirement, “**Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field.**”

For this solicitation, can a degree in the technical field as described above, substitute for some of the years of experience required, (5 required in the solicitation), in high school assessment accountability, data processing and data processing?

**No. As Noted on page 12 of TORFP In lieu of the educational experience required from the Master Contract labor category, (5) years high school assessment accountability, data processing, and data analysis experience may be substituted for an undergraduate degree in a related educational field.**

TORFP Section 2.1.1 states that Key Personnel meeting minimum personnel qualifications must be provided by the Master Contractor. Section 4.4.1(E) allows for subcontractor past-performance if applicable.

- Can a subcontractor to the Master Contractor provide the Personnel for this procurement?

**No. On page 12 of TORFP it states:**

**Only those Master Contractors supplying proposed Key Personnel that fully meet all minimum qualification criteria shall be eligible for TORFP proposal evaluation.**
Is subcontractor past-performance considered applicable to this procurement?

No. On page 12 of TORFP it states:

Only those Master Contractors supplying proposed Key Personnel that fully meet all minimum qualification criteria shall be eligible for TORFP proposal evaluation.