

Amendment 5 to
MITDP Project Management Support Services
CATS + TORFP # R95R4400395
March 31, 2014

Pre Proposal Conference Questions and Answers and Additional
Questions Received Via Email

Pre Proposal Conference
March 26, 2014
Business and Finance Conference Room
Liberty West

Introduction

TORFP specifications were sent, along with several amendments.

Going forward all questions must be in writing.

At this phase of the project Baltimore City Community College is looking for a master contractor to supply project and project management resources, specifically a Project Manager and an Assistant Project Manager. BCCC would like to perform, update document Business Processes. then create the specifications that will allow us to solicit for the ERP System.

Under Maryland law you cannot develop the specifications and then implement the system

Mr. Dan Coleman's responsibility is to see that everyone has fair and equal access; there will be no conference meetings without Procurement being present; in order to make sure that everything is balanced.

BCCC is in the SDLC pre systems implementation now, currently looking for project support.

QUESTIONS:

1. Does this RFP require two resources?

It requires multiple resources; it's about nine or ten categories that were stated in the specifications. The functional roles that were stated in the specifications were the Project Manager and the Assistant Project Manager to start immediately. We will also be looking at four immediate needs.

- Business System Analyst (BPR)
- System Security Analyst (Identity Management)
- Technical Writer (Specs for System RFP)
- Document Imaging/Workflow resource

There will be additional needs.

2. Page 6 Project Manager – can we assume that we are going to propose the Project Manager and the Assistant Manager?

Per Mr. Coleman, correct.

3. Follow up question: We are going to propose the Project Manager and the Assistant Manager. If we think we need additional resources we must provide resumes? The two key individuals need to be included, their resumes as part of the bidding. The two will form the Project Management Office and will work on the project until it is completed. There will not be another RFP this is covered under the current TORFP.

Once it's been awarded a work order will be developed for specific needs and master contractor will be look for those resources.

As the project progresses, when we (BCCC) deem that we need other resources a task work (TO) order will be issued so that the Project Manager provides that required resource. Once DoIT approves the recommendation of award, you should get an authorization to proceed.

The Project Manager and Assistant Project Manager will remain on the project for its entirety. It is feasible that there could be four, five, six, or seven individuals on site at one time depending on the need of that particular phase of the project.

This is the pre-implementation phase, business process, project management, risk analysis, etc.that need to be documented. If you are going to propose a person to fulfill that function; the resume will convince us that you technically have the ability to do the work. Highly recommend that you give information back in the way it is required, looking for a complete proposal with resumes included.

4. Clarification: Do you want the labor classification and the resume?

Include the resume and the summary?

The resources included in the solicitation cannot be changed during the period of the bidding process. However, the successful Master Contractor may change the resources only with the approval of Baltimore City Community College. It is understandable that the resources that you propose may not be available under contract when you are bidding. But, if that's who you put in the proposal and you are selected he/she need to be ready when it is time to begin.

5. What is the timeframe for awarding the project?

You must be on the master list a primary qualification.

Solicitations are due April 17, 2014 at 2:00 P.M.

The Committee should meet by April 24, 2014.

Should be evaluating the bids within a week and recommending the award.

The lengthy part is getting the committee together; in order for the technical evaluation.

These are tentative dates. We hope by April 30, 2014 we should be recommending an award.

Depending on the price should be able to get an approval from DoIT to go forth.

We will start with the technical evaluation first and finalize with the price proposals. The primary two resources are the Project Manager and the Assistant Manager, as we move forward BCCC will require additional resources.

6. You indicated in the RFP that you are in the planning phase. Are you toward the end of the six month planning phase?

Approval of the project was in December 2012, BCCC has submitted the TORFP; the project is going to be from three to five years.

We will bring in resources as required and as we progress. During the initial six month period of the TORFP, Project Management Plans, Business Process Review, and RFP should be completed.

Documentations for System Development Life Cycle (SDLC) phase 3, shown in section 2.7.4 Deliverable are due toward six months of the planning phase, need immediate resources for project management.

The oversight is DoIT; any company that is on the CATS + Master Contractor can participate in the ERP solicitation.

7. Which methodology does DoIT utilize?

PMBOK, SDLC, DoIT IT Security and other State of Maryland documents

8. What is the target date for the Project Manager and the Assistant Project Manager?

After all approvals have been received the time frame is between June and July 2014. DoIT can approve \$250,000.00, but if it is above \$250,000.00 it has to go to the Board of Public Works. If above \$250,000.00 it will add sixty days. If approved from the Board of Public Works the timeframe is July 30, 2014 – August 1, 2014.

9. Can you provide a formal notice of the SDLC phase?

You will get a formal notice to proceed with every phase

10. Will there be an oral presentation?

Strongly recommend it. If it happens you will receive ample notification. There will be a standard list of questions. Those questions may open up secondary questions depending on your response.

11. Can a sub-contractor team work together?

This would be acceptable.

12. Can sub be sub to a principle?

MBE Goals – MBE could be applying subsequent goals you must have it projected in your plan. MBE Goal is 15% and VSBE goal is 0.5%.

13. Why did BCCC decide to do firm fixed pricing?

Rationale RFP- proceeds to define what we want in performance specifications.
TORFP – Depending on your expertise you (as the vendor) tell me.
Fixed pricing will be based on specific deliverables. Time and Materials pricing will depend on the Work Order resource requests and based on the fully loaded labor categories.

14. CATS + do you have to stay within the price the guidelines of CATS +?

Everyone is not locked into the same price. Your price cannot go higher it can go lower.

15. How are you getting judged?

You're being judged on the completeness of the Technical Proposal and the accompanying two core resources. Price proposal will only be reviewed after the Technical Proposal is successful. You will be evaluated on these two core resources. Master contractor will be responsible for the entire project.

16. Where do you put the price?

The attached Excel price proposal should be used. Read and follow the instructions on page 1, of the price proposal. You will only fill in the blanks that are white do not change any grey fields.

17. How many hours monthly?

Forty hours weekly at the college's normal office hours from 8:30 -5:00
First six months at a fixed rate

18. Labor category

Form/page 5A Instructions
Form – Labor Classification attachment 5A
Section 3.4.1.C ask candidate to complete forms, See A29 above
See comment A29; fill in section A of the form.

19. What are you being judge on for pricing?

The first ones (core resources) in the proposal which is fixed pricing. You are going to be proposing two resources, the Project Manager and the Project Manager Assistant. You have everything you need for planning.

20. You are not looking to bid out your future resources?

Not at this point in time

The meeting adjourned at 3:25PM

QUESTIONS RECEIVED VIA EMAIL:

Deltamine is a CATS+ Master Contractor and has had extensive experience with designing, implementing and supporting PMOs and would be very interested in submitting a proposal for this TORFP. However we do have the following questions and would appreciate your time in addressing them:

1. Requiring the Offeror to have provided PM services in a higher education setting (2.8.1.b) and requiring at least 1 project include acquisition and implementation of an ERP in higher education (2.8.1.c) would greatly restrict your selection of vendors. Would you consider moving this to a 'Preferred Qualifications' or removing the 'in higher education' part? If not, can the Offeror's candidate's experience fulfill this requirement?

The need for Higher Education specific experience was intended to be removed from the solicitation, higher education experience is equivalent to the same type of project experience that may be acquired in any other setting where Project Management experience has been acquired to the level requested in solicitation. For clarity, the language within the solicitation should read as follows:

. Provide resource(s) with business analysis experience to review and document business processes in a higher education setting.

2.8.1.

B. Offeror shall provide evidence of having provided Project Management services for 2 IT development project in a higher educational or government setting (college, university or community college, government agency) with individual costs in excess of \$5M.

C. At least one of the above projects must have included PMO services for projects involving the acquisition and implementation of an ERP system in a higher educational setting or government setting.

Page 41: Table with Linkage to the above references

B) Compliance with Offeror's Company Minimum Qualifications

2.8.1. B ADD: or government setting

2.8.1. C ADD: or government setting.

2. I was unable to find the Excel Workbook (Attachment 1 Price Proposal.xls) in the TORFP email. Can you please resend?

The requested Excel spreadsheet has been forwarded to all perspective vendors as Attachment# 1 to the solicitation. I have included it herein with this Amendment to the solicitation.

3. If the TORFP is can payment arrangement be made for stages of deliverable, possibly at final drafts if deliverable extends over month time?

Payment has been established as detailed in this Amendment as stated herein above (Question# 13).

All other terms and additions remain unchanged and in full force and effect.