

**Maryland Department of Transportation  
Office of Procurement  
CATS+ TORFP J01B2600008  
Employee Management Information System (EMIS) and  
Software Configuration Management (SCM) Support  
Addendum #1  
August 11, 2021**

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**Addendum #1 is being issued provide Pre-Proposal Script, MBE Script and Attendee Listing for the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.**

**End of Addendum #1**

**Pre-Proposal Conference**  
**TELECONFERENCE VIA MICROSOFT TEAMS**  
**TORFP: J01B2600008**

**Employee Management Information System (EMIS) and Software Configuration  
Management (SCM) Support**  
**Wednesday, August 11, 2021 @ 2:00 p.m. (EST)**

Good Afternoon and welcome to the Pre-Proposal conference for the Task Order Request for Proposals (TORFP) J01B2600008 for Employee Management Information System (EMIS) and Software Configuration Management (SCM) Support. My name is Joe Palechek and I am the Procurement Officer assigned to this TORFP. Also in attendance is the Contract Manager **Sherrie Link**.

Please keep yourselves on mute during this conference unless you are speaking as this will reduce feedback and background noise.

I will be going over the Procurement part of this project. 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. 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. Everyone will have an opportunity to ask questions once we are finished our presentation.

- **Written questions must be submitted to me at [jpalechek@mdot.maryland.gov](mailto:jpalechek@mdot.maryland.gov). The deadline for submission of questions is **Monday, August 16, 2021 at 5:00 pm (EST)**.**
- The Questions and Answers will be released via an Amendment as soon as possible after the Question due date.
- The main purpose of this pre-proposal conference is to review the procurement requirements, address concerns, provide clarifications, provide instructions pertaining to the solicitation and scope of work, and answer questions.
- This TORFP was advertised to all Master Contractors under **Functional Area 6 on Wednesday, July 28, 2021**.

- The Pre-proposal and MBE scripts, and the attendees list will be posted as an Amendment later today.
- Changes to the scope of work or any response requirements will be published as an Amendment and supersede the original published documents per COMAR.
- The due date and time for proposal Submission is **Friday, September 3, 2021 @ 2:00 pm Local Time**. Please see Section 5 of the TORFP for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments and Appendices (listed under Section 7 of the TORFP), are to be delivered together, but separate from the Financial Proposal. The proposals must be e-mailed to the Procurement Officer.
- Please submit your offer in the format listed in section 5.3 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.
- The State will award this project to one (1) Master Contractor.
- Please be sure to review Section 6 – Evaluation and Selection Process, and in particular Section 6.2, TO Technical Proposal Evaluation Criteria.

#### **Reference Checks for Key Personnel and the Firm:**

I cannot stress enough the importance of giving good references in your proposal for the Key Personnel and your Firm. Please provide a working e-mail address and phone number for each reference. It is the responsibility of each offeror to provide accurate and up to date information for the references. These references will be checked by the Procurement Officer and are ultimately part of the overall evaluation.

#### **MBE & VSBE Participation:**

- There is a 30% Minority Business Enterprise (MBE) Goal for this project. Our MDOT MBE Liaison, Brenda Townsend-Milton will now go over these goals.

**Scope of Work review:**

- TO Manager, Sherrie Link will now go over the Scope of Work for this TORFP.

**Questions:**

- I will now go down the attendance list one time and ask each firm if they have any questions. Reminder that these questions and any additional questions must be submitted in writing via e-mail to me for an official response.

**Final Reminders:**

- It is your responsibility to update your company's registration as necessary with DoIT. MDOT Procurement does not have the capability of updating contractor's information within DoIT.
- Only the information communicated by the Procurement Officer in writing shall be the official position of MDOT, and MDOT assumes no responsibility for information communicated by any other source.
- An Amendment will be sent out later today with a copy of the Pre-Proposal and MBE Script, and a list of all attendees who signed up for this teleconference. An Amendment with questions and answers will also be sent out once all questions are received and properly answered.

This concludes the Pre-Proposal Conference. MDOT would like to Thank you for your attendance and participation. Have a good day everyone!

**The End**

(STATE-FUNDED)

MARYLAND DEPARTMENT OF TRANSPORTATION

PROCUREMENT & CONTRACTS

**PRE-BID MEETING**

**Date: August 11, 2021**

**Contract #: J01B2600008**

**Contract: Employee Management Information Systems (EMIS) and Software Configuration Management (SCM)**

**MBE Goal:**

30 ---%

**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:**

*ex. Computer Related Services, but not limited to these opportunities.*

**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](http://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.

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

**Pre-Proposal Attendee Listing for:  
TORFP J01B2600008 CATS+ TORFP J01B2600008, MDOT OTTS  
Employees Management Information System (EMIS) and Software  
Configuration Management (SCM) Support**

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**Firm Name:**

**Group Z  
Cyquent  
Synergy Systems & Services  
iCube Systems  
NolaMcKenszie  
Infojini  
A&T Systems  
22<sup>nd</sup> Century Technologies  
Intellibee  
Gantech  
Snap Inc.  
Davis Unlimited Information Technologies  
Epitome  
Vivsoft  
VGroup  
Navatis Business Consulting  
Optimoz, Inc.  
N-3 Technologies, Inc.  
ODAA Mngt.  
OTAS, Inc.  
Ace Applications  
N3 Technologies  
Serigor  
Tech Perm  
DK Consulting  
ABACUS Corp.**

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP J01B2600008**

**TITLE: Employee Management Information System (EMIS) and Software Configuration Management (SCM) Support**

**DATE: Wednesday, August 11, 2021 at 2:00 pm (EST)**

**[ X ] PRE PROPOSAL MEETING**

**Page 1 of 3**

COMPANY NAME	PRINTED NAME	E-MAIL ADDRESS
Dept. of Transportation	Joe Palechek	jpalechek@mdot.state.md.us
Dept. of Transportation	Sherrie Link	slink@mdot.maryland.gov
Group Z, Inc.	Nora Presti	npresti@group-z.net
Group Z, Inc.	Pantelis Zairis	pzairis@group-z.net
Cyquent, Inc.	Sagar Sawant	ssawant@cyquent.com
Cyquent, Inc.	Priya Tejwani	ptejwani@cyquent.com
Synergy Systems & Services	Abhay Nigam	Abhay@sss-inc.com
Synergy Systems & Services	Laci Beall	Laci@sss-inc.com
Synergy Systems & Services	Mike Deamer	Mike@sss-inc.com
iCUBE Systems, Inc.	Narayan Athreya	nvathreya@icubesys.com
Nolan Mackenzie	QC Jones	qcjones@nolanmac.com
Infojini, Inc	Crystal Cooper	presales@infojiniconsulting.com
Infojini, Inc	Sandeep Harjani	presales@infojiniconsulting.com
A&T Systems	Brian Zernhelt	Brian.Zernhelt@ats.com
22 <sup>nd</sup> Century Technologies, Inc.	Jack Watson	jack@tscti.com
22 <sup>nd</sup> Century Technologies, Inc	Devanshu Saraf	devanshus@tscti.com
22 <sup>nd</sup> Century Technologies, Inc	Shikha Sharma	shikhas@tscti.com
Intellibee, Inc.	Seema Sharanappa Kanaje	seema@intellibee.com
Intellibee, Inc.	Prasad Beesabathuni	prasad@intellibee.com

**MARYLAND DEPARTMENT OF TRANSPORTATION  
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TORFP J01B2600008**

**TITLE: Employee Management Information System (EMIS) and Software Configuration Management (SCM) Support**

**DATE: Wednesday, August 11, 2021 at 2:00 pm (EST)**

**[ X ] PRE PROPOSAL MEETING**

**Page 2 of 3**

COMPANY NAME	PRINTED NAME	E-MAIL ADDRESS
Gantech a GCOM Company	Amber Schad	amber.schad@gcomsoft.com
Gantech a GCOM Company	Riyaz Lafkhan	Riyaz.ladkhan@gcomsoft.com
Snap, Inc.	Niraj Jagasia	NJagasia@SnapInc.Net
Snap, Inc.	Amit Arora	AArora@snapinc.net
Snap, Inc.	Yatri Jerajani	yjerajani@snapinc.net
Snap, Inc.	Krithivasan Viswanathan	vkriti@srichakrasolutions.com
Davis Unlimited Information Technologies, Inc.	Eric Weissert	ejweissert@duit.us
Davis Unlimited Information Technologies, Inc.	Marcellas Howard	mrhoward@duit.us
Epitome Technology, Inc.	Lavan Gangisetty	lavan@epitometechinc.com
Epitome Technology, Inc.	Usha Kumari Gangisetty	usha.gangisetty@epitometechinc.com
Epitome Technology, Inc.	Vishal Vanshi	vishal@epitometechinc.com
Vivsoft Technologies, LLC	Navin Gunalan	navin@vivsoft.io
Vivsoft Technologies, LLC	Dylan Fernandes	dylan@vivsoft.io
V Group, Inc.	Sandeep Soman	sandeeps@vgroupinc.com
V Group, Inc.	Ritwik Shrivastava	ritwiks@vgroupinc.com
V Group, Inc.	Pawan Tripathi	pawant@vgroupinc.com
Navitas Business Consulting, Inc.	Srini Bayireddy	srini.bayireddy@navitastech.com
Navitas Business Consulting, Inc.	Krishna Vemuri	krishna.vemuri@navitastech.com
Optimoz, Inc.	Kalpesh Patel	kalpesh@optimoz.com

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP J01B260008**

**TITLE: Employee Management Information System (EMIS) and Software Configuration Management (SCM) Support**  
**DATE: Wednesday, August 11, 2021 at 2:00 pm (EST)**

**[ X ] PRE PROPOSAL MEETING**

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COMPANY NAME	PRINTED NAME	E-MAIL ADDRESS
Optimoz, Inc.	Naresh Patel	npatel@optimoz.com
Optimoz, Inc.	Bindiya Bhattacharjee	bindiya@optimoz.com
Optimoz, Inc.	Sam Sainju	ssainju@optimoz.com
Optimoz, Inc.	Tushar Hazra	thazra@optimoz.com
N-3 Technologies, Inc.	Nalini Bouri	nalini@n-3tech.com
Ace Applications, LLC	Courtney Powell	cpowell@AceApplications.com
OTAS, Inc.	Yvonne Robinson	ycrobinson@otaservice.net
ODAA MGMT, LLC	Biruk Jotte	bjotte@odaamgmt.com
Serigor, Inc.	Deva Kumar	dkale@serigor.com
Serigor, Inc.	Rudraprasad AS	rprasad@serigor.com
Tech Perm, Inc	Jim Huelskamp	Jim@techperm.com
Abacus Staffing	John Wunder	jwunder@avbacus.com
AP Ventures	Douglas Taylor	dtaylor@apvit.com
DK Consulting, LLC	George hardy	ghardy@dkconsult.net
DK Consulting, LLC	Erin Hamilton	ehamilton@dkconsult.net

**Maryland Department of Transportation  
Office of Procurement  
CATS+ TORFP J01B2600008  
Employee Management Information System (EMIS) and  
Software Configuration Management (SCM) Support  
Addendum #2  
August 18, 2021**

**Addendum #2 is being issued provide Answers to Questions provided by master contractors, and to Amend the above named TORFP (see Questions 12 and 16 and Amendment #1). All information contained herein is binding on all offerors who respond to this TORFP.**

**Questions & Answers**

- Question 1: Could you confirm if this is a new initiative. If not, can you please provide the name(s) of the current vendor(s) providing the services?  
**Answer 1: This procurement is not a new initiative, it is a recompetete. The current Contractor is Snap, Inc.**
- Question 2: What is the estimated budget of this TORFP? If unknown, please provide the previous spending.  
**Answer 2: MDOT does not provide information about contract spending.**
- Question 3: Please disclose the incumbent name?  
**Answer 3: See Question 1**
- Question 4: To offer you competitive pricing, please share the incumbents' cost proposals?  
**Answer 4: MDOT does not provide information about contract spending.**
- Question 5: How many professionals are working under the current contract?  
**Answer 5: There are four resources working under the current contract.**
- Question 6: What is the estimated start date of this contract?  
**Answer 6: The estimates Start date is July 1, 2022**
- Question 7: Can MDOT suggest the labor categories from CATS+ RFP Section 2.10 for both Employee Management Information System Resources and Software Configuration Management Resources?  
**Answer 7: The labor categories for both Employee Management Information System Resources and Software Configuration Management Resources are to be provided by the Offeror.**
- Question 8: Do the vendors need to choose the applicable labor category from the CATS+ RFP Section 2.10?  
**Answer 8: Yes, the vendors need to choose the applicable labor category from the CATS+ RFP Section 2.10. See: <https://doit.maryland.gov/contracts/Documents/CATSPPlus2016/060B2490023-2016CATSPPlus2016RFP.pdf> and [http://doit.maryland.gov/contracts/Documents/CATSPPlus2016/060B2490023-2016\\_Section2.10\\_Amendment.pdf](http://doit.maryland.gov/contracts/Documents/CATSPPlus2016/060B2490023-2016_Section2.10_Amendment.pdf) for details on labor categories**
- Question 9: Some of the Preferred personnel requirements mentioned in the RFP Section 3.7.3, such as experience supporting APS CASE Tool-generated COBOL Code, IBM mainframe-based Payroll application, Customer Information Control System (CICS) etc, looks very specific to this opportunity and the department is requesting for 4 key personnel. Will the Department consider relaxing these requirements to increase the chances of more vendors responding to this opportunity?

**Maryland Department of Transportation**  
**Office of Procurement**  
**CATS+ TORFP J01B2600008**  
**Employee Management Information System (EMIS) and**  
**Software Configuration Management (SCM) Support**  
**Addendum #2**  
**August 18, 2021**

**Answer9:** The Preferred Personnel Experience under Section 3.7.3, will be evaluated, but is not require, only preferred.

**Question 10:** The vendors need to provide the Two (2) Employee Management Information System Resources and Two (2) Software Configuration Management Resources within the proposal whereas in Attachment B Financial proposal requesting the pricing of a total of three (3) SCM Resources. Is it correct?

**Answer 10:** This is correct, MDOT requires 4 key personnel at Notice to Proceed and will bring on one additional Software Configuration Management Resources when needed.

**Question 11:** If possible, can MDOT provide the filled sample form of Attachment D: Minority Business Enterprise (MBE) to remove the deficiency in the form?

**Answer 11:**

**Question 12:** Refer to 4A Minimum Qualifications Summary, it is mentioned that "TORFP Additional Requirements 4. Minimum qualifications and required certifications as defined in Section 2.1 of this TORFP" whereas, in Section 2.1 of the TORFP, no Minimum qualifications have been defined in this section? Please clarify how vendors can meet this requirement in the resume?

**Answer 12:** 4A Minimum Qualification Summary, on page 115 of 124 under "TORFP Additional Requirements" will be Amended to read "Section 1 of the TORFP". Under Section 1 Minimum Qualifications, the Minimum Qualification are the minimum qualifications for the Labor Categories identified by the vendor to fulfill the Labor Category proposed by the Master Contractor.

**Question 13:** Can the govt. please provide information on how the passwords will be submitted to the government / requested by the government e.g. by telephone or email or any other?

**Answer13:** Once all Proposals are received and the procurement Officer is ready to open the Technical Proposal the Procurement Officer will request the technical password by email and the password is to be submitted to the Procurement Officer by email. This is also how the Financial Proposal Password will be requested/submitted.

**Question 14:** Can you please clarify what redactions need to be made in the Adobe copy of the TO Technical proposal?

**Answer 14:** The following are considered redactable items:

- \*Proprietary Company Information - Anything redacted as Confidential/Proprietary Company Information in your technical and financial proposal including the attachments, must be accompanied but an explanation of such designations.
- \*Personal Information that Identifies an individual that includes:
  - \*Name – unless it is the name of a person that is a State employee (references, etc.)
  - \*Address – Private citizen only, home address including zip
  - \*Telephone number - unless it is the number of a person that is a State employee
  - \*Federal Identification Number or Social Security Number
  - \*Any Signatures
  - \*Email addresses - unless it is the email of a person that is a State employee
  - \*Photographs or Computer-Generated images

**Question 15:** Can you please clarify what redactions need to made in the Adobe copy of the TO Financial proposal?

**Answer 15:** See answer to Question 14

**Question 16:** "Table 1: TORFP ATTACHMENTS AND APPENDICES, TO Financial Proposal Instructions and Form" is to be submitted before the proposal submission. Can the govt. confirm that this is indeed required to be

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*submitted before the submission date and if ye then can the govt. inform when the due date for the submission of attachment B is?*

**Answer 16:** *This is an error and will be Amended to read the TO Financial Proposal “With TO Proposal”*

**End of Addendum #2**



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