



Amendment 1
RFR R00B7400068 Technical Project Manager

MSDE released the attachments in WORD format for your convenience. The RFR may ask that you find certain attachments in the CATS + master contract. MSDE attached them for your convenience and will accept either format as long as it is the correct attachment.

Questions and Answers

1. Proposal needs to be send only through email or hard copies needs to mail to DOIT address as well? **Email the procurement officer only. Hard copies are not required.**
2. Do you accept candidate who has valid visa and legally allow to work in US for this requirement? **Yes.**
3. Does this position need to travel? If yes can you provide location where candidate need to travel? **The position will be based in Baltimore City. However, there may be some conferences or presentations to attend that would be within the State of Maryland. The majority of the time will be spent at the MSDE and MLDSC offices at 200 West Baltimore Street and the University of Maryland Baltimore offices at 525 West Redwood St.**
4. If we submit the potential candidate, does the agency start screening process before resume submission deadline April 24th 2017? **No. Proposals are not opened until after 2:00 pm on the date that they are due.**
5. After screening process is completed, if agency finds a potential candidate, does the anticipated start be moved early or it's a firm start date June 5th 2017? **The start date will depend on the time it takes to evaluate all of the submissions. It is not a firm date.**
6. Does it require that the TPM be onsite on a daily basis or is it flexible to work remotely on certain days and be on site for all the required meetings etc..? **Yes, onsite work is a requirement and remote work is not authorized for this position due to the highly collaborative nature requiring frequent stakeholder engagement.**

7. The RFR only lists one labor category. Is it possible to propose a second labor category along with the Technical PM? This would assume that the overall maximum hours would not exceed the 1000-hour limit and that both resources were available during the core hours of Monday-Friday, 8AM to 5PM. **No. Only one position is being sought. Please reread the RFR, companies may only submit one candidate.**

8. How will the RFR be evaluated? Will it be Technical accepted and best price or just Technical accepted?

Section 5 – Evaluation Criteria	
Candidates meeting the Minimum Qualifications listed in Section 3 above will be evaluated for overall best value, as follows:	
1.	Relevance of IT project management experience to minimum and preferred project management qualifications, labor category requirements, and project management duties and responsibilities (as described in Attachment 3).
2.	Relevance of personnel’s IT technical experience in SDLC Planning, Requirements Analysis, Design, Development, Integration and Test, and Implementation Phases, labor category requirements, and project management duties and responsibilities (as described in Attachment 3).
3.	Ability to clearly communicate as demonstrated in the interview
4.	Training and education as it relates to minimum and preferred qualifications, labor category requirements, and project management duties and responsibilities (as described in Attachment 3).
5.	Price
Basis for Award Recommendation	
The Agency PO will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. In this evaluation, technical merit is considered to have greater weight. The Agency PO will initiate and deliver a Task Order Agreement to the selected Master Contractor. Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.	

9. If two companies are equal technically will there be a best and final offer opportunity?

MSDE uses Best and Final Offers to be sure that the state and the agency is receiving the best value. There may be a BAFO request as there are in TORFP’s. MSDE will evaluate the solicitations and make that determination.

The following questions were previously addressed via email:

10. What is the hourly pay rate the State will be paying this candidate?

The State awards the contract to the most responsive and responsible bidder of the RFR based on the established evaluation criteria and factoring in the bid price.

Hourly rates are determined by the bidder and may not exceed the DoIT master contract (CATS +) rates.

11. The following questions have been asked-MSDE has added answers in blue.

Is there an incumbent, who has been providing similar services as referenced in Section 3, Job Description; Duties / Responsibilities of the RFR? An RFR may not have incumbents. They are six month positions and are not re-procured. An RFR is a solution to a short-term project.

- - If yes, can MSDE provide the name of the incumbent contractor and the contract details (contract number and award amount)?
 - If no, has MSDE utilized any state employee to provide such services? Not specific to this project. MSDE may have used this position on previous projects.
- Given that the RFR issued is for a Project Manager position, is there a possibility of the duration being extended beyond six months? An RFR may not be extended beyond 6 months (unless the project is deemed major IT and has been authorized by DoIT as such. This is not a major IT project.
 - If yes, what is the maximum duration MSDE foresees for the Project Manager services procured under this RFR?

This Email was released as a follow-up was asked of the above questions:

12. Someone asked if there is an incumbent and MSDE said that it is not specific to this project but may have used this position on previous projects. Can you tell us when the last time the position was used? Also, is this position currently being used on any project?

Mar 20 (4 days ago)

to steve.cichelli, Govt, chris, ramesh.ponnada, bids, fred.sanders, AASKICATSPLUS, Andrew, Jackie, mdemarco, RUSSELL, Carolyn, Michael, mehulm, michael.beckage, Ashish, Jack, Assyst, sheilaz, athomas, ALowe, deepak.jain, Senthil, williams, Nick

Good Afternoon:

Nearly every project has utilized a project manager. Yes, MSDE has had and may currently have project managers. There are technical project managers used on many IT projects.

In the essence of time, MSDE will not be providing a list of any or all projects currently using a technical project manager. That information is not relevant to this request. All specifications vary depending on the project.

Thank you for your questions. There will be answers to other questions asked provided shortly.

Thank you. Please return the addendum acknowledgement form (page 4) with your submission.

Amendment 1
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Acknowledgement

Received
By _____
(Print Name)

Company _____

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____



Amendment 2
RFR R00B7400068 Technical Project Manager

MSDE is releasing this amendment to answer additional questions. Based on the timeline for submissions, please take this information into consideration. If you have already submitted, please email the acknowledgement of this amendment to my attention. Submissions are due on Monday, April 24th at 2:00 pm. Thanks.

1. Will this person be personally and solely responsible for this project as far as building out an Oracle Data Warehouse from scratch, as well as gathering requirements and raw data from researchers? Or will this individual be overseeing/managing a project team? If the latter, how large is the team and what types of positions make up the team?

The TPM will be the solutions architect and project team leader for replicating a new Oracle DW based on an existing system. The team will be less than 10 employees (five IT technical and five researchers).

2. What is the percentage of hands-on technical development verses project management responsibilities?

It is approximately 50/50.

3. Will folks without PMP Certifications be considered?

Yes, but only if they possess three (3) credits (~40 hours course work) or greater in a "project management" college course from an accredited institute of higher education.

4. Is parking available? If so, is there a cost to park?

Yes, but there is a cost to park that averages \$10 per day.

Additional, previously answered questions:

Are H1-B candidates acceptable? **Yes.**

The question I have is under the "Minimum Qualifications; b. General Experience;; 2. PMI Certification as a PMP or equivalent, as determined by the PO."

What is your determination of equivalent to the PMI Certification as a PMP?

MSDE's acceptable equivalent is: three (3) credits (~40 hours course work) or greater in a "project management" college course from an accredited institute of higher education.

Amendment 2
RFR R00B7400068 Technical Project Manager

Acknowledgement

Received

By _____
(Print Name)

Company _____

Signature _____ Date _____

Vendor _____

Telephone No. _____ Email: _____



Amendment 3

RFR R00B7400068 Technical Project Manager

This amendment is being released to answer more questions. Based on the due date for submissions, MSDE may not be able to answer any more questions publicly. Please be aware of this. If you have already submitted your proposal, please email an acknowledgement of this addendum to my attention.

1. How does acceptance work for the deliverables?

The deliverables acceptance process and acceptance criteria will be jointly determined by the University Researchers (business and functional stakeholders), MLDS Center IT (technical stakeholders), and RFR Technical Project Manager. Requirements and Deliverables will be progressively elaborated during weekly design meetings where deliverable due dates and acceptance details will be discussed and documented by the Technical PM.

2. Post award, will a statement of work (SOW) be created out of the RFR information provided? Also, will potential edits / red lines to the RFR / SOW be acceptable at that time?

Post award, a Task Order will be issued. No, red lines are not acceptable. The Contractor may not edit the work required. You propose a candidate for the requirements in the description of work. They are not changed post award without a contract modification. This is a six month position so there will not be time for a modification.

Thank you for your interest.

Acknowledgment: _____

Received by: _____

Company: _____

Date: _____