

Maryland Department of Transportation

Office of Procurement

CATS+ TORFP J01B0600016

MDTA OpenText Enterprise Content Management System and Support Services

Addendum #1

February 19, 2020

Addendum #1 is being issued provide Pre-Proposal Minutes, and sign-in Sheet of attending firms for the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

Please see Separately attached Pre-Proposal Minutes, sign-in Sheets of attending firms for the above named TORFP.

End of Addendum #1

Pre-Proposal Conference Procurement Review
CATS+ TORFP J01B0600016
Maryland Department of Transportation (MDOT)
Maryland Transportation Authority (MDTA)
OPENTEXT ENTERPRISE CONTENT MANAGEMENT SYSTEM
AND SUPPORT SERVICES
Wednesday, February 19, 2020, 1:30 p.m. (EST)

Welcome to the Pre-proposal conference for the CATS+ Task Order Request For Proposal #J01B0600016 for the Maryland Department of Transportations, Maryland Transportation Authority – OPENTEXT ENTERPRISE CONTENT MANAGEMENT SYSTEM AND SUPPORT SERVICES. My name is Joseph Palechek and I am the TO Procurement Officer assigned to this project.

If you have not already done so, please sign the attendance sheet and for those firms that are certified Minority Business Enterprise (MBE), Small Business Reserve (SBR) or Veteran-Owned Small Business Enterprise (VSBE) firms, please make note of that in the far right hand columns of the sign-in sheet.

Please be aware there is no MBE or VSBE Goal on this solicitation.

In attendance with me today are Kaushik Dutta and David Goldsborough from MDTA.

Let go around the room and introduce ourselves.

Throughout this Pre-Proposal Conference, if you want an official response to any question, you are asked to submit question in writing to me via email, to me.

I will be going over and taking questions regarding the Procurement part of this project.

I will then turn the conference over to Mr. Dutta and Mr. Goldsborough who will review the scope of work and take questions.

Reminder to everyone:

- 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 CATS+ TORFP was released through email on Friday, February 7, 2020.
- Offerors will have the opportunity to submit questions in writing; **written questions must be submitted to me at jpalechek@mdot.state.md.us by Monday, February 24, 2020 close of business**
- The Questions and Answers will be released via Addendum as soon as possible after the due date and time.
- Pre-proposal minutes, sign in sheet(s) and all questions and responses will be published as an addendum and become part of this solicitation later today.
- 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 **Tuesday, March 17, 2020 @ 2:00 pm Local Time**. Please be aware that "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."
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under Section 7 TORFP), are to be sent in a separate email from the Financial Proposal. Please make sure the subject line of each email contains the TORFP # what attachments are included in the email (Technical Proposal, Financial Proposal, Attachments, etc).
- The Technical and Financial Proposals are required be sent Password protected. The Procurement Officer will request the passwords for the Technical and Financial Proposals from the Offeror when needed
- Please submit your offer in the format listed in section 5 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 aware that MDOT has a file size limitation of 18 megabytes on all email transmissions. Number your emails (1 of 2, 2 of 2 etc) per Section 4.1
- It is the Contractor's responsibility to ensure that the Procurement Officer has received your offer. If you do not receive a "received" email response from me, the Procurement Officer, you should call and confirm that your email was received.
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.
- The MDOT will award this project to One (1) Master Contractor.
- You are required to provide the name/number of your point of contact to set up interviews
- Please be sure to review Section 6 – Evaluation and Selection Process.
- There is a **NO Minority Business Enterprise (MBE) Goal** for this project. MDOT encourages MBE firms to participate in this solicitation.
- If there are any MDOT Certified MBE firms, or Veteran Owned Small Businesses in attendance today, this would be a good opportunity to network with Firms planning to submit as a Prime Contractor.

Friendly reminder:

- It is your responsibility to update your company's information as necessary on the DoIT website. (ie. MBE, SBR, address, point of contact and especially point of contact).
- MDOT or MDOT Procurement does not have the capability of updating DoIT's master contractor's information.
- Any questions or concerns should be directed to *The Department of Information Technology*
- 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.

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MDTA OpenText Enterprise Content Management System and Support Services

Addendum #2

February 27, 2020

Addendum #2 is being issued provide (A) Answers to Questions submitted by vendors and (B) Amendments to the TORFP and for the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

**A. ANSWERS TO QUESTIONS SUBMITTED BY VENDORS FOR TORFP J01B0600016
– MDTA - OPEN TEXT ENTERPRISE CONTENT MANAGEMENT**

Question 1: Is there an incumbent for this solicitation? If so can you share:

- Name and how long have they been providing the services,
- is MDTA pleased with their service
- Will they be allowed to re-compete
- When does their contract end
- Total value of the contract and number of people working

Answer 1:

- **Calibre System, 5 years.**
- **MDTA does not comment on past performance of the vendor.**
- **All vendors are allowed to compete in the TORFP.**
- **Contract currently ends on 6/16/2020.**
- **4 million. Number of people working on the contract depends on number of ongoing projects at a particular time. It varies.**
- **This TORFP is a staffing plan and not based on a project plan approach like the previous TORFP.**

Questions 2: It appears as stated that the experience of any subcontractors and the Master contractors will collectively be viewed for the requirements for experience stated. Please confirm this.

Answer 2: See Answer to Question 5

Question 3: Can the Prime and Sub Contractors' experience be combined to meet the Minimum Offeror Qualifications?

Answer 3: See Answer to Question 5

Question 4: Would the Master Contractor's experience with other similar content management platforms be substituted for experience with OpenText?

Answer 4: Master contractor experience should be related to OpenText experience as stated in the TORFP.

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February 27, 2020

Question 5: For Section 1.1, offeror Minimum Qualifications - Can we use a subcontractor's past performance to meet the requirement in section 1.1.1 for "At least three (3) years' experience working on OpenText related projects"?

Answer 5: Subcontractors may be used to meet the qualifications.

Question 6: Per Section 1, The TO Proposal Instructions and PWS indicate "Actual resumes utilizing Appendix 4A and 4B shall be provided for planned positions and reviewed at the Task Order Initiation as described in Section 3.1." Can the Government confirm that the resource experience starting dates and ending dates are to be provided post award in accordance with the Appendix 4-A resume format, and not with the proposal.

Answer 6: No resumes are requested at this time for the TORFP submission. Resumes will be requested after Notification of Award.

Question 7: IT Technical Standards appears to be Appendix 5 provided via separate document. Similarly, MDOT Information Security Plan appears to be Appendix 6 provided via separate document. Can the Government please provide these referenced documents to offerors?

Answer 7: These documents were released in the original solicitation email on February 7, 2020. (See Addendum to the TORFP for Section 2.2.3, 2.4.G and 3.7.4 D

Question 8: Per Section 3.8, Will the State please confirm that the SOC2 Type2 Audit Report is a requirement only for any TO Contractor or subcontractor facility at which State data processed, stored, or transmitted?

Answer 8: The SOC2 Type2 Audit Report is an annual requirement to report on the TO Contractor's controls related to the processing, storing and transmitting of sensitive data. The report shall not only include the facility, but all controls the TO Contractor implemented to comply with the 5 trust criteria as identified on Section 3.8.2.B.

This report shall be applicable after a Work Order to perform the services outlined on Section 2.3.6 includes or contains Sensitive Data has been fully executed. This report shall be completed annually as long as the TO Contractor is performing same services containing Sensitive Data. The work performed by all subcontractors shall be included in the report if the services that they provided included the handling of Sensitive Data.

Question 9: Per Section 3.7.2 G, Will the State please clarify what is meant by this paragraph, i.e., what is the TBU?

Answer 9: A TBU is an MDOT Transportation Business Unit (i.e.: MAA, MDTA, MPA, MTA, MVA, SHA), in this case MDTA.

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Question 10: Per Section 3.7.5, The TORFP requests a team of OpenText experts that does not include a Database Administrator or a Network Administrator with security expertise. As such, this requirement does not appear to be applicable to the Scope of Work. For example, 3.7.5.B.12 requires vulnerability testing. Will the State consider removing the 3.7.5 requirement from the TORFP?

Answer 10: **The OpenText resource will collaborate with other State designated resources to do vulnerability testing of the application.**

Question 11: As with Section 3.7.5, this requirement does not appear to be applicable to the Scope of Work. It appears that the TO Contractor should be following the MDTA Security Plan in delivering these services. Will the State please clarify this requirement?

Answer 11: **OpenText resources in collaboration with other State designated resources will follow the MDTA Security Plan while delivering services.**

Question 12: Per Section 5.4.2 D 1, Will the State please clarify if these are 3 project references in addition to the 3 examples requested in 5.4.2.F.1? If not, and these are personnel references required in Appendix 4B Personnel Reference, will the State please confirm whether or not Appendix 4B is to be submitted with proposals?

Answer 12: **Section 5.4.2.D.1 talks about Offeror’s references on work performed while 5.4.2.F.1 talks about similar engagements/contracts that you as the Master Contractor or your Subcontractor has completed. No Resumes are requested at this time.**

B. AMENDMENTS TO THE TORFP FOR TORFP J01B0600016 – MDTA - OPEN TEXT ENTERPRISE CONTENT MANAGEMENT

NOTE: All binding Changes/ Updates in **Bold**

1. Section 2.2.3, Second Paragraph

Delete:

2.2.3 System Background

Please refer to Appendix 7 for MDTA’s detailed IT Technical Standards and Guidelines.

Replace With:

2.2.3 System Background

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Addendum #2

February 27, 2020

Please refer to Appendix 5 for MDTA’s detailed IT Technical Standards and Guidelines.

2. Section 2.4.G

Delete:

G. The MDTA IT Technical Standards and Guidelines (see Appendix 7).

Replace With:

G. The MDTA IT Technical Standards and Guidelines (see Appendix 5).

3. Section 3.7.4 D, Information Technology

Delete:

D. TO Contractor and TO Contractor Personnel shall adhere to the MDTA IT Technical Standards and Guidelines as identified in Appendix 7.

Replace With:

D. TO Contractor and TO Contractor Personnel shall adhere to the MDTA IT Technical Standards and Guidelines as identified in Appendix 5.

4. Section 2.4.H

Delete:

H. The MDOT Information Security Plan (see Appendix 8).

Replace With:

H. The MDOT Information Security Plan (see Appendix 6).



**Maryland Department of Transportation
Office of Procurement
CATS+ TORFP J01B0600016
MDTA OpenText Enterprise Content Management System and Support Services
Addendum #3**

March 11, 2020

Addendum #3 is being issued to extend the Due Date and Time for the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

DELETE

Key Information Summary Sheet

TO Proposals Due (Closing) Date and Time:	Tuesday, March 17, 2020 @ 2:00 pm Local Time Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).
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ADD:

Key Information Summary Sheet

TO Proposals Due (Closing) Date and Time:	Friday, March 20, 2020 @ 2:00 pm Local Time Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).
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End of Addendum #3

