



CATS + TORFP J02B8400047

SHA- TRAFFIC ENGINEERING DESIGN DIVISION (TEDD), SYSTEMS
ENGINEERING TEAM (SET), IT PROGRAMS BUSINESS SERVICES

Amendment #1 Issued: June 5, 2020

This Amendment is being issued to provide Pre-Proposal Conference information which includes the meeting agenda, sign-in sheet for the above-mentioned TORFP. Also, to clarify, add to, delete from, correct and/or changes the TORFP. SPECIFIC PARTS OF THE TORFP HAVE BEEN AMENDED. All information contained herein is binding on all offerors who respond to this TORFP.

For the following changes/additions, any new language has been underlined and marked in bold (i.e. **new**) and any deleted language has been marked with a strikeout (i.e., ~~deleted~~)

1. Section 7, Table 1- TORFP ATTACHMENTS AND APPENDICES, under When to Submit for Attachment B, ~~delete Before TO Proposal~~, **replace with “With TO Proposal.”**
2. ~~Delete, 4A MINIMUM QUALIFICATIONS SUMMARY~~, **replace with “4A MINIMUM QUALIFICATIONS SUMMARY – REVISED.”** (see attached form)

SEE ATTACHED INFORMATION:

1. Pre-Proposal Meeting Agenda, MBE Script
2. MDOT Sign-In Sheet and List of Master Contractor that requested to Call-In
3. Appendix 4A Minimum Qualifications Summary – Revised
4. Questions and Answers #'s 1 - 28

End of Amendment #1

Date Issued: June 5, 2020

By: Peggy Tischler, Procurement Officer

Pre-Proposal Conference Procurement Review

TORFP: J02B8400047

SHA - Traffic Engineering Design Division (TEDD) Systems Engineering Team (SET), IT Programs Business Services

Wednesday, June 3, 2020 @ 2:00 p.m. (EST)

Welcome to the Pre-proposal conference for the Task Order Request for Proposals (TORFP) J02B8400047 for the SHA - Traffic Engineering Design Division (TEDD) Systems Engineering Team (SET), IT Programs Business Services project. My name is Peggy Tischler and I am the Procurement Officer assigned to this TORFP.

The format for today's pre-proposal conference is:

1. I will introduce the MDOT team.
2. Next, Brenda Townsend-Milton our MBE Liaison review the MBE forms and related documents with you and how they apply to this procurement.
3. I will be going over the Procurement part of this project.
4. I will then turn the conference over to Mr. Vince Mise SHA's designated Contract Manager and Sharon Jackson, ITCMO Manger, will review the scope of work.

We will do our best to answer all questions regarding the scope of work, but strongly suggest all questions requiring an official answer be submitted in writing. Any questions submitted in a chat format must be resubmitted to the Procurement Officer via email.

No answers given at today's meeting will be considered binding or an amendment to the contract. Throughout this Pre-Proposal Conference, if you want a high-level response to any question you may have, I again ask that your questions be submitted to me, in writing via email.

Reminder to all Offerors:

- The main purpose of this pre-proposal conference is to review the procurement requirements, address concerns, provide clarification, and provide instructions pertaining to the solicitation and scope of work, and answer questions.
- This TORFP was released via email to all Master Contractors under Functional Area 5 on Wednesday, May 27, 2020.
- There is a 20% MBE goal with no subgoals.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at** ptischler@mdot.maryland.gov. The deadline for submission of questions is **Tuesday, June 9, 2020 at 2:00 pm (EST)**.
- The Questions and Answers will be released via Addendum as soon as possible after the Question due date.
- Pre-proposal minutes, sign-in sheet(s), a list of Master Contractors attendance sheet and all questions and responses will be published as an addendum and become part of this solicitation.
- Changes to the scope of work or any response requirements will be published as an addendum and supersede the original published documents per COMAR 21.05.02.07.
- The due date and time for proposal Submission is **Thursday, June 25, 2020 at 2:00 P.M. (EST)**. Please see Sections 5.4 and 5.5 of the TORFP for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under Section 7 of the TORFP), are to be delivered together, but in a separate email from the Financial Proposal.
- BOTH THE TECHNICAL AND FINANCIAL PROPOSALS WILL NEED TO BE PASSWORD ENCRYPTED, WITH DIFFERENT PASSWORDS FOR EACH PROPOSAL TO (TECHNICAL AND FINANCIAL).
- Please submit your offer in the format listed in section 5.4 of the TORFP, as this will help to ensure that you have submitted all requested information as

well as assist the evaluation team to determine that all information has been received.

- Please be sure to send your proposals early enough to allow sufficient time for your submission to arrive timely in the Procurement Officers inbox. “The date and time of an e-mail TORFP submission is determined by the date and time of arrival of all required files in the TO Procurement Officer’s e-mail inbox.”
- The State will award this project to One Master Contractor.
- You are required to provide the name/phone number and e-mail address of your point of contact to set up oral presentations or for correspondence.
- Please be sure to review Section 6 – Evaluation and Selection Process.

Friendly reminder:

- It is your responsibility to update your company’s information/account as necessary with the State Office of Procurement (DoIT). MDOT Procurement does not have the capability of updating contractor’s information.
- Any questions or concerns regarding your account should be directed to the State Office of Procurement (DoIT).
- Only the information communicated by the Procurement Officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source.
- eMaryland Marketplace *Advantage* (eMMA) is LIVE! Vendors can [CLICK HERE](#) to access eMMA along with answers to [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at emma.helpdesk@maryland.gov.

Please make sure your firm has register with eMMA.

THE END

(STATE-FUNDED)

**MARYLAND DEPARTMENT OF TRANSPORTATION
PROCUREMENT & CONTRACTS**

PRE-BID MEETING

Date: 6/3/2020`

Contract #: J02B8400047

Contract: SHA – Traffic Engineering Design Division, Systems Engineering Team – IT
Programs Business Services

MBE Goal:

20 ---%

Sub goals: No Sub goals

- 0% African-American sub goal percentage
- 0% Asian-American sub goal percentage
- 0% Hispanic-American sub goal percentage
- 0% Woman-Owned sub goal percentage

VSBE Goal:

0 %

Potential Subcontracting Opportunities:

Provide and support new development and maintenance of current portfolio of custom computer applications supporting engineering data, and processes. In addition, the resources will support Traffic Engineering Design Division's (TEDD) efforts, including the organization and tracking and storage of project data, technical drawings, documentation and correspondence.

MBE Forms:

The following forms are part of the MBE requirements for this project. Please review the forms and their instructions for completion thoroughly. Accuracy in the completion of the forms is mandatory.

- **MDOT MBE Form A – CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**
 - The completed, signed Affidavit must be included with the bid/proposal.
 - If the Bidder fails to accurately complete and submit the Affidavit as required, the bid shall be deemed not responsive or the proposal not susceptible of being selected for award.

- **MDOT MBE Form B – Parts 1, 2, and 3 – MBE PARTICIPATION SCHEDULE**

- Part 2 and Part 3 forms must be completed, signed, and included with the Bid/Proposal.
- If the Bidder fails to accurately complete and submit Parts 2 and 3 with the bid as required, the bid shall be deemed not responsive.
- Part 1 – Instructions for MBE Participation Schedule (includes Goal/Subgoal Worksheet)
- Part 2 – MBE Participation Schedule (one form for each subcontractor)
- Part 3 – Certification for MBE Participation Schedule
- All MBE firms listed on **MBE Form B** must be certified at the time of bid submission to perform the specific scope of work. Please visit MDOT's website to access its electronic MBE directory for a complete listing of certified firms at www.mdot.maryland.gov
- A certified MBE firm that is the prime contractor, including a firm that is a participant in a joint venture and self-performing is identified on the Form B.
- A certified MBE Prime firm can perform with its own forces toward fulfilling up to (50%) of the MBE participation goal (overall) and up to (100%) of one MBE participation subgoal.

- **MDOT MBE Forms C and D – OUTREACH EFFORTS COMPLIANCE STATEMENT and MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT**

- If you are notified that you are the apparent awardee or as requested by the Procurement Officer, you must submit **MDOT MBE Forms C and D** within 10 business days of receiving such notice.
- It is mandatory that you obtain signatures on Form D from the participating MBE firms that are listed on Form B.
- For guidance on **the 60% Rule** Supply Items, refer to **MBE FORM B PART 1 – Instructions for MBE Participation Schedule, # 7-9.**
- **Commercial Useful Function** - The work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if a certified MBE performs a commercially useful function where it is responsible for execution of the distinct element of work by actually performing, managing, and supervising the contract work. **Requesting an MBE Waiver**
If you believe that your firm cannot achieve the MBE participation goal and/or sub goals, you have the right to request a waiver. The request should be indicated in your initial bid package (on **MBE Form A**).

MBE Form E - Good Faith Efforts Guidance and Documentation

Within 10 days following notification that your firm is the apparent awardee, all required waiver documentation must be submitted.

Note: Your request for a waiver (with all supporting documentation) will be reviewed and a determination will be provided.

**SHA - TORFP - # J02B8400047 - TEDD SET
PRE-PROPOSAL ATTENDANCE FORMS SUBMITTED BY MASTER CONTRACTORS**

Date e-mailed	NAME	FIRM	Email Address
5/27/2020	Harry Hans	SONA Networks	hhans@sonanetworks.com
5/27/2020	Ramnish Sharma	Quantum Vision	ramnish@quantumvision.com
		Quantum Vision	jagruthi@quantumvision.com
5/27/2020	Laci Beall	SSS, Inc.	Laci@sss-inc.com
	Abhay Nigam	SSS, Inc.	abhay@sss-inc.com
5/28/2020	Sagar Sawant	Cyquent	ssawant@cyquent.com
	Priya Tejwani	Cyquent	ptejwani@cyquent.com
5/28/2020	Sandeep	Infojini	presales@infojiniconsulting.com
5/28/2020	V. Pande	Mind Board	vpande@mindboard.com
	G. Boneva	Mind Board	gboneva@mindboard.com
5/28/2020	Rabih Najib	Itechnology	Rabih@itenology.com
	Morteza	Itechnology	Morteza@itenology.com
5/28/2020	Saboo Ashwin	CITI	asaboo@citi-us.com
	Lonbom kirk	CITI	klonbom@citi-us.com
	Garvey Andrea	CITI	agarvey@citi-us.com
5/28/2020	Nancie Tassara	D&K	ntassara@dkconsult.net
	Erin Hamilton	D&K	ehamilton@dkconsult.net
5/28/2020	Ashley Boykin	Serigor	ashley.boykin@serigor.com
5/28/2020	Kathy Danner,	Abaco Strategy LLC	kathy.danner@abacostrategy.com
5/29/2020	Gail Bassette	Lumen Solutions	gbassette@lumensolutions.com
	Charanjiv Gadh	Lumen Solutions	cgadh@lumensolutions.com
5/29/2020	Linda Rowan	Transcend	linda.rowan@transcendbus.com
5/29/2020	Scott Bolden	Prime Soft	sbolden@primesoft.net
	Mike Windebank	Prime Soft	mwindebank@primesoft.net
5/29/2020	Manish Davish	GRPA	mdave@grpa.com
5/29/2020	Narayan Athreya	iCube	nvathreya@icubesys.com
5/29/2020	Annu Jindal	Smart Source Tec	annu@smartsourcetec.com

	Harshad Makwana	Smart Source Tec	harshad@smartsourcetec.com
5/29/2020	Mike Boyle	TCC	Mike.Boyle@e-tcc.com
5/29/2020	Nora Presti	Group Z	npresti@group-z.net
	Pete Zairis	Gorup Z	pzairis@group-z.net
5/29/2020	Vikas Arora	Elegant	govt@elegantsolutions.us
6/1/2020	Yashika Prabhakar	Business Integra	yashika.prabhakar@biitservices.com
	Lakshmi Santhana	Business Integra	lakshmi.santhana@businessintegra.com
6/1/2020	L.Bullock	SQN Systems	lbullock@sqnsystems.com
	J.Conley	SQN Systems	jconley@sqnsystems.com
6/1/2020	Sherron Fulton	Momentum, Inc	SherronFulton@m-inc.com
6/1/2020	Sandeep Soman	Vgroup	sandeeps@vgroupinc.com
	Prankit	Vgroup	prankitc@vgroupinc.com
6/1/2020	E. Cidre	Tsource, LLC	ecidre@tsrce.com
	B Lily	Tsource, LLC	blily@tsrce.com
6/1/2020	John Hadeed-	JHM Technology	jhadeed@jmhtechnology.com
	Melissa Haber-	JHM Technology	mhaber@jmhtechnology.com
	Tony Moe-	JHM Technology	tmoe@jmhtechnology.com
6/1/2020	Carolina Seldes	ITnova	cseldes@itnovaconsulting.com
	James Black	ITnova	jblack@itnovaconsulting.com
6/1/2020	A. Lapur	Advance Digital	akapur@advanceddigitalsys.com
	P. Nagaraj	Advance Digital	pnagraj@advanceddigitalsys.com
6/1/2020	Nathan Subramanian	Global Alliant	nathan.s@globalalliantinc.com
	Rajan Natarajan	Global Alliant	rajan.n@globalalliantinc.com
	Vijay V	Global Alliant	vijay.v@globalalliantinc.com
6/1/2020	Margaret Gates	International Software Systems Inc.	mgates@issi-software.com
	Sajan Ahuja	International Software Systems Inc.	sahuja@issi-software.com
6/1/2020	Kenneth Wampler	IRG	kwampler@irginc.net
	R. Somasindaram	IRG	rsomasundaram@irginc.net
6/1/2020	Arun Reddy	Zion Cloud Solutions	roshan.sultania@zionclouds.com
6/1/2020	T. Kirby	Sonora	tkirby@sonoraassociates.com
6/1/2020	Karen Connell	RKV Technologies	karen.connell@rkvtechnologies.com
6/1/2020	James Shiu	ECO Integration, Inc	james.shiu@ecointegration.com

6/1/2020	Aparna V Iyer	Mansai Corporation	aiyer@mansai.com
	R S Venkatachalam	Mansai Corporation	venk@mansai.com
6/1/2020	Brian Reed	WSP	brian.reed@wsp.com
6/2/2020	J.Hall	Setellar Services	jhall@stellarservices.com
	Z. Shen	Setellar Services	zshen@stellarservices.com
6/2/2020	Beth Wong	Expedite Info Tech	bwong@expediteinfotech.com
	'Nageswara Tripuramallu	Expedite Info Tech	ntripuramallu@expediteinfotech.com
6/2/2020	Marcellus Wade	Black Fox	mwade@blackfoxgroup.com
	J'Nai Parrish	Black Fox	jparrish@blackfoxgroup.com
6/2/2020	Jennie Peffer	TechWorks	jennie.peffer@aecom.com
6/3/2020	Vishakha Vaddoriya	vTech Solution, Inc.	vishakha.v@vtechsolution.com
	Vishnu Naruka	vTech Solution, Inc.	vishnu.n@vtechsolution.com
6/3/2020	Ralph L.Lary	Arena Technical Resources	RLL@ATR.COM
6/3/2020	Miller, Niki	JMT	NMiller@jmttg.com
6/3/2020	Platt, Jeffrey	JMT	JPlatt@jmttg.com
6/3/2020	Lavan Gangisetty	Epitome Technology	lavan@epitometechinc.com
	Vushal Vanshi	Epitome Technology	vishal@epitometechinc.com
6/3/2020	Khalil Zebdi	ASSYST	kzebdi@assyst.net
6/3/2020	Kathy Danner,	Abaco Strategy LLC	Kathy.Danner@abacostrategy.com
6/3/2020	Lloyd Ramirez	Booker	lloyd.ramirez@bookerdimaio.com

SHA - TORFP #J02B8400047

**Traffic Engineering Design Division (TEDD), Systems Engineering Team (SET)
IT Programs Business Services**

1. **Question:** Is this a new contract or is there a current incumbent?

**Answer: Yes, new contract, current contract expiration 11/4/2020.
Incumbent: Synergy Systems & Services, Inc.**

2. **Question:** Per Section 2.1.3 of the TORFP, vendors may be excluded from future work if awarded this solicitation. Can you indicate what type of contracts the key personnel may work on that would exclude a vendor from future work?

Answer: At this time, we cannot be specific on future work. Section 2.1.3 is standard language in the solicitations to inform Master Contractors.

3. **Question:** In reference to Time Sheet Reporting; will the managers be able to electronically sign timesheets or are they required to be signed by hand?

Answer: Please clarify the question, is this for MDOT Managers or Master Contractor Management Team?

4. **Question:** Is this a new requirement or any incumbent currently performing the services? if yes, could you please share the contract amount info?

**Answer: See response to Question #1
Contract Award Amount: \$1,555,980.00.**

5. **Question:** Is there any anticipated budget allocated to this RFP?

Answer: The State is prohibited to release this information.

6. **Question:** On the TO Financial Proposal, I could see Total Class Hours is 3920 hours. Could you please confirm the hours for each candidate?

Answer: Estimated hours 1960 for each candidate.

7. **Question:** Appendix 4A Minimum Qualifications Summary states "Minimum qualifications and required certifications as defined in Section 2.10 of this TORFP"; however, we cannot find Section 2.10 in TORFP J02B8400047. Could you please provide clarification on the referenced Section 2.10?

Answer: Section 2.10 can be found in the CATS+ RFP Master Contract

8. **Question:** Appendix 4A Minimum Qualifications Summary states “List how the proposed individual meets each requirement by including a reference to relevant entries in Form Appendix 2B”; however, we cannot find Form 2B in TORFP J02B8400047. Could you please provide clarification on the referenced Form 2B?

Answer: See attached Appendix 4A Minimum Qualifications Summary – Revised form.

9. **Question:** Appendix 4A Minimum Qualifications Summary states “insert cross-reference(s) to the full description on Form 5B”; however, we cannot find Form 5B in TORFP J02B8400047. Could you please provide clarification on the referenced Form 5B?

Answer: See attached Appendix 4A Minimum Qualifications Summary – Revised form.

10. **Question:** Appendix 4B Labor Classification Personnel Resume Summary states “Requirement (See Section 2.10).” Could you please confirm that we should be referencing Section 2.10 of the CATS+ RFP and not TORFP J02B8400047?

Answer: Yes, Section 2.10 of the CATS+ RFP.

11. **Question:** The Final TORFP was issued on May 27, 2020 in PDF format. Will the State of Maryland provide a Word version of the Final TORFP?

Answer: No.

12. **Question:** Is there an incumbent that is presently providing the services to SHA? If yes, are they eligible to re-bid?

**Answer: Incumbent: Synergy Systems & Services, Inc.
Yes, they are eligible to re-bid.**

13. **Question:** The scope of this RFP calls for two professionals to be submitted. And the RFP has a 20% MBE goal. This is a rather small procurement or is this going to expand later on in the future?

Answer: 20% MBE goal has been established for current solicitation.

14. **Question:** When are the selected professionals expected to start? Is there a tentative start date?

Answer: Anticipated NTP date is 11/5/2020.

15. **Question:** Can an MBE company submit a proposal as a prime and at the same time, be an MBE sub to other Primes, submitting proposals?

Answer: Yes.

16. **Question:** Do we have to submit a candidate for every position listed in the RFP?

Answer: Yes.

17. **Question:** What type of candidates are we targeting at? – Green Card, US Citizens or any work authorization would work?

Answer: See Section 3.7 of the TORFP.

18. **Question:** After submitting the proposal how long would it take to get the results so that we can check on candidate's availability?

Answer: It is dependent on many factors and the quantity of TO Proposals received.

19. **Question:** How many MBE's are we supposed to reach out to? And, if the MBE's aren't able to find the candidate it's only then that we need to get Attachment A signed? Also if the MBE is able to find candidate what should be our next step?

Answer: It's the discretion of each Master Contractor how many MBE firms they want to approach to reach the MBE goal of 20%. Attachment A is required to be signed by all bidders. This type of consideration would be on a case to case basis but on this TORFP we are not encouraging third tier subcontractors.

20. **Question:** Is this a Service Delivery Requisition or a Contingent Requisition?

Answer: This is a Service Contract based on staffing services.

21. **Question:** Page 35 section 5.4.2 D.4.I references a 'planned team composition' Is the work anticipated to be performed only by the two key individuals, or is the expectation that other (non-key) personnel will be added to the team? If so, how many?

Answer: The TORFP is for two (2) Key Personnel.

22. **Question:** Does the incumbent's team include any individuals in addition to the two programmers?

Answer: No

23. **Question:** If no other individuals are to be added, would the State consider removal of the MBE goal? 20% of two people amounts to a less than one individual.

Answer: No

24. **Question:** Please describe any challenges or pain points that SHA is currently facing in the development or maintenance of the systems involved.

Answer: Currently, no development or maintenance issues.

25. **Question:** As per section 3.9.3, Personnel Preferred Experience, "D. Three (3) years of professional experience with geocoded location data and mapping with ESRI and Google KMZ services".

Can the state let us know if this is a mandatory skill and allows any alternative skills that can be substituted for this?

Answer: Preferred experience, not mandatory. No alternative skills can be substituted.

26. **Question:** In Section - 7, Table 1, for Attachment B - Financial Proposal Instructions and form, it is mentioned to be submitted before proposal. Can the State please clarify on this?

Answer: The TO Financial Proposal Instruction and Form should be submitted with the TO Proposal. See amendment #1.

27. **Question:** Are there presently any incumbents?

Answer: Incumbent: Synergy Systems & Services, Inc.

28. **Question:** In the 4A Minimum qualifications Summary form, the last row states "TORFP Additional Requirements Minimum qualifications and required certifications as defined in Section 2.10 of this TORFP." Instead do we have address the Personnel Preferred Experience from 3.9.3?

Answer: The Minimum Qualification Summary should address the duties, education, general experience and specialized experience found under the labor category in Section 2.10 of the RFP.

Q & A's #'s 1 – 28

The End



CATS + TORFP J02B8400047

SHA- TRAFFIC ENGINEERING DESIGN DIVISION (TEDD), SYSTEMS
ENGINEERING TEAM (SET), IT PROGRAMS BUSINESS SERVICES

Amendment #2 Issued: June 11, 2020

This Amendment is being issued to provide questions and answers for the above-mentioned TORFP. Specific forms have been provided in word format. All information contained herein is binding on all offerors who respond to this TORFP.

For the following changes/additions, any new language has been underlined and marked in bold (i.e. **new**) and any deleted language has been marked with a strikethrough (i.e., ~~deleted~~)

SEE ATTACHED INFORMATION:

1. Questions and Answers #'s 29 – 47
2. 4A Minimum Qualifications Summary – Revised (word format)
3. 4B Labor Classification Personnel Resume Summary (word format)
4. Attachment D Minority Business Enterprise (MBE) Forms (word format)

End of Amendment #2

Date Issued: June 11, 2020

By: Peggy Tischler, Procurement Officer

SHA - TORFP #J02B8400047

**Traffic Engineering Design Division (TEDD), Systems Engineering Team (SET)
IT Programs Business Services**

Questions and Answers

Issued with Amendment #2; dated 6/11/2020

29. Question: Can the team provide a history or the monthly average number of trouble tickets by severity for the applications (TSIIM, PM2/3, TEDD Archives, TAMS?SPL)?

Answer: Currently, PM2 very minimum calls and zero calls from other applications. No average of history to provide.

30. Question: Can a Subcontractor participate with more than one Prime Offer's bid?

Answer: Yes.

31. Question: Can you share any planned infrastructure upgrades for the systems (ex. Servers, .NET, Databases)

**Answer: Anticipated to be implemented soon:
Visual Studio Environment upgrade to 2019 with .Net-Core Support.**

**Anticipate during contract duration:
Windows 2012 web servers upgrade to 2016/2019.**

**Recently:
Upgraded Oracle to 18c.**

32. Question: Both the forms 4A and 4B facilitates us to enter information that addresses only the minimum qualifications as in the CATS+ Master Contract RFP. There are no exclusive rows/place holders to address sections 3.9.3 - Personnel preferred experience or Sections 2.3.1 to 2.3.4 (wherever applicable). Whereas, under 6.2, TO Technical proposal evaluation criteria, 6.2.1 – Experience and Qualifications of proposed Staff, it is stated – “The capability of the proposed resources to perform the required tasks and produce the required deliverables in the TORFP Sections 2-3. Capability will be determined from each proposed individual’s resume, reference checks, and oral presentation (See Section 4.5 Oral Presentation).”

Will the state consider for evaluation any additional details/documentation that may be provided to substantiate 3.9.3 and/or Sections 2.3.1 to 2.3.4 where applicable?

Answer: Yes, the State will accept supporting documents along with the required documentation for the Key Personnel as referenced in Section 1.1 of the TORFP.

33. Amendment #1 of the TORFP mentions the name of the incumbent contractor as well as the initial value of the contract – \$1,555,980.00. The following are additional questions:

- a. **Question:** Based on publicly available data, it appears that the contract under which the incumbent contractor is performing services is TO Number #J02B3400055. Is this correct?

Answer: Yes.

- b. **Question:** If the current contract is based on CATS+ TORFP #J02B3400055, then the requirement was for four (4) resources on a part-time basis. However, in the pre-proposal conference it was mentioned that there are currently two (2) resources providing services. Does this mean that the four part-time positions in the original TORFP are being fulfilled by two resources on a full-time basis?

Answer: We are not facilitating part-time positions. This TORFP is for two (2) full-time resources.

- c. **Question:** If the current contract is #J02B3400055, the contract “updated” award amount mentioned is \$2,055,980.00. Does the additional amount, i.e., \$500,000.00 that was added cover two resources for an additional one year from the original expiry of the contract?

Answer: Yes, a modification was issued for \$500,000 for an extension of contract term and resources.

- d. **Question:** What is/are the name(s) of Minority Business Enterprise (MBE) companies that are working under the incumbent provider’s contract?

Answer: MDOT cannot provide this information.

- e. **Question:** Is the current Prime Contractor meeting the MBE Goal that was specified in the CATS+ TORFP #J02B3400055?

Answer: Yes, the MBE goal is being met.

- f. **Question:** What is/are the name(s) of *other* subcontractor companies that are working under the incumbent provider’s contract?

Answer: MDOT cannot provide this information.

- g. **Question:** Is there any further extension planned (beyond what is currently in place)?

Answer: Currently, MDOT has not made any planned extensions.

- 34. Question:** During the pre-proposal conference, the names of the people on the evaluation team were mentioned. However, we could not get all the names. Can MDOT provide the same?

Answer: At this time all attendees are on the sign-in sheet. MDOT will not specifically disclose the evaluation team.

- 35. Question:** A revised Appendix 4A was provided in the **Amendment #1** of the TORFP – which was a PDF document. Can MDOT SHA provide a Microsoft Word copy of the revised Appendix 4A **and** also Appendix 4B? This will help contractors to fill out the Appendix 4 forms and provide it as part of the required Microsoft Word document submission (besides the Adobe PDF submission).

Answer: Yes, see attached 4A and 4B.

- 36. Question:** We also request MDOT SHA to provide Microsoft Word documents of the **MBE Forms** – this will enable contractors to fill out the forms and attach it as part of the required Microsoft Word document submission (besides the Adobe PDF submission). Will MDOT do so?

Answer: Yes, see attached MBE forms.

- 37.** The Place of Performance for the resources has been specified in the **Key Information Summary Sheet** as the MDOT SHA Office of Traffic and Safety (OOTS) location on 7491 Connelly Drive, Building #1, Hanover, MD 21076.

- a. **Question:** Outside of the current COVID-19 situation we are currently facing, is there a policy of allowing remote work for the current (incumbent) contractor personnel?
- i. If yes, how many days in a week is the contractor allowed to work remotely?

Answer: Remote work will be at the discretion of the TO Manager.

- b. **Question:** Will the option to work remotely be continued for the winning contractor's personnel under the new award?

Answer: Remote work will be at the discretion of the TO Manager.

38. Section 3.1.1 of the TORFP specifies the “Task Order Initiation Requirements” and **Section 3.2** mentions “End of Task Order Transition” and “Transition-Out”. However, it does *not* talk about “transition-in” or transition with the current contractor in the event some other contractor is awarded the contract resulting from this solicitation.

- a. **Question:** Will MDOT SHA specify a “transition-in” period of say one calendar month? This will ensure that (a) the current (incumbent) contractor does provide a knowledge transfer and (b) the “transition-in” process from the current (incumbent) contractor to the new contractor happens smoothly.

Answer: The Task Order will be awarded prior before NTP, which will allow for transition-in.

39. Question: **Section 3.9.3** of the TORFP specifies the “Personnel Preferred Experience” requirements. In particular, the third bullet point talks about experience with “inventory, inspection and rating/grading data” which seems restrictive. Can MDOT remove this requirement?

Answer: MDOT cannot remove this Personnel Preferred Experience.

40. We need the following clarification related to **Section 3.10 “Substitution of Personnel”**:

- a. **Question:** Will MDOT SHA allow one or more of the two (2) key proposed personnel to be substituted *before* the oral presentation and/or individual interview?

Answer: No.

41. Section 4.5 “Oral Presentation” of the TORFP talks about “oral presentation” by the Offeror and/or “interviews” of proposed personnel.

- a. **Question:** Can MDOT SHA OOTS clarify if it intends to have an oral presentation with all the proposed resources present in the oral presentation (i.e., a “group” interview with the Offeror being present)

or

separate interviews for each of the proposed two (2) key personnel?

Answer: Separate interviews will be conducted.

- b. **Question:** Will the interviews be in-person or is there a possibility of video interviews?

Answer: Depending upon the situation, will drive the needs of the interview process.

42. What is the approximate timeframe for MDOT SHA OOTS to have the “oral presentation” or “interviews” of the proposed key personnel candidates?

- a. **Question:** Phrased differently, what is the “no-later-than” month that MDOT SHA plans to hold “oral presentation” or “interviews” for the candidates of short-listed contractors?

Answer: Currently, MDOT does not have a timeframe.

43. **Question:** Can MDOT SHA OOTS provide a second date to ask follow-up questions based on answers to the questions submitted until June 9, 2020? We suggest the deadline for questions be a week before the submission due date.

Answer: Follow-up questions pertinent to the TORFP will be accepted within a reasonable amount of time after answers are released.

44. **Question:** Assuming that the answers to the questions (which would have been submitted until June 9, 2020) might be available only a week or so later and to allow sufficient time to review those answers we request MDOT SHA for an extension in the proposal due date. Will MDOT grant this request?

Answer: Currently, MDOT has not made any planned extensions for the TO Proposal due date.

45. **Question:** Does MDOT have any incumbent contractor(s) currently working, or who recently worked, on this project?

Answer: See response to question #1, issued in Amendment #1.

46. **Question:** If so, is the incumbent eligible to respond to this solicitation?

Answer: Yes.

47. Question: Can an offer combine its qualifications with their MBE qualifications to meet the minimum qualifications required to bid and considered as a compliant response?

Question was clarified: This question is for the Offeror Preferred Experience.

Answer: Offeror Prefer Experience is qualifications held by the Master Contractor, no combination with sub-contractor firms.

Questions #'s 29 - 47

The End



CATS + TORFP J02B8400047

**SHA- TRAFFIC ENGINEERING DESIGN DIVISION (TEDD), SYSTEMS
ENGINEERING TEAM (SET), IT PROGRAMS BUSINESS SERVICES**

Amendment #3 Issued: June 16, 2020

This Amendment is being issued to provide questions and answers for the above-mentioned TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

SEE ATTACHED INFORMATION:

1. Questions and Answers #'s 48 – 50 and a clarification response to question #3.

End of Amendment #3

Date Issued: June 16, 2020
By: Peggy Tischler, Procurement Officer

SHA - TORFP #J02B8400047

**Traffic Engineering Design Division (TEDD), Systems Engineering Team (SET)
IT Programs Business Services**

Questions and Answers

Issued with Amendment #3; dated 6/16/2020

Clarification to:

- 3. Question:** In reference to Time Sheet Reporting; will the managers be able to electronically sign timesheets or are they required to be signed by hand?

Answer: Please clarify the question, is this for MDOT Managers or Master Contractor Management Team?

Clarification Received:

As the Managers will be the ones signing the timesheets, then this question applies to them. More directly, the TO manager.

Answer: It will be the TO Managers discretion on how timesheets will be signed based on the business environment.

Questions:

- 48. Question:** Whether you are happy with the existing prime company.

Answer: MDOT cannot provide this information.

- 49. Question:** Can two separate rates be submitted (one for each person) or must both candidates have the same rate?

Answer: Please submit the same rate for both candidates.

- 50. Question:** Must a company hold cyber insurance or can that be waived since the project is done under the supervision of state supervisors?

Answer: Per the TORFP, Section 3.6.4, Cyber Risk/ Data Breach insurance is required.

Clarification to #3 and Questions #'s 48 - 50

The End



CATS + TORFP J02B8400047

SHA- TRAFFIC ENGINEERING DESIGN DIVISION (TEDD), SYSTEMS ENGINEERING TEAM (SET), IT PROGRAMS BUSINESS SERVICES

Amendment #4 Issued: June 19, 2020

This Amendment is being issued to provide questions and answers for the above-mentioned TORFP. Specific forms have been provided in word format. All information contained herein is binding on all offerors who respond to this TORFP.

For the following changes/additions, any new language has been underlined and marked in bold (i.e. **new**) and any deleted language has been marked with a strikethrough (i.e., ~~deleted~~)

1. Delete:

TO Proposals Due (Closing) Date and Time:	June 25, 2020 at 2:00pm (EST) Offerors are reminded that a completed Feedback Form is requested if a no bid decision is made (see Section 5).
--	--

Replace with:

TO Proposals Due (Closing) Date and Time:	<u>June 30, 2020 at 2:00pm (EST)</u> <u>Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).</u>
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2. Delete in its entirety ~~Attachment J, Location of Performance of Services Disclosure~~, replace with **Attachment L Location of Performance of Services Disclosure** see **attached revised Attachment L**.
3. In the Table of Contents ~~delete Attachment J.... Location of the Performance of Services Disclosure~~ and replace with **Attachment L Location of the Performance of Services Disclosure**.

4. Section 7, Table 1- TORFP ATTACHMENTS AND APPENDICES, under Attachment Name - Location of the Performance of Services Disclosure **delete label J, replace with label L.**

SEE ATTACHED INFORMATION:

1. Questions and Answers #'s 51 – 53.

The Question and Answer period has closed.

End of Amendment #4

Date Issued: June 19, 2020

By: Peggy Tischler, Procurement Officer

SHA - TORFP #J02B8400047

**Traffic Engineering Design Division (TEDD), Systems Engineering Team (SET)
IT Programs Business Services**

Questions and Answers

Issued with Amendment #4; dated 6/19/2020

Question:

- 51. Question:** What is the Technical versus the Financial weightage in the proposal evaluation?

Answer: The TO Technical Proposal will be given greater weight than the TO Financial Proposal, as per the TORFP Section 6.4.

- 52. Question:** Can we use the MBE forms without header and footer in our response or do we have to use them as it is mentioned in section 7 of the original RFP?

Answer: The MBE forms provided in the TORFP are to be unaltered.

- 53. Question:** Attachment L (Location of the Performance of Services Disclosure) may have been mislabeled as Attachment J in the table of Attachments. The content of this attachment and the URL in the TORFP both lead to Attachment L. Could you please clarify for us?

Answer: Yes, Attachment L was mislabeled as Attachment J. Attachment L is the Location of Performance of Services Disclosure form. Please see attachment issued with Amendment #4.

Questions #'s 51 - 53

The Question and Answer Period Has Closed.

The End



CATS + TORFP J02B8400047

SHA- TRAFFIC ENGINEERING DESIGN DIVISION (TEDD), SYSTEMS
ENGINEERING TEAM (SET), IT PROGRAMS BUSINESS SERVICES

Amendment #5 Issued: June 24, 2020

This Amendment is being issued to provide questions and answers for the above-mentioned TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

SEE ATTACHED INFORMATION:

1. Questions and Answers # 54.

The Question and Answer period has closed.

End of Amendment #5

Date Issued: June 24, 2020
By: Peggy Tischler, Procurement Officer

SHA - TORFP #J02B8400047

**Traffic Engineering Design Division (TEDD), Systems Engineering Team (SET)
IT Programs Business Services**

Questions and Answers

Issued with Amendment #5; dated 6/24/2020

54. Question: How many resumes need to be submitted per positions?

Answer: One resume, utilizing forms in Appendix 4, shall be provided only for each Key Personnel.

THE QUESTION AND ANSWER PERIOD HAD ENDED.

Question # 54

The End