MARYLAND DEPARTMENT OF TRANSPORTATION

CATS + TORFP J01B9400019

Enterprise Environmental Information Management System

Amendment #2 Issued: September 12, 2019

All information contained herein is binding on all offerors who respond to this TORFP.

- **Section 7, Table 1: Under Attachment Name TO Financial Proposal Instructions and Form, Delete "Before TO Proposal" and Add "With TO Proposal" (under When to Submit column).**

- **Section 7, Table 1: Under Attachment Name Non-Disclosure Agreement (Offeror), Delete "Before TO Proposal, as directed in the TORFP" and Add "N/A" (under When to Submit column).**

- **Delete Section 3.8.2 in its entirety.**

- **The due date for this TORFP has been extended until September 30, 2019, 2:00PM EST.**

FURTHERMORE, SEE ATTACHED INFORMATION:

1. **Questions and Answers #1**

2. **Modified Appendix 4, Labor Classification Personnel Resume Summary**

September 12, 2019
By: Ron Eshleman, Procurement Officer

J01B9400019 Enterprise Environmental Information Management System (EEIMS)

Questions and Answers #1

Question 1:   The Government states two contradictory statements: "MDOT is seeking to consolidate the three (3) systems into one Enterprise Environmental Information Management System (EEIMS) solution as a result of this TORFP. MDOT does not wish to procure a new or different software application under this solicitation." As well as states "However, MDOT will consider innovative or modernizing enhancements, including new or different software applications, if such changes are proven to significantly increase the function of efficiency of the current solution (software)." Will the Government please clarify that they are indeed open to a new solution that would encompass all functionality of EIMS, SHARCS, and JETS in one system?

ANSWER 1: MDOT does not find the statements referenced as contradictory. MDOT is not trying to purchase a different system with this solicitation. We want a Master Contractor to host (and be capable to enhance) what we have. But, MDOT is open to new or different solutions that may provide for greater system flexibility, efficiency, speed, etc. The Offeror should provide a technical proposal to accomplish the goals of the TORFP, which are clear about providing / hosting the existing system with the existing IT infrastructure.

Question 2:   Page 11 of 134, Section 2.3.5: In this section, it is specified that "Hosting services shall be provided only by the TO Contractor and not by any 3rd party providers". We interpret this to mean that we can lease dedicated space within an approved Data Center and host the applications on dedicated infrastructure within this space. Is this a correct interpretation as we are not a Data Center Provider?

ANSWER 2: The interpretation is incorrect. The TO Contractor cannot lease space and infrastructure from a data center provider, hosting cannot be completed by a third party provider.

Question 3:   Section 3.5.2 – Please confirm the referenced background check documents are to be provided upon notice of award and not with the TO proposal.

ANSWER 3: The Criminal Background checks are required before the commencement of TO Contractor Personnel perform any work on the contract, after notice of award. They are not required with the TO Proposal.

Question 4:   Section 5.3 – Please clarify how the proposals are to be submitted. Are proposals required to be provided via email as described in 5.3.4 and 5.3.5? Are hard copies required as described in section 5.3.3b? Please clarify if ONLY hard copy submission is acceptable.

ANSWER 4: Per Section 5.3.3, Offerors may either submit the TO Proposal via e-mail or if they wish, may submit a hard copy per Section 5.3.3.B.

Question 5:   Section 5.3 – This section states that the Technical and Financial proposals are to be provided in Word format. Would MDOT consider removing that requirement and allowing just submission of searchable PDFs? Our primary concern is the security of signatures in Section B, Section J and the Financial Proposal Form in Word format. Additionally, it seems parts of Section J. Additional Submissions, would be impossible to provide in Word format (agreements, documentation, letters of authorization, etc.). With the requirement for consecutive page numbers, it makes it hard to simply provide Section B and Section J as separate files. If MDOT wants Word files, would MDOT consider requiring Sections A and C-I in Word and allowing the entirety of Sections B and J and the entire Financial Proposal to be provided as a PDF only? Therefore, the technical proposal email submission would include a Word file containing Sections A and C-I, a PDF of the full document Sections A-J, a PDF of Section B and a PDF of Section J, and, if applicable, a PDF of a full redacted document. This would require the removal of the consecutive page number requirement but offerors could provide page numbers by section (i.e. A-1, B-1). The Financial Proposal email would consist of two PDFs – one of the full document and one redacted document, if applicable.

ANSWER 5: No, the TO Proposal must be submitted in accordance with Section 5.3 and no deviations from those instructions will be considered.

Question 6:   Section 5.3.4 – If Word files are required, what type of password does MDOT require – view and/or edit? Please describe the process for requesting and providing the passwords? Are passwords required on the PDF files?

ANSWER 6: Please refer to Section 5.3.4.C. Passwords are required for all three (3) formats.

Question 7:   Section 5.4.2, Section A.2 and A.3 – To address these two items, reference is made to "Sections 2-3". The entirety of RFP Section 2 and Section 3 spans from pages 2-39 but most of those subsections seem to be irrelevant to the information requested in Sections A.2 and A.3. Please confirm we should follow the outline of Section 2.3 on pages 7-18 to address Sections A.2 and A.3.

ANSWER 7: The response to address these two items should encompass all pertinent requirements in Sections 2 and 3 of the TORFP.

Question 8: Section 5.4.2, Section A.3 – Please clarify what MDOT would like to see in this section as there are no discrete tasks in this RFP.

ANSWER 8: Section 5.4.2.A.3 clearly specifies the requirements for this section.

Question 9:   Section 5.4.2, Section C – This section references Section 1 of the RFP but Section 1 does not indicate what is to be included in the proposal to address minimum qualifications. Please confirm it is sufficient to provide a statement that we meet all minimum qualifications for the labor categories proposed.

ANSWER 9: Please follow the instructions in Section 1.1. Offeror's must fill out Appendix 4 for each Labor Category.

Question 10:   Section 5.4.2, Section A.8 – Please clarify the difference between the Implementation Schedule requested in 5.4.2 Item A.8 and the Draft Project or Work Schedule requested in 5.4.2 Item A.4.

ANSWER 10: The Draft Project or Work Schedule in 5.4.2 Item A.4 refers to the deliverables in Section 2-3 and outlines the estimated time frames for completing the requirements. The Implementation schedule in 5.4.2 Item A.8 requires the TO Contractor to provide a schedule to implement the proposed solution in its entirety.

Question 11:   Section 5.4.2 – Please confirm that Appendix 4A and 4B are to be submitted in Section J.1 not Section D.

ANSWER 11: Confirmed.

Question 12:   Section 5.4.2, Sections J.3 and J.4 – Please provide examples of third-party services MDOT is anticipating under this contract.

ANSWER 12: Any third-party agreements must be submitted with the proposal.

Question 13:   Section 5.4.2, Section I and Section 5.4 – Please confirm we can include a comparable confidentiality statement in the financial proposal as in the technical proposal.

ANSWER 13: Confirmed.

Question 14:   Section 7 – Please confirm that the Attachment B, Financial Proposal Form should be included in the Financial Proposal and not before the proposal as indicated in the table on page 51.

ANSWER 14: Yes, Attachment B should be submitted with the TO Proposal. See Amendment #2.

Question 15: Section 7 – In the table, the item labeled #5 – Non-Disclosure Agreement (offeror) – is not provided and the table states it must be submitted before the proposal. If required, please provide the document and instructions for its submittal.

ANSWER 15: The Non-Disclosure Agreement (Offeror) is not required. See Amendment #2.

Question 16:   Appendix 4A – This section references Appendix 2B and Form 5B. These documents are not included in the TORFP so please clarify.

ANSWER 16: See Amendment #2.

Question 17:   Appendix 4A – Please confirm that the graduation date is sufficient the education row of the table.

ANSWER 17: Yes, but please follow the guidelines specified on the form.

Question 18:   Appendix 4A and B – For Appendix 4A, please confirm that for each work experience listed on the right column for generalized and specialized experience, we must include a description of that item under Relevant Work Experience in Appendix 4B. Please clarify if the work experience listed must demonstrate/cover the minimum years of experience for generalized/specialized experience for the applicable labor category.

ANSWER 18: Yes.

Question 19:   Appendix 4A – Section 2.1 is referenced in the last row of the first column. That section does not address minimum qualifications or required certifications. Please clarify. If it is intended to refer to Section 1.1, how is the information we would put in the right column for this row different than what is included in the rows for Generalized and Specialized Experience above? Section 1.1 does not include any additional minimum qualifications or required certifications beyond the labor category requirements. Please clarify what MDOT wants to see as a response.

ANSWER 19: See Amendment #2. Minimum qualifications are required for proposed labor categories.

Question 20:   Appendix 4B – Please confirm that Employment History is intended to be complete listing of employers that goes beyond what is shown in the Relevant Work Experience.

ANSWER 20: Yes

Question 21:   Appendix 4B – Please confirm that the three lines (starting with "Personnel Resume Summary Continued) above the References section can be removed and that the document is intended to flow from Employment History to References.

ANSWER 21: Yes, this will be amended. Please see Amendment #2.

Question 22:   Appendix 4B – Please clarify that if this form is being completed for subcontractor staff, the Prime firm's name would go under "TO Contractor" and the subcontractor firm name would go in the cell shown on the top of page 133.

ANSWER 22: Yes, that is correct.

Question 23: Appendix 4B – Please clarify how the experience section on page 133 differs from the generalized and specialized experience sections in Appendix 4A and the Relevant Work Experience on page 132. What is MDOT expecting to see in that section? Would MDOT consider removing the experience row on page 133 to avoid duplication?

ANSWER 23: No removal of language on page 133. Insert TO Contractors Personnel experience description for all Labor Categories.

Question 24:   Some concerns that stand out in the RFQ are: Degradation, Performance Issues (Required 2 sec. Navigation Response Times - Required 4 sec Submission Transaction Times), Scalability Issues (Services running during Production - Backups) and Site Reliability Issues (Network Response - Application Logging - Root Cause Analysis) **Are the above statements a major concern that should be addressed in the RFQ response?**

ANSWER 24: Yes

Question 25:   Some concerns that stand out in the RFQ are: Degradation, Performance Issues (Required 2 sec. Navigation Response Times - Required 4 sec Submission Transaction Times), Scalability Issues (Services running during Production - Backups) and Site Reliability Issues (Network Response - Application Logging - Root Cause Analysis) **Are the 2 second and 4 second SLA Timing requirements the current state of the systems or would the offeror be required to improve processes to fit this combined future state?**

ANSWER 25: Yes, however improvement is at the discretion of the Offeror.

Question 26:   Page 10: The TO Contractor shall propose an Enterprise License model to support the EEIMS solution for 140 Enterprise concurrent users: **Should the current as-is Architecture be the statement of record in determining what Enterprise Components should have the 140 User License requirement?**

ANSWER 26: Yes

Question 27: Page 13: The EEIMS client shall function on the end-user device (desktop, tablet, or handheld device), without degradation when running simultaneously with other programs. **Should [and currently does] the three applications execute on the desktop, tablet, or handheld device as a Responsive Web Application? JETS (Page 6) was the only application that detailed a mobile requirement so we wondering if there are multiple code bases for the mobile requirement.**

ANSWER 27: Yes, the three applications are executed on the desktop, tablet, or handheld device as a Responsive Web Application. No, multiple code bases.

Question 28: Section: 2.3.5.B.ii - Hosting services shall be provided only by the TO Contractor and not by any 3rd party providers. Is the use of a co-location facility acceptable? If not, does this mean that the TO contractor needs to have the servers physically present at one of their locations?

ANSWER 28: Co-location is not acceptable. The TO Contractor must have servers present in one of their facilities.

Question 29: The requirement for hosting data application within the vendor facility is restricting most of the vendor communities with CATS Plus. Every agency is implementing cloud hosting vs on promise nowadays which bring better services, up time, and security. Can MDOT remove that clause and allow third party on promise or cloud?

ANSWER 29: Clause will not be removed. Hosting services shall be provided only by the TO Contractor and not by any 3rd party providers.

Question 30: Is MDOT interested in bringing new vendor that can bring innovation including tools, process (Agile), and resources?

ANSWER 30: Please refer to Section 2.1.2 of the TORFP.

Question 31:   In Attachment-4B form (page 133), the table after 'References' looks like a repetition of Attachment-4A. Could you please look at it and may be remove it from the form.

ANSWER 31: This is not a repetition of Appendix 4A. The references must be included in Form 4B.

Question 32: Who is the current incumbent for all three environmental systems (EIMS, SHARCS, JETS)?

ANSWER 32: EA Engineering, Science, and Technology, Inc.

Question 33:   Is the current incumbent is eligible to bid on this TORFP?

ANSWER 33: Yes.

Question 34:   Please share the current system architecture of all the 3 environmental systems.

ANSWER 34: Please refer to section 2.2.3.

Question 35: In section 2.1.1 MDOT has expressed the need to consolidate the applications. Is the scope to be assumed as simply the consolidation of hosting infrastructure or is there any need to re-write application to merge existing applications into a single larger system?

ANSWER 35: The scope of the TORFP is to consolidate the hosting infrastructure. Re-writing of the application is at the discretion of the Offeror.

Question 36: There are several licensed products in use such as Windows Server, SQL Server, Arc GIS, PDF Library, etc. Is vendor expected to procure any of those licenses or will the government be responsible for transferring those licenses?

ANSWER 36: The vendor is expected to procure the licenses.

Question 37: There are several technologies such as Windows XP, .NET 2.0, etc. that are beyond the end of life and not supported anymore. Is government expecting continued support of these technologies?

ANSWER 37: End of life or unsupported software and hardware shall not be included in the proposal.

Question 38: Several technologies, that are beyond End-of-Life are vulnerable. If a vendor is expected for security compliance of the overall environment, then these technologies must be upgraded. Is technology upgrade considered part of the SOW?

ANSWER 38: Technology upgrades are not considered part of the SOW. However, enhancements are included in the TORFP.

Question 39: Is the current hosting environment physical server or virtualized servers? If virtualized, please provide the virtualization technology in use.

ANSWER 39: Virtualized servers. Virtual Windows Server 2012 Standard.

Question 40: Does the application require connection to MDOT Active Directory?

ANSWER 40: No

Question 41: If the application requires access to MDOT active directory, a site-to-site IPSEC VPN between MDOT and Vendor datacenter will be required. Does MDOT see any concern with same?

ANSWER 41: The application does not require connection to MDOT Active Directory.

Question 42: MDOT has stated that applications are web-based, but it is not clear if they are intranet only or are they internet accessible?

ANSWER 42: They are Internet Accessible.

Question 43: Can MDOT provide the server hardware specs for the current environment in terms of CPU, RAM, and Storage?

ANSWER 43: Please refer to the table below:

System	Name	CPU	RAM	Storage
EEIMS	EEIMS Database Server	Intel Xeon E5-2640	12 GB	300 GB
	EEIMS Application Server	Intel Xeon E5-2640	8 GB	200 GB
	GIS Database Server for EEIMS	Intel Xeon E5-2640	18 GB	300 GB
	GIS Application Server for EEIMS	Intel Xeon E5-2640	18GB	100 GB
JETS	JETS Database Server	Intel Xeon E5-2640	12 GB	300 GB
	JETS Application Server	Intel Xeon E5-2640	8 GB	200 GB
	GIS Database Server for JETS	Intel Xeon E5-2640	18 GB	300 GB
	GIS Application Server for JETS	Intel Xeon E5-2640	18GB	100 GB
SHARCS	SHARCS Database Server	Intel Xeon E5-2640	12 GB	300 GB
	SHARCS Application Server	Intel Xeon E5-2640	8 GB	200 GB

Question 44: The security plan provided in RFP does not list any specific tool for vulnerability scanning. Is vendor allowed to use any available tool at its discretion or does MDOT mandate any specific security analysis tool or software to be deployed on hosted infrastructure?

ANSWER 44: The vendor is allowed to use any vulnerability tool available.

Question 45: The database sizes listed in SOW seem very small. Is there any data stored outside of databases such as on network shares or server filesystem?

ANSWER 45: No

Question 46:   There is no information on database size for SHARCS. Could MDOT provide information on same?

ANSWER 46: See answer #43.

Question 47:   Do hosted applications mandate requirement of encryption of data at rest?

ANSWER 47: No

Question 48:   Is a "co-location" facility acceptable for meeting the hosting requirement or does the hosting environment have to be on-premise at the TO Contractors location?

ANSWER 48: Co-location is not acceptable. The TO Contractor must have servers present in one of their facilities.

Question 49: Will MDOT allow qualifications for hosting to be met by the team rather than solely by the TO Contractor? For example, if the TO Contractor uses an MBE as part of the proposed team and that MBE meets the hosting requirements?

ANSWER 49: Yes.

Question 50:   Section 2.3.7.B – This states that the TO Contractor shall be responsible for the acquisition, installation and operation of all hardware, software and network support related to the solution services. Does this mean that the TO Contractor is responsible for the cost of these items or will these costs be passed to MDOT (See 2.3.7.G). For example, there are going to be servers to be purchased, operating system licenses, database licenses, etc. Will these be purchased by MDOT or is the TO expected to purchase them?

ANSWER 50: The TO Contractor is expected to purchase these items if required.

Question 51:   Is the TO Contractor responsible for purchasing Testing software?

ANSWER 51: Yes

Question 52: Is the TO Contractor responsible for purchasing Load Testing/Performance software?

ANSWER 52: Yes

Question 53: Can MDOT provide the current hardware and software specifications currently being used to host each of the 3 systems?

ANSWER 53: See answer #43.

Question 54: Section 2.4.4.3 (Transition-In Plan) Does MDOT have an expected number of days for the transition period and are the current vendors obligated to assist in the transition?

ANSWER 54: Yes, there is an anticipated 30 day period for transition and the incumbent is obligated to assist.

Question 55: Section 2.4.4.10 – Does MDOT have an Escrow company in mind? Will these costs be passed on to MDOT or does the TO Contractor pay this cost?

ANSWER 55: No, MDOT does not have an Escrow company in mind. The TO Contractor pays the costs.

Question 56: Section 3.8.2.A – This section mentions how to substitute proposed Key Personnel; however, no key personnel positions are listed. Can you confirm that this is not relevant to this TORFP or if it is relevant, explain how it applies?

ANSWER 56: Section 3.8.2 is not applicable to this TORFP. Please see Amendment #2.

Question 57: Can you clarify 2.3.13.1.D.iii – Is this referring to software deliverables other than the 3 systems that are listed in this TORFP? It's not clear why the TO contractor would be making any of this software or related software available to its other customers. Could you provide an example of where this clause would come into play?

ANSWER 57: Section 2.3.13.1.D.iii would refer only to the software deliverables that are listed in the TORFP. MDOT would expect that all error corrections, material defects, and updates will be applied to those deliverables and any future enhancements.

Question 58: Are the Work Orders discussed in 3.11 for services outside of the services/hours that are being provided for in the Financial Proposal in Attachment B?

ANSWER 58: Yes.

Question 59: Section 2.1 states that "MDOT is seeking to consolidate the three (3) systems" and also "MDOT does not wish to procure a new or different software application."
a.   Does this mean that MDOT only seeks to consolidate geographically, with no change to the system features? Or is additional consolidation of functionality desired?
b.   Would the enhancements to consolidate functionality be done under additional work orders?

ANSWER 59: a. The scope of the TORFP is to consolidate the hosting infrastructure. Re-writing of the application is at the discretion of the Offeror. b. No

Question 60: Who is/are the current contractor(s) who host and maintain the 3 systems being consolidated?
a.   Is the State satisfied with their performance on the current contract(s)?

ANSWER 60: EA Engineering, Science, and Technology, Inc., is the current incumbent and MDOT is satisfied with their performance.

Question 61:   Section 2.3.4.I mentions training. Would the training be performed at MDOT facilities or at the TO Contractor location?

ANSWER 61: Training will be performed at MDOT Facilities.

Question 62:   Section 2.3.4.T states "The TO Contractor shall propose solution data structure modifications to MDOT for acceptance in formats compliant with ERWIN or TOAD Data Modeler compliant tools." Does MDOT have these tools or does the TO Contractor need to provide them?"

ANSWER 62: TO Contractor must provide the tools.

Question 63: Section 2.2.1 States "Offerors shall propose the labor category and describe in a staffing plan how each of the following resources shall be acquired to meet the needs of MDOT…" and section 5.5.6 states "NOTE: Failure to specify a CATS + labor category in the completed Financial Proposal Form for each proposed resource will make the TO Proposal non-responsive to this TORFP." However, it appears that the CATS+ labor categories have already been specified by MDOT in Attachment B. Could MDOT please confirm that these are the labor categories that the TO Contractor should be using?

ANSWER 63: Yes, use Labor Categories provided.

Question 64: Appendix 4B – Please clarify if the employment history should encompass their entire career or only their time performing work relevant to the proposed labor category. Should the references match the employment history entries?

ANSWER 64: Employment history should encompass their entire career. Yes, the references should match the employment history entries.

Question 65: If answers to questions are not provided until September 11th or 12th, would MDOT consider a 2 week extension to allow adequate time to incorporate any changes and adequately meet the requirements of the RFP?

ANSWER 65: See Amendment #2.

Appendix 4. - Labor Classification Personnel Resume Summary

INSTRUCTIONS:

1. For each person proposed, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements.

    For example: If you propose John Smith, who is your subcontractor, and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as three months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement; in this case, three months.

2. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.

3. For this TORFP,

    A. Master Contractors shall comply with all personnel requirements defined under the Master Contract RFP 060B2490023.
    B. Master Contractors shall propose the resource that best fits the specified CATS+ Labor Category. A Master Contractor <u>may only</u> propose against labor categories in the Master Contractor's CATS+ Master Contract Financial Proposal.
    C. A Master Contractor's entire TO Technical Proposal will be deemed not susceptible for award if any of the following occurs:
        1) Failure to follow these instructions.
        2) Failure to propose a resource for each job title or labor category identified in the TORFP as a required submission.
        3) Failure of any proposed resource to meet minimum requirements as listed in this TORFP and in the CATS+ Master Contract.
        4) Placing content on the **Minimum Qualifications Summary** that is not also on the **Personnel Resume Summary**. *The function of the **Minimum Qualifications Summary** is to aid the agency to make a minimum qualification determination. Information on the **Minimum Qualification Summary** must correspond with information on the **Personnel Resume Summary** and shall not contain additional content not found on the other form.*

4. Complete and sign the **Minimum Qualifications Summary (Appendix 4A)** and the **Personnel Resume Form (Appendix 4B)** for each resource proposed. Alternate resume formats are not allowed.

    a. The **Minimum Qualifications Summary** demonstrates the proposed resource meets minimum qualifications for the labor category, as defined in the CATS+ RFP Section 2.10, and any additional minimum requirements stated in this TORFP. For each minimum qualification, indicate the location on the **Personnel Resume Form (Appendix 4B)** demonstrating meeting this requirement.

        Only include the experience relevant to meeting a particular minimum qualification. Every skill must be linked to specific work experience and/or education. The **Minimum**

Qualification Summary shall not contain content that cannot be correlated to the **Personnel Resume Summary**.

Every experience listed on the **Minimum Qualifications Resume Summary** must be explicitly listed with start and stop dates. Where there is a time requirement such as three months' experience, you must provide the dates from and to showing an amount of time that equals or exceeds the mandatory time requirement; in this case, three months. Note: Overlapping time periods shall only count once against a specific minimum qualification (i.e., a minimum qualification may not be met by listing two examples occurring during the same time period.).

b.   The **Personnel Resume Form** provides resumes in a standard format. Additional information may be attached to each **Personnel Resume Summary** if it aids a full and complete understanding of the individual proposed.

Appendix 4A - MINIMUM QUALIFICATIONS SUMMARY

CATS+ TORFP # J01B9400019

All content on this form must also be on the Personnel Resume Form.
ONLY include information on this summary that supports meeting a minimum qualification.

Proposed Individual's Name and Company/SubContractor:	List how the proposed individual meets each requirement by including a reference to relevant entries in Form Appendix 4B
LABOR CATEGORY TITLE – (INSERT CATS+ LABOR CATEGORY NAME)	

Education: Insert the education description from the CATS+ RFP from Section 2.10 for the applicable labor category	(Identify school or institution Name; Address; Degree obtained, and dates attended.)

Generalized Experience: Insert the generalized experience description from the CATS+ RFP from Section 2.10 for the applicable labor category Provide dates in the format of MM/YY to MM/YY	(Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Generalized Experience.)

FROM	TO	Job Title and Company
Match to Form Appendix 4B:		\<insert cross-reference(s) to the full description on Form 4B>

Specialized Experience: Insert the specialized experience description from the CATS+ RFP from Section 2.10 for the applicable labor category Provide dates in the format of MM/YY to MM/YY	(Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Specialized Experience.)

FROM	TO	Job Title and Company
Match to Form Appendix 4B		\<insert cross-reference to the full description on Form 4B>

TORFP Additional Requirements Minimum qualifications and required certifications as defined in Section 1.1 of this TORFP. Provide dates in the format of MM/YY to MM/YY	

The information provided on this form for this labor class is true and correct to the best of my knowledge (Signatures must be included):

Master Contractor Representative: **Proposed Individual:**

_____   _____
Signature   Signature

<<signatoryFirstName>>
<<signatoryLastName>>
_____   _____
Printed Name: Printed Name

_____   _____
Date   Date

Appendix 4B - Labor Classification Personnel Resume Summary

TORFP # J01B9400019

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit one resume for each proposed resource

Candidate Name:	
TO Contractor:	(offerorCompanyName)

Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

Relevant Work Experience
Describe work experience relevant to the Duties / Responsibilities and Minimum Qualifications described in the TORFP. Starts with the most recent experience first; do not include non-relevant experience. *"Candidate Relevant Experience" section must be filled out. Do not enter "see resume" as a response.

[Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person (Optional if current employer)]	Description of Work…
[Organization] [Title / Role] [Period of Employment / Work] [Location] [Contact Person]	Description of Work…

<add lines as needed>

Employment History
List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

References
List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / E-mail

Proposed Individual's Name/Company Name:	How does the proposed individual meet each requirement?
LABOR CATEGORY TITLE:	*Offeror to Enter the Labor Category Name*
Requirement (See Section 2.10)	Candidate Relevant Experience *
Education: [Insert the education description from Section 2.10 for the applicable labor category]	Education:
Experience: [Insert the experience description from Section 2.10 for the applicable labor category]	Experience:
Duties: [Insert the duties description from Section 2.10 for the applicable labor category]	Duties:

The information provided on this form for this labor category is true and correct to the best of my knowledge:

TO Contractor Representative: Proposed Individual:

_____   _____
Signature   Signature

_____   _____
Printed Name: Printed Name

_____   _____
Date   Date

Sign each Form