

Maryland Department of the Environment

CATS + TORFP # U00B8400025

Lead Rental Certification an Accreditation Implementation

Q & A dt 11/5/2018

1. Section 2.2.6 of the TORFP lists the External Systems the new LRCA applications will need to interface with. There are 3 different payment systems listed. Will the contractor be required to integrate the new LRCA applications with all 3 payment systems or only 1?

MDE Response: Actually, there are only 2 payment systems that are listed. They are the Bank of America and NIC America. The NIC America payment portal is listed twice because it is associated with 2 different application interfaces. The contractor will need to integrate with the Bank of America payment portal as this payment system is used by the Online Lead Rental Registry (OLLR).

2. Section 7 Table 1 of the TORFP lists the attachments and when they need to be submitted. MBE Form D-1A is not listed on this table. However, form D-1A states “Submit this affidavit with proposal” at the end of the document. Can MDE please confirm if this document is required with the proposal, and if so update the table accordingly?

MDE Response: Form D-1A is required to be submitted with the proposal as stated in the instructions of that form. Table 1 in Section 7 will be amended.

3. If MBE form D-1A is required to be submitted with the proposal, does the contractor need to identify which firms will be used to fill the MBE subcategories, or can the firms be added on after the TO is awarded?

MDE Response: Yes, the contractor must identify the firms to fill the MBE subcategories.

Maryland Department of the Environment

CATS + TORFP # U00B8400025

Lead Rental Certification and Accreditation Implementation

Q & A dt 11/5/2018 – ADD 1

For the subject titled solicitation, total subcontracting goal of 30% MBE with sub-goals for Women-owned of 8%, African American-owned of 7% and Hispanic American-owned of 2% is allocated. Is it vendor's choice to decide the subcontracting partners for remaining 13%. For e.g. we may choose to select the firms with:

Case #1: African American MWBE with 20% and Hispanic American-owned firm: 10%

Case #2: African American MWBE – 25% and Hispanic American-owned – 5%

Case #3: 10% WBE, 10% African American MBE, and 10% Hispanic American MBE firm

Means, there is no requirement for the remaining 13% to be assigned to a particular minority group. Can it be met with any qualified MBE?

**MDE Response:** The requirement for the remaining 13% is that the company proposed by the Offeror must be a certified MBE firm in the State of Maryland through the Maryland Department of Transportation (MDOT).

Also, **Page #49 of the RFP document, Section F. Master Contractor and Subcontractor Experience and Capabilities** details the information related to Vendor's relevant experience, past engagements, and qualifications. Do you also need subcontractor's response on this or master contractor's response is what you're looking for.

**MDE Response:** We are looking for the Master Contractor to provide in their proposal examples of experience and capabilities of the Master Contractor and/or the Subcontractor.

Maryland Department of the Environment  
CATS+ TORFP # U00B8400025  
Lead Rental Certification and Accreditation Implementation  
11/9/2018 - B

1) Do you already have a preferred document management system? For example, Microsoft SharePoint

MDE Response: No, MDE does not have a preferred document management system.

2) Is it possible/planned that both 3rd party inspectors as well as Agency inspectors will perform the activities described?

MDE Response: Yes, it is possible.

3) According to **Section 5.5**: “This is a deliverable based TORFP and pricing shall be based on the deliverables listed in **Section 2.4**.” However, in Q&A 2, question 6, MDE confirmed that “Is the initial 4 key personnel on T and M and the later resources could be on fixed price or T and M?” Based on the pricing format in Appendix B, Tab B, we are required to provide a fixed fee for each deliverable required throughout the project lifecycle. Based on our understanding of the project requirements, these deliverables will require more than the 4 resources required in the proposal. Please confirm that:

- the Task Order for the complete LRCA solution will be issued based on the fixed fee provided in Tab B – Evaluated Price (which will be based on the estimated hours and rates for a complete project team), and

MDE Response: That is correct.

- additional work orders for add-on work (such as additional support or added scope) will be based on the Time and Materials Labor Rates in Tab C.

MDE Response: That is correct.

Maryland Department of the Environment  
CATS+ TORFP # U00B8400025  
Lead Rental Certification and Accreditation Implementation  
11/9/2018 - C

1. Section 5.3.5-B states that the FINANCIAL proposal to be submitted in WORD or Excel 2007 format. However the price sheet is in EXCEL format.

**MDE Response: The financial proposal should be submitted in Excel 2007 or greater and as a searchable PDF.**

2. Also, the Price sheet has instructions to convert the 3 TABs into a single PDF

QUESTION - What format are we required to submit the PRICE proposal in ?

**MDE Response: As stated above, the financial proposal should be submitted in Excel 2007 or greater and as a searchable PDF.**

3. Shall ISSI propose enterprise level LRCA considering the automations of all manual processes or MDE expects the solution for conversion and unification of the multiple legacy systems?

**MDE Response: The contractor should propose an enterprise level LRCA.**

4. Is this project already funded?

**MDE Response: Yes.**

Maryland Department of the Environment  
CATS+ TORFP # U00B8400025  
Lead Rental Certification and Accreditation Implementation  
11/13/2018

Q: We understand that the development and deployment of the system is included in the fixed price that we must submit. We are unsure about whether we should also include an estimate for the maintenance and support tasks described in Section 2.3.8 of the TORFP. These costs are typically calculated monthly, so we would have to assume the number of months these services are needed for. Can the State please confirm that the maintenance and support tasks should be included in our fixed price? If yes, should the maintenance and support tasks only be budgeted for the period between the completion of the system and the end of the two-year base period?

**MDE Response: Maintenance and Support is to commence after MDE final acceptance of the system/application as noted in Section 2.3.8. Costs for maintenance and support should be calculated for the period between completion of the system and the end of the 2, 1 year renewal options.**

Maryland Department of the Environment  
CATS+ TORFP # U00B8400025  
Lead Rental Certification and Accreditation Implementation  
11/14/2018

Q: TAB B is the fixed price for the implementation of the LRCA project. This is CLEAR

- TAB D additional resources HOURS can be adjusted based on our planned Maintenance period. This is also CLEAR

However

- TAB C lists 2000 hours for the KEY resources for ALL the 4 years. However if our implementation time is 1 year then the cost of the KEY resources will be INCLUDED in the FFP (TAB B). How can we indicate that? Because in this case the KEY resources will NOT have a cost for BASE YEAR 1. This way the KEY resources are counted TWICE for the base year.

- How is the evaluation done in this case?

MDE Response: TAB C is for Work Order pricing as noted in TAB A - Instructions.