1. Are you going to issue multiple task orders for this TORFP at a later point, for various stages like design, development, testing etc.?
   MDE Response: No. Additional Task Orders will only be released for work that is in addition to the Scope of Work defined in TORFP #U00B8400025. The work that needs to be completed is already defined in this TORFP.

2. Is offeror going to provide cost estimate for personnel, software, hardware etc. for each Task order based on the requirements of the task order?
   MDE Response: No. The Offeror will provide one bid based on the requirements of TORFP #U00B8400025.

3. Since task orders will be released later, we assume that offeror doesn't have to provide any cost estimates for software, hardware etc. at this point. Is that correct?
   MDE Response: No, that is not correct. As stated in the response to question #1 additional Task Orders will only be released for work that is required in additional to the SOW identified in TORFP #U00B8400025. It would be preferred that the Offeror provide an estimate of potential costs for software and hardware to support the new LRCA system.

4. Since task orders will be released later, and we don't know what functionality will be required in which task order, project plan might change significantly based on task order requirements, can you remove this requirement of Draft plan submission? Instead of submitting draft project plan now, we could submit project plans for each task order.
   MDE Response: Again, please refer to the response to Question #1 in regard to additional Task Orders. The requirement for the Draft plan submission will not be removed.

5. Do we need to meet this goal during initial 4 key personnel stage as well or when the successive task orders are released for fixed and T & M contracts?
   MDE Response: The Offeror is required to meet the 30% MBE goal and sub-goals through the life of the project.

1. Functional requirements FR1.2 and FR1.3 deal with user interface, operating system, and browser compatibility. However, it's not a concrete list of supported browsers and operating systems and it's also 3 years old. It also doesn't describe the need for a mobile specific interface or not. Can a concrete list of operating systems and browsers (per operating system) be provided? Also can the need for a mobile-specific UI be conveyed and if it would be for the consumer facing pieces only?

   MDE Response: The new LRCA system should be compatible with all of the major browsers to include current versions of Internet Explorer, Chrome, Firefox and Safari. MDE is currently using Windows 10 on desktop computers and laptops. File servers are using Windows Server 2012 or 2016. As far as a need for a mobile specific interface MDE would anticipate the Offeror would provide recommendations in their proposal regarding a mobile option for the new LRCA system.

1. Is MDE open to COT solution?
    MDE Response: MDE would prefer a custom solution for the new LRCA system.

2. If yes, how many internal users will be using the system? Among internal users, how many users are field officers that need mobile solution?
    MDE Response:

1. 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:

   a. 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: Correct.

   b. 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: Yes, that is correct.

2. If yes, how many internal users will be using the system? Among internal users, how many users are field officers that need mobile solution?

   MDE Response:

1. QA2 says that MDE will be hosting the environment, whereas QA4 says that cloud environment shall be acceptable. Can you please clarify your final preference as the approach and proposal shall have significant impact based on your preference.
   MDE Response: QA4 was updated to say that cloud solutions will not be considered at this time.

1. Is there any statistics available for VFP applications:
   a. Number of line code
   b. No. of screens
   c. No. of prg files
   d. No. of reports
   MDE Response: There are no statistics available at this time.

2. Are these application's databases still in VFP DBCs/DBFs or has been migrated to a modern database engine (like SQL Server/Oracle)?
   MDE Response: They are still in VFP DBCs/DBFs.

3. Are there multiple VFP projects?
   MDE Response: Yes.

4. Is there any VFP framework used?
   MDE Response: No.

5. Do these applications connects to special printer, scanner or fax?
   MDE Response: The applications connect to standard network printers.

6. The new application required to be Web based, is there any specific Browser requirement?
   MDE Response: The new application should at a minimum be compatible with latest versions of Internet Explorer, Chrome, Firefox and Safari.

7. Is the scope of web application also includes tablets and smart phones?
   MDE Response: Not at this time, but consideration should be given to future compatibility with tablets and smart phones.

8. Will MDE allow non-MDE users to enter data directly into the new application?
   MDE Response: Not at this time, however there may be a future need for non-MDE users to enter data into the new LRCA application.

9. Does MDE defines a specific user security model?
   MDE Response: Not at this time, however MDE is open to security models proposed by the Offerors.

10. Is there any specific technology and hosting platform requirement? (Example : Microsoft / Java / Opensource / IIS)
    MDE Response: MDE prefers a Microsoft Windows hosting platform.

11. The application require to interface with other MDE and non-MDE applications, does these applications provide their APIs to interact?
MDE Response: The Offeror will need to provide solutions as part of their proposals for interfacing with other applications noted in the TORFP.

12. Can you provide estimated total count of Reports in all four (4) applications?
MDE Response: Not at this time.

13. Are these reports built-in using Visual Fox Pro or Microsoft SQL Server/Crystal Reports?
MDE Response: They are custom developed reports using VFP.

14. Can vendor change pricing template to include additional price items such as cost to convert application to modern technologies?
MDE Response: No.

1. Can a subcontractor who is in process of getting their MBE certification through MDOT be eligible to bid with a Prime if they expect completion of the MBE certification by the time of award?
   MDE Response: The proposed MBE should have certification through MDOT at the time the proposal is due otherwise the proposal will be deemed not susceptible for award.

2. Can MDE provide more clarity regarding current and future user volume in the systems so that we can better suggest hardware requirements for the new system?
   MDE Response: User volume is estimated at between 100-150 users with 40-50 of those users needing a mobile solution.

1. Could you release the TORFP in Word format?
   MDE Response: MDE prefers not to release the TORFP in Word format so that version control of the document can be maintained.

2. Subcontractors are unable to provide any key personnel resources, is that correct?
   MDE Response: That is correct.

1. Section 3.6.4 of the TORFP mentions Cyber Security / Data Breach Insurance requirement. Q&A #3 document released by MDE mentions that "MDE is eliminating the cybersecurity insurance requirement." Will MDE issue an Amendment specifically striking off Section 3.6.4?
   MDE Response: Yes.

2. Appendix 4 of the TORFP mentions that the "Lead Rental Certification and Accreditation Functional and Operational Requirements Document" is attached as a "separate excel document". We are assuming MDE is referring to the Adobe PDF document with file name, "LRCA FRD Final Clean-5-28-2015.PDF" and the "LRCA-FRD-Appendices.ZIP" attachment that was subsequently released. Can MDE confirm that there is no "Excel" attachment related to "Functional and Operational Requirements"?
   MDE Response: Confirmed.

3. It appears that the "Detailed Systems and Functional Requirements" document and the corresponding Appendices A-F was developed by Maryland Environmental Service (MES).
   a. Was MES the only entity which was responsible for the creation of these documents?

   MDE Response: Yes.

   b. Did they have any subcontractor in that effort?

   MDE Response: No.

   c. If yes, who were the subcontractor(s)?

   MDE Response: N/A.

   d. Is MES and any subcontractor that was associated with the development of the Systems and Functional Requirements eligible to bid on this TORFP?

   MDE Response: No.

4. In Section 3.10.3. F of the TORFP, we seek the following clarifications / changes:
   a. There is a requirement that the proposed Project Manager "must hold a current and valid Certified ScrumMaster (CSM) certification". Can MDE clarify if a Project Management Professional (PMP) certification is not required for this position?

MDE Response: The proposed Project Manager must have a valid Certified Scrum Master certification. It is preferred that the proposed PM also have a PMP certification, but it is not required.

b. Can a Contractor propose a Project Manager without a CSM certification, but instead propose a Senior Systems Analyst with the CSM certification?

MDE Response: No.

c. During the pre-proposal conference it was mentioned by MDE that there are no PowerBuilder legacy applications that need to be converted / migrated. As such, can MDE formally remove the "Experience with PowerBuilder development" requirement?

MDE Response: Yes.

d. In addition, during the pre-proposal conference, MDE had indicated that the "Proficient with Oracle database systems development (PL/SQL)" requirement will also be removed. Can MDE formally do so?

MDE Response: Yes.

5. Section 4.5 of the TORFP mentions an "Oral Presentation". Can MDE clarify what form will it take? Will it be individual interviews of the key personnel or a group/contractor presentation?
MDE Response: It will be a group/contractor presentation.

6. Are **all** proposed key personnel expected to be present for the Oral Presentation / interviews?
MDE Response: MDE would prefer that the 4 key personnel be present at the Oral Presentation / interviews.

7. Section 3.11.2 of the TORFP talks about the substitution process. However, we request clarity on the following:
   a. If one or more of the four (4) proposed key personnel are not available at the time of the Oral Presentation / Interview, will MDE allow a substitution at that stage?

   MDE Response: The Offeror must follow the guidance provided in Section 3.11.2 of the TORFP in regard to substitution of personnel.

b. If MDE does allow substitution of key personnel at the time of Oral Presentation / Interview, will the corresponding Labor Classification Resume Summary (Appendix 5 of the TORFP) need to be submitted

MDE Response: MDE will only allow substitution of personnel for circumstances described in Section 3.11.2 of the TORFP.

8. The CATS + TORFP # U00B8400025 has specified an overall Minority Business Enterprise (MBE) Goal of 30% with sub-goals of 8% for Women-owned firms; 7% for African American-owned firms; and 2% for Hispanic American-owned firms.
    a. As an MBE Prime Contractor, we applaud the State of Maryland, MDE and other agencies for their commitment to participation by MBE firms. However, in our opinion, the presence of all the sub-goals in one TORFP itself leads to immense challenges in the implementation of the project – especially for Scope of Work and complexity similar to MDE's Lead Rental Certification and Accreditation Implementation project. In our opinion, for an efficient execution of the contract, one overall MBE Goal would be preferable over multiple sub-goals. **We request MDE to either eliminate all the various sub-categories *or* restrict it to only one category (which would be specified by the State). Will MDE consider doing so?**

    MDE Response: No.

9. Can MDE provide a Microsoft Word version of Appendix 5 "Labor Classification Personnel Resume Summary"?
    MDE Response: Yes.

10. With reference to the Task Order Type which is mentioned as "Firm Fixed Price with Time & Material Work Orders", we had the following observations / questions: The Financial Proposal Form ("Attachment B and B1 - Financial Proposal U00B8400025 ITPOrev.XLSX") is divided in three (3) "Tabs" with the pricing to be provided in two (2) parts – a Firm Fixed Price (FFP) for Deliverable 2.4.4.1 through Deliverable 2.4.4.19; and a Time & Material (T&M) – Hourly Labor Rate for labor categories proposed by the contractor including key personnel. On examination of the "Deliverable Descriptions" mentioned in Section 2.4.4, it appears that the Deliverables are for the creation of the documents.
    a. Does this mean that the Contractor can charge the time spent for activities leading up to the creation of documents (for example, meetings with users/stakeholders

for validation of requirements, understanding the system, setting up the Dev, Test, Prod environments, etc.) on a Time & Material basis?

MDE Response: No, the Offeror cannot bill for time spent for activities leading up to the creation of the FFP deliverable. All costs to create the FFP deliverable must be included in the price proposal for that deliverable.

b. How will MDE make an apple-to-apple comparison between the Contractors' Firm Fixed Pricing (FFP), if the T&M Hourly Labor Rates are not being evaluated against a given number of hours?

MDE Response: The price proposal attachment for T&M Hourly Labor Rates has been revised to specify a fixed set of hours for each labor category so that contractor's bids may be comparatively evaluated.

c. We request MDE to remove the Firm Fixed Price part of the pricing and make it all under Time and Material for a specified number of hours. For example, MDE can specify 14,000 hours each for Year 1 and Year 2, and 8,000 hours each for Option Year 1, and Option Year 2 (or any quantity of hours it thinks appropriate). The number of personnel to be proposed under those specified number of hours can be left to the Contractor based on their Staffing Plan. This way all Contractors will be giving a pricing for the same number of hours and the evaluation of the Financial Proposal will be uniform. **Will MDE consider this request and amend the Financial Proposal by removing the Fixed Price portion and have only a Time and Material pricing against a specified number of hours**

MDE Response: MDE will not consider removing Attachment B, Fixed Price Deliverables, but will revise Attachment B1, Time and Materials Pricing to reflect a standard number of hours for Base Year 1 and 2, and Option Year 1 and 2.

11. Considering the Appendices related to the detailed Functional Requirements document were released last week and the impact that answers to other questions, that are yet to be answered, will have on the proposal response, we request MDE to extend the due date of the proposal response by 10 days. Will MDE grant this request?

MDE Response: Yes, MDE has extended the proposal due to November 12, 2018 by 2:00pm local time. The due date for submittal of questions has been extended to November 5, 2018 by 2:00pm local time.

Maryland Department of the Environment

CATS+ TORFP # U00P8400025

Lead Rental Certification and Accreditation Implementation

Q & A # 14

Question # A: All of the DOIT SDLC templates are in Waterfall. Will there be a template update reflecting the Agile process? If so, when?

MDE Response # A: We have not received any information from DoIT regarding when they will update their SDLC templates. Please use what is currently provided by DoIT.

Question # B: The new due date is Nov. 12., a federal holiday. Will the new due date remain on this day, or will you extend the deadline by one day to accommodate the holiday?

MDE Response # B: MDE will accommodate the State holiday. The new proposal due date is Tuesday, November 13, 2018 by 2:00pm local time.

Question # C: When will you publish the Amendments?

MDE Response # C: We are planning to publish the amendments by November 2, 2018.