



CATS + TORFP J02B0600055

SHA- Project Management Office Resources (PMOR)

Amendment #1 Issued: September 21, 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. All information contained herein is binding on all offerors who respond to this TORFP.

SEE ATTACHED INFORMATION:

1. Pre-Proposal Meeting Agenda and MBE and VSBE Script
2. MDOT Sign-In Sheet and List of Master Contractor that requested to Call-In

End of Amendment #1

Date Issued: September 21, 2020
By: Peggy Tischler, Procurement Officer

Pre-Proposal Conference Procurement Review
TORFP: J02B0600055

SHA Project Management Office Resources (PMOR)

Monday, September 21, 2020 @ 10:00 a.m. (EST)

Welcome to the Pre-proposal conference for the Task Order Request for Proposals (TORFP) J02B0600055 for the SHA Project Management Office Resources (PMOR) 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/VSBE program, 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. Daniel Joines SHA's designated Contract Manager and Kim Funk, ITCMO Manager, will review the scope of work.

We strongly suggest all questions requiring an official answer be submitted in writing. Any questions submitted in a chat format **will not** be addressed during the Pre-Proposal meeting and must be resubmitted to the Procurement Officer 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.
- This TORFP was released via email to all Master Contractors under Functional Area 10 on Tuesday, September 15, 2020.
- There is a 25% MBE goal, with subgoals of 10% for African-American and 10% for Woman-Owned. The VSBE goal is 1%.

- 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 **Friday, September 25, 2020 at 2:00 pm (EST)**.
- The Questions and Answers will be released via Amendment 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 amendment and become part of this solicitation.
- Changes to the scope of work or any response requirements will be published as an amendment and supersede the original published documents per COMAR 21.05.02.07.
- The due date and time for proposal Submission is **Wednesday, October 21, 2020 at 2:00 P.M. (EST)**. Please see Sections 5.3, 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/Appendixes (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). Note - TO Financial Proposal is in Excel format, the Excel worksheet will need to be renamed, saved with your firm's name and password protected.
- 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 reminders:

- 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).
- Please confirm the contact information provided for key personnel and firm reference is correct.
- Please review section 3.11 Substitution of Personnel.
- Remember if you are a MC's and do not submit a TO Technical Proposal than you are requested to submit a feedback response form.
- 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.
- Again, no answers given at today's meeting will be considered binding or an amendment to the contract. 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.
- **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



**MARYLAND DEPARTMENT OF TRANSPORTATION
STATEHIGHWAY ADMINISTRATION**

CONTRACT: J02B0600055
DESCRIPTION: PROJECT MANAGEMENT OFFICE RESOURCES (PMOR)
PRE-BID MEETING
September 21, 2020
10:00 AM via Web Conference Call

MINORITY BUSINESS ENTERPRISE (MBE) GOALS	
OVERALL MBE GOAL – 25%	
AFRICAN AMERICAN SUBGOAL	10%
WOMEN OWNED SUBGOAL	10%
VETERAN SMALL BUSINESS ENTERPRISE (VSBE) GOAL – 1%	

POTENTIAL SUBCONTRACTING OPPORTUNITIES

Manage, facilitate and support new development and ongoing maintenance of Office of Information Technology's (OIT) portfolio of custom and COTS computer applications supporting business processes throughout Maryland Department of Transportation State Highway Administration (MDOT SHA). This can also include participating in MDOT-wide projects. In addition, the resources will support OIT Project Management initiatives to support and improve our tools and processes.

MDOT MBE FORMS

The following MDOT Minority Business Enterprise (MBE) forms are requirements for this project. Please review the forms and their instructions for thorough completion. Accuracy in the completion of the forms is mandatory.

MDOT MBE FORM A - CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT

- The completed and 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/Proposer fails to accurately complete and submit Parts 2 and 3 with the bid/proposal as required, the bid/proposal shall be deemed not responsive/not susceptible of being selected for award.
- 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 by MDOT at the time of bid/proposal submission to perform the specific scope of work. Please visit MDOT's website to access its electronic Directory of Certified Firms or 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 MDOT MBE Form D from the participating MBE firms that are listed on Form B.
- The MDOT MBE Form D must include the percentage **AND** dollar amount committed to **EACH** MBE firm.
- The MDOT MBE Form D **MUST** match the MDOT MBE 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 full or partial MBE waiver. The request should be indicated in your initial bid package (on **MBE Form A**).

MDOT 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.

VSBE GOAL

Please review the forms and their instructions for thorough completion. Accuracy in the completion of the forms is mandatory. The MDOT Veteran Small Business Enterprise (VSBE) forms are requirements for this project.

ATTACHMENT A

The VSBE Attachment A provides the Notice to Bidders/Offerors, Purpose, VSBE Goal, Solicitation and Contract Information, and Contract Administration Requirements.

VETERAN-OWNED SMALL BUSINESS ENTERPRISE UTILIZATION AFFIDAVIT - ATTACHMENT B

- This form must be submitted with your bid/proposal.
- If a bidder or offeror fails to submit Attachment B with the bid or offer as required, the Procurement Officer may determine that the bid is non-responsive or that the proposal is not reasonably susceptible of being selected for award.
- All VSBE firms listed on Attachment B must be listed and verified in the appropriate NAICS Code in the U.S. Department of Veteran Affairs website, which is <https://www.vip.vetbiz.va.gov> at the time of bid/proposal of this contract.

VSBE PARTICIPATION SCHEDULE – ATTACHMENT C

- Please complete and submit one form for each verified VSBE listed on Attachment B within 10 working days of notification of apparent award. If the documentation is not furnished within the specified time, the bidder or offeror may be rejected as non-responsive.
- The percentage committed to the VSBE firm, Name of the VSBE firm, DUNS number of the VSBE firm, and description of work to be performed by the VSBE firm are required on the VSBE Participation Schedule.
- Attachment C must be signed by the prime contractor AND the VSBE firm(s) being utilized.

VSBE WAIVER

VSBE Waiver requests must be submitted with the bid/proposal.

**SHA Project Management Office Resources (PMOR) TORFP # J02B0600055
PRE-PROPOSAL ATTENDANCE FORMS SUBMITTED BY MASTER CONTRACTORS**

Date e-mailed	NAME	FIRM	Email Address	MBE	VSBE	SBR
9/15/2020	Nathan Subramanian	Global Alliant, Inc.	Nathan.S@GlobalAlliantInc.Com	X		
	Rajan Natarajan		Rajan.N@GlobalAlliantInc.Com	X		
9/15/2020	Nick Vass -	J29	nick.vass@j29inc.com	X		X
	Tracy Mills		tracy.mills@j29inc.com	X		X
9/15/2020	Jason Hogan	Compass Ponite	jason.hogan@compassptc.com	X		X
9/15/2020	Andy Charlery	CNC Consulting, Inc.	acharlery@cncconsulting.com	X		X
9/15/2020	Khalil Zebdi	Assyst	kzebdi@assyst.net			
9/15/2020	Amber Schad	GCOM Software	amber.schad@gcomsoft.com			
9/15/2020	Dorothy McClintock	Inflexion Management Sciences, LLC	dmclintock@inflexionmgt.com	X	X	X
9/15/2020	Jack Watson	22nd Century	jackw@tscti.com		X	
	Shikha Sharma		shikhas@tscti.com		X	
9/15/2020	Mike Ross	Cambridge Federal	mike.ross@cambridgefederal.com		X	
	Laurenn Kim		kim@cambridgefederal.com		X	
9/15/2020	Kyle Taylor Sr.	KOIOS Systems & Technology	ktaylor@koiostechology.com	X	X	X
	Mandy David,		mdavid@koiostechology.com	X	X	X
9/15/2020	Dawn Van Horn	IPCS	dawn@ipcs.net			X
	Support IPCS		support@ipcs.net			X

9/15/2020	Jessica Mine	Deltamine	jmine@deltamine.com	X		X
9/15/2020	Narayan Athreya	iCUBE	nvathreya@icubesys.com	X		X
9/15/2020	Jody Sandwish	Jovian	Sandwisch@jovianconcepts.com			
	Herather Johnson		Heather.johnson@jovianconcepts.com			
9/15/2020	Charanjiv Gadh,	Lumen Solutions	cgadh@lumensolutions.com	X		X
	Gail Bassette		gbassette@lumensolutions.com	X		X
9/16/2020	Jerome Opon	Mensana Consulting	jopon@mensanallc.com			
9/16/2020	Faulkner, Michael	QUE Technology Group	michael.faulkner@qtg-hq.com	X		X
	Lynch, Daniel J.		daniel.lynch@qtg-hq.com	X		X
9/16/22020	Srini Bayireddy	Navitas	srini.bayireddy@navitastech.com	X		
	Krishna Vemuri		krishna.vemuri@navitastech.com	X		
	Mahalakshmi Loganathan		maha.lakshmi@navitastech.com	X		
9/16/2020	Brian Cole	OST, Inc.	BCole@ostglobal.com			
	Gaurav Bhardwaj		GBhardwaj@ostglobal.com			
9/16/2020	Ashley Boykin	Serigor	Ashley.Boykin@serigor.com	X		X
	Rudra Prasad		rprasad@serigor.com	X		X
9/16/2020	Sharon Fulton	Momentum, Inc.	SherronFulton@m-inc.com	X		
	Angela Kenno		AKenno@m-inc.com	X		
9/16/2020	George Hardy	DK Consulting, Inc.	ghardy@dkconsult.net	X		X
	Nancie Tassara		ntassara@dkconsult.net	X		X
9/16/2020	Nora Presti	Group Z	npresti@group-z.net	X		X
	Pantelis Zairis		pzairis@group-z.net	X		X
9/16/2020	Alok Bhardwaj	Trigyn Technologies	Alok.Bhardwaj@Trigyn.com			
9/16/2020	Beth A. Wong	ExpediteInfoTech, Inc.	bwong@expediteinfotech.com	X		

9/16/2020	Masai Troutman	MASAI Technologies Corp	masai@masai-tech.com	X		X
9/16/2020	Morteza Tadayon	ITECNOLOGY	morteza@itenology.com	X		X
	Rabih Najib		Rabih@itenology.com	X		X
9/16/2020	Uma Devi	Susan Fitzgerald & Associates (SFA)	udevi@sfa-dc.com			
	Elaine Bond		ebond@sfa-dc.com			
9/16/2020	Sajan Ahuja	International Software Systems, Inc.	sahuja@issi-software.com			
	Nilanjana Bhattacharyya		rbhattacharyya@issi-software.com			
9/16/2020	David Magovern -	Anchor Technology and Consultants	david@anchortc.com		X	
	Nayab Siddiqui		nayab@anchortc.com		X	
9/16/2020	Khin Contrino	Preferred Technology Solutions, Inc.	khin.x.contrino@preftec.com	X		X
	Samantha Contrino		sam.contrino@preftec.com	X		X
9/17/2020	April Cook	SYSCOM, Inc.	acook@syscom.com			X
	Vicky Kulba		vkulba@syscom.com			X
9/17/2020	Nahid Ameer	VALSATECH CORP	nahid.ameer@valsatechcorp.com			
9/17/2020	Theodore Williams II	AIMSTER Information Solutions, Inc.	twilliams@aimstar.com	X		X
9/17/2020	Megan Wiesenmayer	InfoTeck	Megan.Wiesenmayer@infotekcorp.com	X		
	Rich Basom		Rich.Basom@infotekcorp.com	X		
9/17/2020	Sandeep Soman-	V Group	sandeeps@vgroupinc.com	X		
	Mahip Anand-		Bidmanager@vgroupinc.com	X		
9/17/2020	Aparna V Iyer	Mansai Corporation	aiyer@mansai.com	X		X
	R S Venkatachalam		Venk@mansai.com	X		X
9/17/2020	Frank Dastvan	Telnet, INC.	frank.dastvan@telnet-inc.com	X		

	Sandra Smith		Sandra.Smith16@outlook.com	X		
9/17/2020	Judy	CCI	hr@cci-worldwide.com			
	Arshi		arshi@cci-worldwide.com			
9/17/2020	Aaron Churchill	Netorian Limited Liability Company	achurchill@netorian.com			X
	Caitlin Whately,		cwhately@netorian.com			X
9/17/2020	Louis Bullock	SQN Systems, Corp	lbullock@sqnsystems.com	X	X	X
	Joseph Conley		jconley@sqnsystems.com	X	X	X
9/17/2020	Betsy Murray	Tsource	emurray@tsrce.com			
	Joshua Miller		jmiller@tsrce.com			
9/17/2020	Linda Rowan	TRANSCEND BUSINESS SOLUTIONS, LLC	linda.rowan@transcendbus.com	X		X
9/17/2020	Victor Hoffman	CompuGain LLC	victor.hoffman@compugain.com	X		
	Ashish Kite		ashish.kite@compugain.com	X		
9/17/2020	Vinay Pande	Mindborard	vpande@mindboard.com			
9/17/2020	Brian Zernhelt	A&T Systems	Brian.Zernhelt@ats.com			
	Dan Buan		dan.buan@buaninc.com			
9/17/2020	Siva Moopnar	Edify Technologies	siva@edifytech.com	X		X
	Prabhakar		prabha@edifytech.com	X		X
	Anuradha		anuradha@edifytech.com	X		X
9/17/2020	Lakshmi Santhana	Business Integra Technology Souldtions, Inc.	lakshmi.santhana@businessintegra.com	X		
	Vinodh Magimaidas		vinodh.magimaidas@businessintegra.com	X		
	Yashika Prabhakar		yashika.prabhakar@biitservices.com	X		
9/17/2020	Crystal Cooper	Infojini, Inc.	crystal.cooper@infojiniconsulting.com	X		

	Sandeep Harjani		sandeep.harjani@infojiniconsulting.com	X		
9/18/2020	Manu Bakshi	ServBeyond Solutiions, LLC	manu.bakshi@servbeyond.com	X		X
9/18/2020	Anju	Aditi LLC	anju@aditicorp.com			
	Srihari		srihari@aditicorp.com			
9/18/2020	Martine Prevost-Charles	BITHGROUP Technologies	mprevostcharles@bithgroup.com	X		X
9/18/2020	Chino Hoang	Novalink Solutions	chino.hoang@novalink-solutions.com	X		
9/18/2020	Eric Talwar	Catalyst Consutling Grp	eric.talwar@catconsult.com	X		
9/18/2020	Bob White	IP Data Systems	bob.white@ipdatasystems.com			X
9/18/2020	Stacy Stratton	ATTAIN	sastratton.ctr@attain.com			
	Susan Tobes		sitobes@attain.com			
9/18/2020	Randolph Williams	TriTech Enterprise Systems, Inc.	rwilliams@tritechenterprise.com	X		X
9/18/2020	Shailesh Gupta	CoreSphere, LLC	sgupta@coresphere.com	X		
	Jay Majmudar		jay.majmudar@coresphere.com	X		
9/18/2020	Wordsworth	Salem Info Tech, Info	wayyadurai@saleminfotech.com			X
	Rajan Sundaram		rsundaram@saleminfotech.com			X
9/18/2020	Jean Thompson	Blue Collar	Jean Thompson <jeankat@bluecollarobjects	X		
	Solommon Thompson III		contracts@bluecollarobjects.com	X		
9/18/2020	Vilas Arora	Elegant	govt@elegantsolutions.us	X		X
9/18/2020	Munish Sawhney	InterSoft	munish.sawhney@intsof.com			
	Mustapha Shirazi		mustapha.shirazi@intsof.com			
9/18/2020	Mark Wiggins	Deloitte Consulting LLP	mawiggins@deloitte.com			
	Arya Choudhury		aryachoudhury@deloitte.com			

9/19/2020	Yelena Madorsky	Business solutions Group, Inc.	ymadorsky@bsg.us.com	X		X
	Elvira Fingerod		efingerod@bsg.us.com	X		X
9/20/2020	Nageswara Tripuramallu	ExpediteInfoTech, Inc.	ntripuramallu@expediteinfotech.com ;	X		X
	B Wong		bwong@expediteinfotech.com	X		X
9/20/2020	Joy Babalola	EAC	JBabalola.consultant@mdot.maryland.gov	X		X
9/21/2020	Amit Arora	Snap, Inc.	AArora@snapinc.net	X		
9/21/2020	Thomas Kirby	Sonira & Associates	tkirby@sonoraassociates.com			X
9/21/2020	Mani Dravida	Dravida Consulting	catsplus@dravidaconsulting.com	X		X
9/21/2020	Nicki Miller	JMT	nmiller2@jmt.com			
9/21/2020	Varetta Huggins	V-Project	Varetta.Huggins@v-pmc.com	X		X
	Alex Wise		Alex.Wise@v-pmc.com	X		X



CATS + TORFP J02B0600055

SHA- Project Management Office Resources (PMOR)

Amendment #2 Issued: October 2, 2020

This Amendment is being issued to provide information to clarify, add to, delete from, correct and/or changes the above-mentioned TORFP. 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~~)

Delete:

TO Proposals Due (Closing) Date and Time:	10/21/2020 at 2:00pm (EST) Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).
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Replace with

<u>TO Proposals Due (Closing) Date and Time:</u>	<u>10/27/2020 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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1. 1.1.1 delete:

~~Program Manager (2.10.94 CATS + RFP Section 2.10);
(Job Title from TORFP: Sales Force Program Manager, Program Manager)~~

replace with:

**Program Manager (2.10.94 CATS + RFP Section 2.10);
(Job Title from TORFP: Dot Net Program Manager, Sales Force Program
Manager, Program Manager)**

2. 1.1.2 delete:

~~Project Manager (2.10.96 in CATS + RFP Section 2.10);
(Job Title from TORFP: Dot Net Program Manager, Project Manager)~~

replace with:

**Project Manager (2.10.96 in CATS + RFP Section 2.10);
(Job Title from TORFP: Project Manager)**

3. 1.1.4 delete:

~~Testing Specialist (2.10.113 in CATS + RFP Section 2.10);
(Job Title from TORFP: Technical Specialist)~~

replace with:

**Testing Specialist (2.10.113 in CATS + RFP Section 2.10);
(Job Title from TORFP: Testing Specialist)**

4. Section 2.13 deleted:

~~Resumes are to be available at the Notice to Proceed (NTP) date.~~

Replace with:

Resumes are to be submitted within five (5) days of TO Award.

5. Section 4.5.2 delete, “All Offerors meeting minimum qualifications shall participate in interviews, which are a type of oral presentation.”

replace with:

“All Offerors meeting minimum qualifications may be asked to participate in interviews, which are a type of oral presentation.”

6. Section 5.4.2. delete:

~~h) State Assistanee~~

replace with:

H. State Assistance

Section 5.4.2. delete:

~~i) Confidentiality~~

replace with:

I. Confidentiality

Section 5.4.2. delete:

~~H) Additional Submissions:~~

replace with:

J. Additional Submissions:

7. Section **6.5.C.** delete, ~~“Notice to Proceed authorized by the TO Manager. See (see online example at <http://doit.maryland.gov/contracts/Documents/CATSPPlus/CATS+NoticeToProceedSample.pdf>).~~”

replace with:

“Notice to Proceed authorized by the TO Manager. See (see online example at <http://doit.maryland.gov/contracts/Documents/CATSPPlus/CATS+NoticeToProceedSample.pdf>).

SEE ATTACHED INFORMATION:

1. Questions and Answers #'s 1 - 161
2. Appendix 4. Labor Classification Personnel Resume Summary - Forms 4A and 4B (in Word format)

End of Amendment #2

Date Issued: October 2, 2020
By: Peggy Tischler, Procurement Officer

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

1. Question: Is there an incumbent on this contract?

a. Answer: The incumbent is DK Consulting, LLC.

Question: If yes, is SHA planning to retain them?

b. Answer: MDOT will award a contract to the Responsive and Responsible vendor that submits a proposal that is of best value to the State of Maryland based on the evaluation criteria of the TORFP.

2. Question: In the KEY INFORMATION SUMMARY SHEET Page iii of 111 section MBE Subcontracting Goal, it states the following

1. 25% with the following subgoals:
 - a. 10% for African American MBEs, and
 - b. 10% for Woman-Owned MBEs.
2. VSBE Subcontracting Goal:
 - a. 1%

Question: This total 21%, can the percentages be clarified?

Answer: Please refer to the Key Information Sheet for the MBE goal and sub goals. Also, reference Sections 3.12 and 3.13 of the TORFP. MBE and VSBE are two (2) separate programs with individual goals and separate forms which are required to be filled out and submitted with a firms TO Technical Proposal.

3. Question: Is there an incumbent?

Answer: See Answer to Question 1a.

4. Question: If so, can the government provide the name of the incumbent?

Answer: See Answer to Question 1a.

5. Question: Can you provide clarification on the information that MDOT/SHA is expecting for the Section Master Contractor and Subcontractor Experience and Capabilities:

5.4.2.G.e) Current Master Contractor team personnel who participated on the engagement ?

We are not clear as to resources name or the prime contractor, subcontractors and MBE partners name.

Answer: The Master Contractor will need to provide the resource information, subcontractor information and MBE partnership information.

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

6. **Question:** Would a master contractor submit a proposal as a prime and also be on another team as a sub? Please advise.

Answer You must be an approved CATs + Master Contractor under Functional Area 10 to submit a TO Proposal as the Prime for this procurement. You can also act as subcontractor for another Master Contract.

7. **Question: a.** If we add an MBE company with all designations, African American MBEs, Woman-Owned MBEs, and VSBE, and if we give 21% workshare to that company, does it satisfy the goal of the three categories?

Answer: While a certified MBE firm may have certifications in more than one category (ex. African American and Woman-owned), it is necessary when defining MBE participation, that the firm make a selection of which one category of certification will be utilized and stick with that one category for reporting purposes. An MBE firm may only count toward one subgoal. Therefore, the answer to your question would be that one MBE company could not satisfy all MBE requirements on the solicitation. One MBE company could not satisfy all MBE requirements on this solicitation. The MBE Program and the VSBE Program are separate programs. All MBEs must perform a distinct element of work.

- b. Or do we need to add three different companies as subs?

Answer: Yes.

8. In-Page 11 of 111, section 2.1.1 Deliverable Descriptions/Acceptance Criteria, it states that in addition to the items identified in the table below, the TO Contractor may suggest other subtasks, artifacts, or deliverables to improve the quality and success of the assigned tasks.

ID #	Deliverable Description	Acceptance Criteria	Due Date/Frequency
2.4.4.1	Bi-monthly status reports.	A MS Word document or MS Excel spreadsheet that shall document activities	Bi-monthly

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		completed, activities in progress, activities on hold/issues	
2.4.4.2	TORFP progress, budget and MBE review session.	A meeting with the TO Manager and OIT leadership to review progress on the TORFP including budget and the MBE goal.	Yearly

Question: Should we submit this along with the TO Technical proposal?

Answer: Yes, The TO Contractor may suggest other subtasks, artifacts, or deliverables to improve the quality and success of the assigned tasks. This should be identified and included in response to section 2.4.4 as supporting information.

9. In-Page 12 of 111 section 3.1 Task Order Initiation Requirements below are given.

A. Staffing Plan Execution

1) Resumes of proposed candidates who fulfill the six (6) required additional resources shall be submitted with five (5) days of TO Task Award.

a. Program Managers - Two (2)

b. Project Managers - Four (4)

2) Resumes of proposed candidates who fulfill the sixteen (16) optional additional positions via the Work Order Process. There is no guarantee that any or all will be needed, or the evaluated hours will be required.

a. Two (2) - Project Managers

b. Two (2) - Sales Force Applications Development Expert

c. Two (2) - Dot Net Applications Development Expert

d. One (1) - Technical Writer

e. Four (4) - Testing Specialist

f. Two (2) - Configuration Managers

g. Two (2) - Subject Matter Expert (SME)

h. One (1) – Administrator, Systems

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- 3) Interviews timetable
- 4) On-Boarding timetable
 - a. Transition Plan
 - b. Application knowledge transfer
 - c. Toolset knowledge transfer
 - d. Standard Operating Procedures (SOPs)
 - e. Best practices utilization
 - f. Any questions that need clarification

Question: Should we provide a Staffing Management Plan based on the above points?

Answer: Yes, please provide a staffing management plan based on all requested staffing needs including but not limited to section 3.1 all needs/requirements of this TORFP should be addressed as part of the management plan.

10. In page 21 of 111, Section 3.10.2,

A. Demonstrated experience providing seven (7) or more project management / application development / technical writing / testing specialist/configuration manager resources in a prior engagement within the last five (5) years.

Question: a. How many prior engagements should we provide?

Answer: You should provide one (1) engagement where you provided seven (7) or more resources at the same time from any combination of the listed positions sometime in the last 5 years.

Question: b. Is it mandatory that the one engagement we showcase should include all the above-mentioned resources?

Answer: No.

Question: c. Where exactly in the proposal should we map this section?

Answer: All responses should be identified by their respective section, 5.4.2.G.

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B. Demonstrated experience providing project management / application development / technical writing / testing specialist / configuration manager resources for five (5) or more consecutive years in a prior engagement.

Question: How many prior engagements should we provide?

Answer: One engagement each, see 3.10.2.A and 3.10.2.B.

Question: Is it mandatory that the one engagement we showcase should include all the above-mentioned resources?

Answer: No.

Question: Where exactly in the proposal should we map this section?

Answer: All responses should be identified by their respective section.

11. *In page 23 of 111, section 3.10.4* Number of Personnel to Propose, As part of the TO Proposal evaluation, Offerors shall propose exactly two (2) **Key Personnel** who are expected to be available at the Notice to Proceed (NTP Date). Resumes for the six (6) required additional resources shall be submitted within five (5) days of TO Award.

Question: a. When is the expected NTP Date?

Answer: Anticipated NTP date 7/25/2021 or to coincide with the end of the existing contract and contract award with an anticipated transition period.

Question: b. Offerors shall describe in a Staffing Plan how additional resources shall be acquired to meet the needs of the Agency.

Should we provide the staffing plan only for the 2 key personnel and the 6 additional resources or should we provide for all the 12 resource types mentioned in the TORFP?

Answer: The Staffing Plan section of the technical proposal needs to describe how the offeror will provide the additional resource will be brought onboard and how the offeror will provide any future resources requested.

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Question: c. Offerors may generally describe planned positions in a Staffing Plan. Such planned positions may not be used as evidence of fulfilling personnel minimum qualifications.

Could you please explain what do you mean by this statement?

Answer: The Offeror may not base the fulfillment of the minimum qualifications on planned resource experience.

12. *In page 23 of 111, section 3.10.5, Labor Categories, TO Contractor Personnel Experience (including Key Personnel submitted in response to this TORFP).*

Question: Should we submit the resume of the TO Contractor? Or we should in total submit the resume of only the two proposed key personnel?

Answer: No, do not submit a resume for the TO Contractor. Submit resumes for the two (2) Key Personnel Resources.

13. *In page 27 of 111, section 3.15.1, TORFP Subject to CATS+ Master Contract.*

Question: Apart from proposing key personnel, should we propose any solution for project execution?

Answer: It's not required to propose any solution for project execution.

14. Question: Maximum how many emails are allowed if the proposal size exceeds 20 MB?

Answer: Per the TORFP Section 5.3.4.E, "TO Proposals submitted via e-mail must not exceed 20 Mb. If a submission exceeds this size, split the submission into two or more parts and include the appropriate part number in the subject (e.g., part 1 of 2) after the subject line information below."

15. Question: Is it mandatory to submit a redacted copy of the TO Technical Proposal if we do not have any confidential information?

Answer: No. However, if the TO Contractor does not wish to redact any part of the proposal, then state this fact with your e-mailed submission.

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16. Question: Is it mandatory to submit a redacted copy of the TO Financial Proposal if we do not have any confidential information?

Answer: No. However, if the TO Contractor does not wish to redact any part of the proposal, then state this fact with your e-mailed submission.

17. In the page 34 of 111, section 5.4.2 A Executive Summary: A one-page summary describing the Offeror's understanding of the TORFP scope of work (**Sections 2-3**) and proposed solution.

Question: Is it mandatory that the executive summary should be only one page?

Answer: Per the TORFP, Section 5.4.2.A.1, the Executive Summary should be one-page.

18. In page 35 of 111, section 5.4.2 C Minimum Qualifications Documentation (If applicable), The Offeror shall submit any Minimum Qualifications documentation that may be required, as set forth in TORFP

Question: This is for the 2 proposed key personnel?

Answer: Yes.

19. In page 35 of 111, section 5.4.2 D, The Offeror shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the **Work Plan**.

Question: What is this Work Plan? Should we provide a work plan along with a Staffing plan?

Answer: The Work Plan is the Staffing Plan.

20. On page 35 of 111, section 5.4.2 E.1 TORFP Staffing, Provide a Staffing Management Plan that demonstrates how the Offeror will provide resources in addition to the personnel requested in this TORFP, and how the TO Contractor Personnel shall be managed. Include:

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Question: Do we provide a staffing management plan based on all the 12 resource types?

Answer: The plan shall include all resources requested in this TORFP, and how the TO Contractor Personnel shall be managed. Following guidance in section 5.4.2. The TO Technical Proposal shall include documents and information in the order specified in section 5.4.2.

21. Section 5.4.2 E .1. a Planned team composition by role (Important! Identify specific names and provide history only for the proposed resources required for evaluation of this TORFP).

Question: Could you please explain what do you mean by Planned team composition by role?

Answer: Please provide specific individual names and history only for the proposed Key Personnel Resources required for this TORFP.

Question: What do you mean by providing the history for the proposed resources?

Answer: History is referring to the work experience of your proposed Key Personnel Resources.

Question: Should we mention all the 12 labor categories or just the two key personnel?

Answer: Just the Key Personnel Resources by name.

22. Section 5.4.2 E .1.b Process and proposed lead time for locating and bringing onboard resources that meet the Task Order needs.

Question: Should we mention in specific about the labor categories mentioned in the TORFP or just provide a generic process and proposed lead time for locating and bringing onboard resources?

Answer: Please provide your firms process for onboarding resources.

23. Section 5.4.2 E .1.c Supporting descriptions for all labor categories proposed in response to this TORFP.

Question: Could you please provide us an example of what exactly we have to include as supporting descriptions?

Answer: No, the State cannot provide an example.

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24. Section 5.4.2 E .2 Provide the names and titles of the Offeror’s management staff who will supervise the personnel and quality of services rendered under this TO Agreement.

Question: Should we provide biographical details with an org chart?

Answer: It’s at the discretion of the TO Contractor how their firms’ management staffing information is submitted with their TO Proposal.

25. Section 5.4.2 G Master Contractor and Subcontractor Experience and Capabilities

Provide up to three (3) examples of engagements or contracts the Master Contractor or Subcontractor, if applicable, has completed that were similar to the requested scope of work. Include contact information for each client organization complete with the following:

Question: Can we provide more than 3 examples of engagements?

Answer: Provide up to three (3) examples of engagements, as per the TORFP.

Question: Can we provide more than one example of the engagements of the subcontractors?

Answer: Provide up to three (3) examples of engagements for any combination of the TO Contractors and subcontractors, as per the TORFP.

26. Staffing Experience: Master Contractor shall complete the following table based on Section 3.10.2.A.

Position	Number of Placements
Program Manager / Project Manager	
Applications Development Expert	
Technical Writer / Editor	
Testing Specialist	
Subject Matter Expert	

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Position	Number of Placements
Configuration Manager	

Question: Should we create multiple tables if we have provided more than one engagement based on Section 3.10.2.A?

Answer: No, multiple tables do not need to be created.

27. Section 5.4.2 E.h State Assistance

Question: What should we provide under State Assistance?

Answer: Provide your expectations of what State personnel assistance your firm anticipates will be needed for this procurement.

28. Section 5.4.2 H .2 Offerors shall furnish with their Technical TO Proposal any and all agreements the Offeror expects the State to sign or to be subject to in connection with or in order to use the Offeror’s services under this Task Order Agreement, including but not limited to software license agreement(s), end user license agreement(s), AUP. This includes the complete text of all agreements referenced or incorporated in primary documents (i.e., links to the relevant

Answer: This is standard language used in all CATs + TORFPs. If this section is not applicable for this TORFP, please do not submit.

Question: Could you please explain in detail what we have to provide here? Can you provide an example?

Answer: If your company requires an Agreement to do business with MDOT please provide with your firms TO Proposal submission.

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29. on 5.4.2 H .3 Any services furnished from third party entities, e.g., resold services, shall include current Letters of Authorization or such other documentation demonstrating the authorization for such services.

Question: Could you please explain in detail what we have to provide here? Can you provide an example?

Answer: This is standard language used in all CATs + TORFPs. If this section is not applicable for this TORFP, please do not submit for your firm. Example: This could be for software if you are a reseller providing manufacturer software.

30. Section 5.4.2 H .4 A Letter of Authorization shall be on the authorizing entity's letterhead or through the authorizing entity's e-mail. Further, each Letter of Authorization shall be less than twelve (12) months old. Each Letter of Authorization or e-mail must provide the following information:

- a) Authorizing entity POC name and alternate for verification
- b) Authorizing entity POC mailing address
- c) Authorizing entity POC telephone number
- d) Authorizing entity POC email address
- e) If available, a Reseller Identifier

Question: Could you please explain in detail what we have to provide here? Can you provide an example?

Answer: This is standard language used in all CATs + TORFPs. If "A Letter of Authorization" is not applicable for this TORFP. Please do not submit for your firm. Example: This could be for software if you a reseller providing manufacturer software.

31. 5.1 Volume II – TO Financial Proposal

5.5.2 The TO Financial Proposal shall contain a description of any assumptions on which the Master Contractor's TO Financial Proposal is based (Assumptions shall not constitute conditions, contingencies, or exceptions to the Financial Proposal Form);

Question: What should be the assumptions be based on? Since attachment B is provided in Excel sheet where should we provide the assumptions? Should we create a separate tab for this?

Answer: Your assumptions are your own work product. No, do not alter the Financial Proposal Excel spreadsheet in anyway. Yes, provide a separate word document for any assumptions.

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Question: If it is mandatory to provide cover letter for Financial Proposal, then can we create one sheet in the provided excel sheet itself and update it there?

Answer: No, do not alter the Financial Proposal Excel spreadsheet in anyway. Yes, provide a separate word document for a cover letter.

32. 5.5.4 To be responsive to this TORFP, the Financial Proposal Form shall provide labor rates for all labor categories anticipated for this TORFP. Proposed rates shall not exceed the rates defined in the Master Contract for the Master Contract year(s) in effect at the time of the TO Proposal due date.

Question: Does it mean if the offeror was CATS+ in 2018, then the rate provided for this TORFP should be less than or equal to the rate provided for 2020 in CATS+ Master Contract?

Answer: Yes, a TO Contractor's proposed labor rates for this TORFP should be less than or equal to their current CATS + labor rates for your firm.

33. 5.5.5 Prices shall be valid for 120 days.

Question: Should we acknowledge that Prices shall be valid for 120 days from the due date of the proposal?

Answer: Yes, please confirm and acknowledge that Prices shall be valid for 120 days from the due date of the proposal.

34. 5.4.2.G.2 Note - State of Maryland experience can be included as part of **G.1** above as engagement or contract experience. State of Maryland experience is neither required nor given more weight in proposal evaluations.

Questions: Can the offeror provide the State of Maryland experiences under 5.4.2.G.1 itself and not have a section 5.4.2.G.2?

Answer: All information needs to be provided under correct TORFP sections.

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35. Question: in section 5.4.2.G.2 State of Maryland Experience: Page 42 of the TORFP: It says “Staffing Experience: Master Contractor shall complete the following table based on Section 3.10.2.A.

Could you please make this as a new point like 5.4.2.G.3 as it is applicable overall offeror experience, not just for the state of Maryland experience.

Answer: No.

36. Question: Could you please make point “5.4.2.G.2.h state assistance” as a new point 5.4.2.G.4 for better readability of the proposal response.

Answer: Please see Amendment 2.

37. Question: Could you please make point “5.4.2.G.2.i Confidentiality” as a new point 5.4.2.G.5 for better readability of the proposal response.

Answer: Please see Amendment 2.

38. Question: If we are submitting as a Prime, can we be sub to other companies as an MBE sub?

Answer: See Answer to Question 6.

39. Question: In section 5.4.2.H.2 on page 43, it says “Offerors shall furnish with their Technical TO Proposal any and all agreements the Offeror expects the State to sign”. The question is, do we need to provide the licenses as part of this TORFP? Is this section applicable for this TORFP? Could you please clarify?

Answer: See Answer to Question 28.

40. Question: In section 5.4.2.H.3 on page 43, it says “Any services furnished from third party entities, e.g., resold services”. Is this section applicable for this TORFP as this TORFP is to provide resources, not the licenses or hardware? Could you please clarify?

Answer: See Answer to Question 28 and 29.

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41. Question: In section 5.4.2.H.4 on page 43, it says “A Letter of Authorization”. Is this section applicable for this TORFP as this TORFP is to provide resources, not the licenses or hardware? Could you please clarify?

Answer: See Answer to Question 28 and 30.

42. Question: on page 3, it says the overall MBE Subcontracting Goal is 25%. Does that mean we need to add subs with 5% for MBE sub, 10% for African-American MBEs sub, and 10% for Woman-Owned MBEs sub?

Answer: Yes. The goals are set as minimums. This solicitation requires that the prime subcontract a minimum of 10% of the contract value to MBE certified African American firm(s) and a minimum of 10% of the contract value to MBE certified Woman-owned firm(s). The additional 5% of the contract goal can be subcontracted with any MBE certified firm which can perform a commercially useful function under the work categories associated with the scope of work identified. Keep in mind that a MBE certified self-performing prime can count for participation for up to 50% (12.5%) of the MBE goal and up to 100% of any one subgoal.

43. Question: Can a Veteran firm just to do the admin work. How will 1% be used in the engagement?

Answer: The VSBE firm must have the required NAICS Code for administrative work. The VSBE firm must perform a commercially useful function and may not simply perform superfluous tasks in an attempt to negate the objectives of the VSBE program. The total value of the work designated to the VSBE firm must be equivalent to a minimum of 1% of the total contract value.

44. Question: This is in regard to the subject mentioned TORFP. The project requires a few key personnel and it is hard to satisfy 4 different sub goals for MBE and VSBE, we request you to remove the subgoals and keep the overall MBE goal.

Answer: The solicitation includes an MBE goal of 25% and two MBE subgoals – 10% African American and 10% Woman-owned. VSBE is a separate program from the MBE program. On this solicitation, there is a 1% VSBE goal. If a contractor is unable to fulfill the required goals, the contractor should request a waiver. The waiver request will be reviewed, and a determination will be provided.

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45. Question: a. Can you confirm that companies can only respond to this opportunity if they are part of this Master Contract? It was a little unclear to me. CATS + RFP Section 2.10 (<http://doit.maryland.gov/contracts/Documents/CATSPPlus2016/060B2490023-2016CATSPPlus2016RFP.pdf>).

Answer: Your firm must be an approved CATS + Master Contractor under Functional Area 10 to submit a TO Technical Proposal for this procurement as a Prime Contractor.

If my firm is not part of this, can we still bid and win?

Answer: No, your proposal will not be accepted if your firm is not an approved CATS + Master Contractor under Function Area 10.

46. Question: Is there an incumbent on place on this contract and if so, whom?

Answer: See Answer to Question 1.

47. Question: What is the anticipated start date for this project?

Answer: See Answer to Question 11a.

48. Question: Can a company submit response as a Prime Vendor and participate as a Sub Contractor on additional responses?

Answer: Yes.

49. Question: VSBE Subcontracting Goal is 1%. Is this correct?

Answer: The VSBE goal is 1%.

50. Question: If an MBE subcontractor qualifies as both Woman Owned and African American can they be used to meet both goals?

Answer: No. Woman-owned and African American firms are categories to satisfy MBE subgoals. If a firm has dual certification, a selection must be made for which MBE category the subcontractor will satisfy for this particular solicitation.

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51. Question: Does SHA have plans to migrate to .NET Core technology in the near future.

Answer: OIT is always assessing new software frameworks and platforms though we cannot say for certain at this time as it depends in technology requirements, resources, and budget.

52. Question: Page no 40, Section 5.4.2.A.2- Proposed Solution, states that “ The proposed solution shall be organized to exactly match the requirements outlined in **Sections 2-3** (especially sections 2.1, 2.3, and 3.10) and be limited to 8 pages. “. Does the 8 page limit apply only to sections 2.1, 2.3 and 3.10 or for all sections 2-3 in entirety?

Answer: A TO Contractor’s Proposed Solutions response should be no more than 8-pages, as per the TORFP instructions.

53. Question: How do we qualify the NAICS codes for MBE participation goals? Page 55, MBE Form B, Page 1 of 4, point 1 mentions "Only those specific products and/or services for which a prime or subcontractor is a certified MBE in the MDOT Directory can be used for purposes of achieving the MBE participation goals." Does it mean if our firm is certified say in 541510 or 561320, we can provide a sub who is also certified in the same codes only?

Answer: NAICS code for MBE certified firms as they appear in the MDOT Directory are the only areas (specific products and/or services) in which an MBE firm can perform work and be counted toward the attainment of an MBE goal. An MBE firm working outside of their certification under NAICS cannot be counted toward the attainment of an MBE participation goal. For an MBE certified prime who will be self-performing a portion of the work and seeking to count it toward attainment of the MBE goal, it does not preclude the prime from subcontracting with an MBE certified firm to perform in that same work category or NAICS as long as the MBE certified firm is performing a commercially useful function in an area for which they are certified.

54. Question: Can an African American Women owned MBE can fulfill both 10% African American MBE And 10% for Woman-Owned MBE goals?

Answer: No. Please see the answer to question #50.

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55. Question: Can the state provide a sample working of filling MBE/VSBE forms and utilization forms? The present samples put in the site MBE PrimeRegulation_QA.pdf, is not directly relatable to the latest MBE/VSBE forms.

Answer: Thank you for making us aware of this shortcoming in the information you have found available. The MBE forms are attached to very detailed instructions for the completion of the form. Additionally, the Governor's Office of Small, Minority and Women-Owned Business Affairs provides technical training and assistance with the completion of the MBE Forms.

56. Question: Can the state provide the word version of the RFP?

Answer: No.

57. Question: Can the state provide editable 4A and 4B forms?

Answer: Yes. (Please see Amendment #2 for attached 4A and 4B in word format.)

58. Question: If we add a company that is both VSBE and African American MBE, can we use that company to perform 1% plus 10%, which is a total of 11%. Since it is impossible to accommodate 1% goal in any manner as we need to provide resources, we request you to please consider that one company with both of these MBE certifications can meet the combined goal of 11%. If you consider two key personnel and 6 other resources after the award, it is total 8 resources. 11% of 8 resources is 0.88, so we can have one resource come from this company.

Answer: Please understand that VSBE and MBE are two separate and distinct programs. VSBE is a registration process through the joint effort of the Office of Veteran Affairs and the Department of General Services. MBE is a certification process through the Maryland Department of Transportation. This solicitation includes both programs – 25% MBE goal and 1% VSBE goal. It is possible for a firm to maintain more than one certification. The MBE and VSBE goals should never be combined for counting purposes. It is possible, under the same solicitation, for a firm with an MBE and VSBE certification to participate and be counted toward the attainment of both an MBE subgoal and a VSBE goal if the firm will be performing distinct elements of work for both the MBE and VSBE programs. Should you find

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that you are unable to commit to the required goals, please bear in mind that there is a waiver process.

59. Question: If we add a company that is both Woman-owned and MBE, can we use that company to perform 10% woman-owned set-aside goal plus 5% MBE goal, which is a total of 15%. Since it is impossible to accommodate 5% MBE goal in any manner as we need to provide resources, we request you to please consider that one company with both of these two certifications can meet the combined goal of 15%. If you consider two key personnel and 6 other resources after the award, it is total 8 resources. 15% of 8 resources is 1.2, so we can have two resources come from this company.

Answer: Please understand that under the Maryland Department of Transportation certification of firms, the Woman-owned category is a classification under the overall MBE program. There are no set-asides in the Maryland MBE program. This solicitation contains a 25% overall MBE goal as well as a Woman-owned and an African American subgoal of 10% each. The 10% Woman-owned subgoal is a component of the 25% MBE goal. It is not accurate or permissible to double count the woman owned firm as both 10% for woman owned and 5% for MBE certified as you have described. The woman owned firm would count as 10% of the overall 25% MBE goal and could satisfy the 10% Woman-owned MBE subgoal.

60. Question: TORFP in the Evaluation criteria states that – ‘The State prefers an Offeror’s response to work requirements in the TORFP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be performed. However, the scope of work doesn’t give a clear picture of the requirements that the State has. It talks about the general roles and responsibilities. Can you please be more specific?’

Answer: The work to be performed by the TO Contractor is the recruitment and onboarding of resources.

61. Question: What are the subcontracting opportunities you identified?

Answer: Examples of Potential Subcontracting Opportunities include manage, facilitate and support new development and ongoing maintenance of OIT’s portfolio of custom and COTS computer applications supporting business processes throughout MDOT SHA. This can also include participating in MDOT-wide projects. In addition,

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the resources will support OIT Project Management initiatives to support and improve our tools and processes.

- 62. Question:** We can't know the exact dollar amount which will be given to subcontractors, so how will we be able to complete the dollar amount section in the MBE forms?

Answer: Understanding that bidders may not know the exact dollar value which will be given to subcontractors, it will be necessary for bidders to complete the MBE forms based on your best guesstimate in the same manner that you will prepare the other cost estimates in your proposal.

- 63. Question:** Can a WOSB prime self perform 50% of the WOSB subgoal and the remaining 5% of the overall MBE goal?

Answer: In order to receive MBE participation credit for subcontractor or MBE primes, the prime or subcontractor must be certified through the Maryland Department of Transportation and should appear in the MDOT MBE Directory. This solicitation includes a 25% MBE overall goal and two subgoals – 10% woman-owned and 10% African American firms. A certified woman-owned MBE prime can self perform up to 50% of the overall MBE goal (12.5%) by self performing tasks and can satisfy up to 100% of the 10% woman-owned MBE subgoal. The subgoals are a subset of the overall goal. 20% of the overall 25% goal consist of African American and Woman-owned participation. The remaining 5% can be subcontracted to any certified MBE firm performing a commercially useful function and certified to work within the work categories identified within the scope of the project.

- 64. Question:** Could you please provide more clarity on the MBE subgoals. The total subgoals does not equal the MBE total of 25%.

Answer: The subgoals are a portion of the overall 25% MBE goal. This solicitation includes a 10% African American and a 10% Woman owned subgoal. This total comprises 20% of the total MBE goal. It is not necessary for the subgoals to total the overall MBE goal of 25%. The remaining 5% can be subcontracted to any certified MBE firm performing a commercially useful function and certified to work within the work categories identified within the scope of the project.

- 65. Question:** Can you provide details on current inflight projects and planned projects for FY 2021?

Answer: We currently have 32 active projects with another 15 in various stages of initiation. Examples of current project involve crash data, roadway materials,

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consumable inventory management, construction inspection tracking, and project data management.

66. Question: Section 5.4.2.A.2 states: The proposed solution shall be organized to exactly match the requirements outlined in Sections 2-3 (especially sections 2.1, 2.3, and 3.10) and be limited to 8 pages. As we are required to respond to Sections 2 and 3, will the Procurement Office consider increasing the page limit?

Answer: See Answer to Question 52.

67. Question: Section 6.2.1 states: The State prefers an Offeror's response to work requirements in the TORFP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be performed. TO Proposals which include limited responses to work requirements such as "concur" or "will comply" will receive a lower ranking than those TO proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them. Given the 8-page limit, it will be difficult to respond to the work requirements in a comprehensive way. Vendors will be forced to fit their responses to work requirements in 8 pages while avoiding a lower ranking based on submitting compliance statements. Can SHA clarify exactly what is acceptable and what you are expecting in terms of an abbreviated response?

Answer: The State is not requesting an abbreviated response. The State is requesting a response that demonstrates a TO Contractor's understanding of the work requirements and expectations of staffing the project.

68. Question: Section 5.4.2.A.2 states: The proposed solution shall be organized to exactly match the requirements outlined in Sections 2-3 (especially sections 2.1, 2.3, and 3.10) and be limited to 8 pages. Please confirm that vendors are not required to respond to any TORFP sections except 2.1, 2.3, and 3.10 for the proposed solution.

Answer: See Answer to Question 52.

69. Question: In Section 5.4.2.G.2 - State of Maryland Experience: A table was included to display our staffing experience. It references section 3.10.2.A. For staffing companies, the numbers would likely be greater, and the results would be skewed. The number of placements is not an indicator of performance. To avoid comparisons that may be misleading, can SHA consider removing this table?

Answer: No.

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70. Question: In Section 5.4.2.C we are asked to submit qualification documentation for requirements listed in Section 1. Section 1 contains a total of eight (8) labor categories, however we are only proposing two (2) key personnel. Are we expected to provide documentation for the other six (6) labor categories even though those resources are not required at this time?

Answer: We do not require resumes for the required additional six (6) resources.

71. Question: Section 3.10.3A states that "All Program Manager and Project Manager resources proposed for this TO shall possess current certification as Project Managers –PMI certified Project Management Professional (PMP®) or industry equivalent." Can you please confirm if a Certified Scrum Master (CSM) is valid for the Lead Dot Net Program Manager?

Answer: Specific certifications not mentioned in section 3.10.3 of the TORFP will be reviewed during the technical proposal evaluation against the criteria specified in that section.

72. Question: In section 2.1.3, it was mentioned that the 6 additional resumes should be available by NTP whereas in section 3.1.1.A.1, it was mentioned that 6 additional resumes need to be available 5 days after award, please clarify

Answer: Please see Amendment #2.

73. Question: Could you please specify any technologies that the additional Program and Project Managers need to be proficient in?

Answer: Please refer to the TORFP Section 3.10.3 "Preferred Personnel Experience."

74. Question: We are already providing Minimum Qualifications Summary in Section 5.4.2.D.2 as Appendix 4A, could you please let us know what you are expecting in the section 5.4.2.C.1? Is it the PMP Certifications or any additional documentation?

Answer: 5.4.2.C.1 refers to minimum qualifications and any preferred experience. 5.4.2.D.2 is the Staffing Plan.

75. Question: Could you please provide us a tentative start date for the resource planning purpose?

Answer: See Answer to Question 11a.

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76. Question: Could you please let us know the expected timeline between the award date and NTP?

Answer: SHA anticipates a 2 - 4 weeks between contract award and NTP.

77. Question: Can you please clarify the Attachment B Financial Proposal for two Project Managers hours? The spreadsheet total hours is 100 hours for the CATS + Project Manager, Optional Additional Resources.

Answer: Per the TORFP, “The total class hours are not to be construed as “guaranteed” hours; the total number of hours is an estimate only for purposes of price sheet evaluation.”

78. Question: Section 1.1.2 - Please clarify the labor category for section 1.1.2 - it seems this is an error as it is listed with a “**Project Manager**” labor category (2.10.96) with a “Program” Manager job title - (Job Title from TORFP: Dot Net Program Manager, Project Manager). Should this be a Program Manager labor category?

Answer: 1.1.1 Program Manager (2.10.94 CATS + RFP Section 2.10); (Job Title from TORFP: Dot Net Program Manager, Sales Force Program Manager, Program Manager)

1.1.2 Project Manager (2.10.96 in CATS + RFP Section 2.10); (Job Title from TORFP: Project Manager)

79. Question: Section 3.1.1 (2) - “Resumes of proposed candidates who fulfill the sixteen (16) optional additional positions”. Please confirm that these additional 16 resume submissions will be requested during the work order process, and not at NTP.

Answer: The additional sixteen (16) optional positions are not needed at NTP.

80. Question: Section 3.10.2 (A)- Preferred Offeror experience - Please confirm that the TORPF asks for 7 or more resources over the past 5 years in those labor categories.

Answer: See Answer to Question 10a.

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81. Question: Section 3.10.2 (B) - Preferred Offeror experience - please clarify that by the use of a slash, the TORPF asks for the provision of one OR more of the labor categories/positions listed, for 5 or more consecutive years in a prior engagement.

Answer: It's any combination of the categories listed in 3.10.2.B.

82. Question: Section 5.4.2 G - Master Contractor and Subcontractor Experience and Capabilities - provision of 3 example engagements - please clarify that the Master contractor and/or the subcontractor can satisfy this requirement? Is there any requirement for the subcontractor to provide information for this section?

Answer: In 5.4.2.G.1 allows for the Master Contractor or Subcontractor, if applicable, to provide the experience and information. 5.4.2.G.2 allows for only the Master Contractor.

83. Question: in Page 1 of the TORFP the CATS+ Labor category mentioned for the key personnel Dot Net Program Manager is Project Manager, but in Attachment B, the CATS+ labor category mentioned is Program Manager.

TORFP SECTION 1.1.2

Project Manager (2.10.96 in CATS + RFP Section 2.10);

(Job Title from TORFP: Dot Net Program Manager, Project Manager)

Attachment B -

Dot Net Program Manager (Key) (1)	Program Manager
--	------------------------

Should we consider the minimum qualification of the Program Manager or of the Project Manager for the key personnel Dot Net Program Manager?

Answer: See Answer to Question 78.

Which Labor Category Title we should insert in 4A MINIMUM QUALIFICATIONS SUMMARY for the key personnel Dot Net Program Manager?

Answer: Program Manager.

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84. Question: The job title for the CATS+ Labor category Testing Specialist given in the TORFP is Technical Specialist, whereas in Attachment B the Job Title from TORFP is given as Testing specialist.

TORFP SECTION 1.1.4

Testing Specialist (2.10.113 in CATS + RFP Section 2.10);

(Job Title from TORFP: Technical Specialist)

Attachment B -

Testing Specialist (4)	Testing Specialist
------------------------	--------------------

Should we consider the job title as Technical Specialist or Testing Specialist?

Answer: Testing Specialist (Please see Amendment #2.)

85. Question: In section 2.3. Project Manager Primary Responsibilities, it is mentioned that

A. TO Contractor Personnel shall, as needed, develop or participate in the development of Task Order Requests for Proposals (TORFP), Requests for Information (RFI), Request for Proposals (RFP), and other types of procurement deliverables as well as coordinate the corresponding procurement process. ***Please Note: Pursuant to COMAR 15-508, the TO Contractor and all subcontractors will be excluded from bidding on these procurements.***

B. TO Contractor Personnel shall, as needed, participate in the OIT's project intake process in a manner consistent with the above responsibilities and as a subject matter expert

C. TO Contractor Personnel shall, as needed, support maintenance activities on existing systems in a manner consistent with the above responsibilities.

Is the clause as per COMAR 15-508, the TO Contractor and all subcontractors will be excluded from bidding on these procurement applicable to all the 12 type of resources provided in Attachment B or only applicable for Program Manager, Project Managers, Lead Salesforce Program Manager, and Lead Dot Net Program Manager?

Answer: If applicable, see Section 2.1.7 of the TORFP.

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Is this applicable for Configuration Manager?

Answer: If applicable, see Section 2.1.7 of the TORFP.

86. Question: Should we have to mention about the MDOT Information Security Plan. (See Appendix 5) in the proposal?

Answer: It is the discretion of the Master Contractor how they wish to respond. However, all responses are to acknowledge all amendments and appendices.

87. Question: In the Staffing plan, should we include explanation on the Interviews timetable, On-Boarding timetable, and Transition Plan mentioned in section 3.1 of the TORFP or only when we respond to Work Orders?

Answer: It is the discretion of the Master Contractor how they submit their Staffing Plan.

88. Question: – In section 4.5 Oral Presentation, it is mentioned that Offerors and proposed TO Contractor Personnel may be required to make an oral presentation to State representatives.

What are the details you are anticipating that an offeror should present?

Answer: Per Section 4.5, Oral Presentations, Offerors may be required to make an oral presentation to State representatives. The Procurement Officer will notify any Offerors moving on to the Oral Presentation phase.

Also, what a proposed TO Contractor Personnel should present?

Answer: The TO Procurement Officer will notify the TO Contract of the time, place and who should be present at the oral interviews, should interviews be scheduled.

89. Question: – 4A MINIMUM QUALIFICATIONS SUMMARY

1. 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.

Question: Does minimum qualification mean the Education, General Experience and Specialized Experience given in the CATS+ RFP from Section 2.10 for the applicable labor category?

Answer: Yes.

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2. **Question:** In the top section of the 4A Minimum Qualifications summary form it is mentioned “List how the proposed individual meets each requirement by including a reference to relevant entries in Form Appendix 4B.”

In that little space in the first row next to Proposed Individual’s Name and Company/ Subcontractor: should we list anything there?

Answer: Resource name.

3 Generalized Experience and Specialized Experience: (Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Generalized Experience.)

4 Specialized Experience: (Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Specialized Experience.)

Question: “If the Generalized Experience and the Specialized experiences has the same From date, To date, Job Title and Company, still do we list the same details in both sections?”

Answer: Yes.

5. <insert cross-reference(s) to the full description on Form 4B>

Question: Do we have to use the cross-reference feature of the word?

Answer: No.

6. **Question:** TORFP Additional Requirements Minimum qualifications and required certifications as defined in Section 2.1 of this TORFP.

The section 2.1 in TORFP refers to the Summary of Statement. There it does not mention about the minimum qualifications or required certifications. Could you please let us know which exact section we have to refer to.

Answer: The minimum qualifications are part of the Section 1.1 of the TORFP.

7. **Question:** Is Specialized Experience mandatory?

Answer: Yes. The labor categories minimum qualifications are mandatory.

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8. **Question:** In section 3.10 of the TORFP it has mentioned about the Preferred Personnel Experience.

Is the Preferred experience mandatory for the key personnel?

Answer: The Preferred experience is preferred and will be evaluated as part of the TO Technical Proposal (see the capability of proposed resources evaluation factor from Section 6.2).

If the key personnel meet the Preferred experience requirements, where do we mention about the certifications in the forms? Do we mention in 4B? In which section?

Answer: Certifications can be listed under education. Hardcopies of the certifications are required.

90. **Question:** – 4B. Labor Classification Personnel Resume Summary

In the form it is mentioned that 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.

While filling in this section, do we have to consider the Responsibilities and Tasks given in section 2.3 of this TORFP along with the Duties, Education, General Experience and Specialized given in the Section 2.10 Labor category of the CATS+RFP?

Answer: Yes.

91. **Question:** on page 102 of 111, In the third row it is mentioned Requirement (See Section 2.10) There is no section like 2.10 in this TORFP.

Are you referring to the section 2.10 Labor Category of the CATS+RFP?

Answer: Yes, the Master CATS + RFP, section 2.10.

Also, when you mean Requirement, are you referring to the Duties mentioned in the section 2.10 Labor Category of the CATS+RFP?

Answer: Yes, see section 1.1 of the TORFP.

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92. Question: In page 102 of 111, In the third row second column it is mentioned Candidate Relevant Experience.

We are already mapping and providing details in 4A and 4B page relevant to the education and experience information. So, what should we provide in this section? The same information again?

Answer: Please refer the Appendix 4 – Labor Classification Personnel Resume Summary – Instructions.

93. Question: In page 102 of 111 Experience: [Insert the experience description from Section 2.10 for the applicable labor category]

Should we enter the General or Specialized experience from section 2.10 Labor Category of the CATS+RFP?

Answer: Yes, please consider all responsibilities and tasks, labor categories including general and specialized experience as applicable.

94. Question: In page 102 of 111 Duties: [Insert the duties description from Section 2.10 for the applicable labor category]

Should we enter the Duties here from section 2.10 Labor Category of the CATS+RFP?

Answer: The Duties should be specific to the respective labor category and their responsibilities.

95. Question: Is the Responsibilities and Tasks mentioned in Section 2.3 to be considered as Duties?

Answer: No.

96. Question: Is Wet signature mandatory for all the forms?

Answer: No, a wet signature is not mandatory at this time forms. MDOT will require wet signatures for the Task Order Agreement(s) at award.

97. Question: Is e-signature allowed for all forms?

Answer: MDOT will accept electronic signatures for forms.

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98. Question: Can we electronically fill all the forms in the PDF format itself without making any changes to the forms and then insert as images into the word proposal?

Answer: Yes, also, please see Section 5.3.5. A and 5.3.5 B for submission instructions.

99. Question: If the file size of the word proposal is too large, can we send the forms in both word and pdf in a separate email?

Answer: Yes. Also, please see Answer to Question 14.

100. Question: Since there are a lot of forms also to be sent along with the proposal and in the case when we have to split the proposal into different parts, a maximum of how many emails are allowed including the TO Technical and TO Financial proposal?

Answer: See Answer to Question 14.

101. Question: Can we partner with more than one VSBE Subcontractor?

Answer: It is necessary to subcontract with as many VSBE subcontractors as are necessary for the prime to expend a minimum of 1% of the overall contract value and have the subcontractors must perform commercially useful functions in work categories which are included in the scope of work.

102. Question: Suppose if partnering with more than one subcontractor is allowed then, in Attachment E. Veteran-Owned Small Business Enterprise (VSBE), can we give 1% each in the Percentage of Total Contract field for both the VSBE subcontractors we are partnering with?

Suppose If we specify 1% each for both the VSBE subcontractors, at the time of work order should we mandatory provide 1% for each or total of 1% is only required to be met?

Answer: The solicitation contains a requirement for a commitment of a minimum of a 1% of the total contract value be expended through subcontracting with VSBE firm(s). The number of VSBE firm(s) with whom the prime subcontracts to meet this goal is a business decision made by the prime contractor.

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103. Question:

MBE Subcontracting Goal:

25% with the following subgoals:

10% for African American MBEs,

10% for Woman-Owned MBEs.

Can we partner with more than one MBE Subcontractors for the same category?

Answer: An MBE subcontractor may be certified under dual classifications; however, the MBE subcontractor can be utilized under one certification classification only on any particular solicitation.

Suppose If we specify 10% each for both Woman-owned subcontractors, at the time of work order should we mandatory provide 10% for each or total of 10% is only required to be met?

Can we partner with just one African American MBE and one Woman-Owned MBE by providing 15% to African American MBE firm and 10 % for Women-Owned MBE firm which comes to a total of 25%?

Answer: This solicitation contains a 25% overall MBE goal which incorporates two subgoals – a 10% African American subgoal and a 10% Woman-owned business subgoal. Recognizing that 20% of the 25% overall goal is met through attainment of the subgoals, there remains a 5% MBE goal which must be met through subcontracting with other certified MBE firm(s) identified in the MDOT MBE Directory in work categories which are consistent with the solicitation scope of work and where the MBE subcontractor(s) will be performing a commercially useful function.

104. Question: Do we have to submit the MDOT MBE FORM B STATE-FUNDED CONTRACTS, PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE Pages 1 through 4 along with Part 2 and Part 3 of the MBE FORM B?

Answer: It is not mandatory that the bidder submit the MDOT MBE Form B, Part 1 – Goal/Subgoal Participation Worksheet. This is a tool to assist the bidder with working through the goal/subgoal identification process. Completion of the worksheet is recommended as a part of the bidder's planning process. Part 2 and Part 3 must be completed.

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105. Question:

To clearly understand the filling of the GOAL/SUBGOAL PARTICIPATION WORKSHEET and MBE Participation schedule is it possible to show calculation by providing realistic examples?

Answer: The Maryland Governor's Office of Small, Minority & Women-Owned Business Affairs (GOSBA) offers technical assistance training sessions on the completion of the MBE forms. Dates and times for the conduct of these sessions can be found on the GOSBA website.

106. Question: GOAL/SUBGOAL PARTICIPATION WORKSHEET

To calculate the percentage to be entered in Line 3.1 or Line 3.2 or Line 3.3 on column 3 in the MBE participation schedule form, what is the **total contract value** we have to consider?

Answer: See Answer to Question 62.

Have you specified the Total contract value in the RFP? If not, what is the budget?

Answer: The State is prohibited in providing budgetary information.

107. Question: Could you please confirm if the below understanding is correct?

a - If we are using an MBE certified company and are certified to perform the required specific NAICS code services for achieving the MBE participation goal, then we apply the below rule, right? Please confirm.

$[(\text{Total Subcontract Amount}) / (\text{Total Contract Value})] \times 100\%$

Answer: The percentage of a subcontractor's participation on a contract can be calculated by dividing the dollar value of the subcontractor's contract by the total contract value.

b - If we are using an MBE certified company but is not certified to perform the required specific NAICS code services for achieving the MBE participation goal, then we apply the below rule, right? Please confirm.

$[(\text{Total Subcontract Amount}) / (\text{Total Contract Value})] \times 60\%$

Answer: An MBE certified firm participating as a subcontractor on contract and performing work in a work category for which the MBE firm is not certified cannot be counted in any manner toward attainment of the committed MBE goal.

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c - For each MBE firm that **is not** being used as a supplier/wholesaler/regular dealer/broker/manufacturer, to calculate the **amount of the subcontract for purposes of achieving the MBE participation goals**, divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1. Please confirm if we are applying the below rule?

$[(\text{Total Subcontract Amount}) / (\text{Total Contract Value})] \times 100\%$

Answer: Please refer to the instructions provided for the completion of the Form B, Part 2 for the calculation of the percentage and the placement of the calculation on the Participation Schedule.

108. Question:

Proposed Individual's Name/Company Name:	How does the proposed individual meet each requirement?
LABOR CATEGORY TITLE:	<i>Offeror to Enter the Labor Category Name</i>
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

In the 4B Personnel Resume form, since we are already mapping the general and specialized experience on pages 100 and 101 of the form of the TORFP, then what exactly should we provide on the right side where it has mentioned Education, Experience, and Duties?

Do we just acknowledge by inserting: Yes on the right side for Education, Experience, and Duties?

Answer: No, a response is required on the right side of the form for Education, Experience and Duties for each Key Personnel Resource proposed by the TO Contractor.

Question: After the Duties mentioned in Section 2.10 from CATS+ RFP, what should we provide on the right column where it says Duties?

Answer: Insert the duties description referencing the applicable labor category. Please refer to section 1.1 for CATS+ Master Contractor information.

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109. Question: In section 5.4.2.D.3 it is mentioned to Provide three (3) references per proposed Key Personnel containing the information listed in Appendix 4B
Should we provide this in a table format separately under this section in the proposal or just cross-reference it to the section in form 4B?

Answer: How offerors submit a response is discretionary all items shall be properly labeled and referenced.

110. Question: The subject TORFP talks about the NAICS codes. Can you please let us know which NAICS codes has been assigned to this TORFP?

Answer: NAICS codes have not been assigned to this TORFP. The MBE goal on this TORFP has been developed based upon the scope of work for the TORFP and a review of industry practices and past experiences to determine which work categories are most likely to be subcontracted. Each bidder determines individually which work categories they will subcontract based upon their needs. The MDOT MBE Directory is an excellent resource to utilize to identify NAICS codes for work categories for which the bidder determines that they would like to subcontract.

111. Question: What is the estimated budget for this contract? If unknown, please disclose the previous spending.

Answer: The State is prohibited in providing budgetary information. The previous contract was awarded for \$5,629,120.

112. Question: Is this a new requirement or is there an incumbent(s)? If so, can you please disclose the incumbent(s) name and if possible please provide the incumbent proposal?

Answer: The incumbent is DK Consulting, LLC. The State cannot provide the incumbents proposal.

113. Question: How many professionals are working under current contract?

Answer: As of today, eight (8) resources are working under the current contract.

114. Question: What is the visa requirement for Key Personnel?

Answer: "The State reserves the right to request that the TO Contractor submit proof of employment authorization of non-United States Citizens, prior to commencement of work under the Task Order", as per the TORFP Section 3.7.1. All resources hired under

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this contract shall be US citizens or be authorized to work in the United States through an N1 Visa or have a Green Card.

115. Question: Does the SHA have any plan to extend the due date?

Answer: Yes. Please see Amendment #2.

116. Question: How does the MBE goal and sub goals have to be broken down? To reach the 25% goal, is it that the contractor must have 10% African American; 10% Women -owned and 5% other minority participation?

Answer: See Answer to Question 42.

117. Question: Can a contractor use the same subcontractor for African American and Women-owned business to reach the goal of 20%?

Answer: No, the contractor cannot use the same subcontractor to attain the African American and Woman-owned business firms to reach the subgoal total of 20%. Keep in mind that there is a 25% overall MBE goal of which the 20% is a subgoal. While an MBE firm may have multiple MBE certification classifications, they must determine which classification they will participate as on any one contract and stick with that selection throughout the life of the contract. The selection made by the prime/subcontractor should be identified on the submitted Form B, Part 2 (MBE Schedule of Participation).

118. Question: On page 21 of the TORFP Section 3.10.2.A, the number of placements states seven (7). Is that for seven total or is it seven for each labor categories which also be included in the Staffing Experience Chart on page 36?

Answer: Please see Answer to Question 10. It is the TO Contractor's discretion if they choose to include this in the Staffing Experience Chart.

119. Question: Job Descriptions (primary 2 Key positions)

- a. would SHA be able to provide more detail Job description for this role as this is Senior Level requirement. (Skills/ Technologies)

Answer: No.

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b. Will SHA be able to consider Remote option until Covid -19 situation.

Answer: Anyone selected for this position would be expected to work from their home or other remote location at this time. While we will give access to our network and its resources we will not be providing a computer or internet access and would expect each person to be able to do both. However, these positions are all considered on-site resources and they must be able to come into the office on a daily basis when MDOT SHA determines it is safe to do so. This will be communicated to the TO contractor by the TO manager.

c. Do we need to submit only USA Citizens /Green Card holder or it is open for H1B/H4/TN Visa.

Answer: See Answer to Question 114.

d. How would be interview process? Video/ Phone

Answer: The oral interviews will be conducted via TEAMS video call.

120. Question: We had some questions on conflict of interest regarding this TORFP. Referring to TORFP Section 2.1.7 “Master Contractors are advised that, should a solicitation or other competitive award be initiated as a result of activity or recommendations arising from this Task Order, the Offeror awarded this Task Order may not be eligible to compete if such activity constitutes assisting in the drafting of specifications, requirement, or design thereof.” and TORFP Section 2.3.1 F. of the TORFP “TO Contractor Personnel shall, as needed, develop or participate in the development of Task Order Requests for Proposals (TORFP), Requests for Information (RFI), Request for Proposals (RFP), and other types of procurement deliverables as well as coordinate the corresponding procurement process. *Please Note: Pursuant to COMAR 15-508, the TO Contractor and all subcontractors will be excluded from bidding on these procurements.*”

Does this apply to any of the existing / on-going contracts at MDOT SHA?

For example, will the contractor currently working on Contract # J02B8400024 for SHA Application Portfolio Business Services be eligible to bid on this TORFP?

Answer: No one on any OIT current TORFP has had any involvement whatsoever in the development of this TORFP.

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Has the incumbent contractor been associated with any one or more of: drafting of specifications, requirement, or design?

Answer: The incumbent has not been associated with this solicitation.

Would the incumbent contractor be eligible to bid on those solicitations / TORFPs? In other words, as a hypothetical scenario will the current contractor providing Project Management resources be eligible to participate as a subcontractor under Contract # J02B8400024 for SHA Application Portfolio Business Services?

Answer: Currently, questions are not being accepted for TORFP #J02B8400024.

121. Question: In section 1.1.2 it looks like the Dot Net Program Manager should be using the Project Manager labor category. Is that correct?

Answer: See Answer to Question 78.

122. Question: What is the anticipated award date?

Answer: Anticipated award date is expected to be prior to 7/25/2021 or to coincide with the end of the existing contract with a transition period. This procurement is required to go to the Board of Public works for approval.

123. Question: Does section 3.5 pertain to this RFP since hosting services are not required as part of the response and it is expected that State computing resources will be utilized?

Answer: This is standard language used in all CATs + TORFPs. If hosting services are not not applicable for this TORFP. Please do not submit for your firm.

124. Question: In section 5.4.2 E – as part of the technical response, do we need to include all 22 of the identified additional positions with resource names and their history or just the two additional Program Managers and four Project Managers with the additional 16 positions outlined as part of the staffing plan and how we would go about recruiting and on-boarding the resources as work orders were sent out?

Answer: No. The only named resources in this TORFP are the two (2) Key Personnel Resources.

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

125. Question: Who is the incumbent for this contract?

Answer: See Answer to Question 1a.

126. Question: What is the previous contract value?

Answer: See Answer to Question 111.

127. Question: It is mentioned that the forms should not be altered. Do we have to include the forms in the word format submission of TO Technical Proposal?

Answer: No.

128. Question: Can we include all attachments as a separate PDF with same password as technical proposal instead of as images in word format submission?

Answer: Yes.

129. Question: Can you provide the number of salesforce and .NET contracts the program managers have to manage?

Answer: The State is prohibited in providing that information.

130. Question: Can you list the salesforce project names that our program/project managers have to manage? Who is the incumbent contractor for those implementation contracts?

Answer: The State is prohibited in providing that information.

131. Question: Can you list the .NET project names that our program/project managers have to manage? Who is the incumbent contractor for those implementation contracts?

Answer: The State is prohibited in providing that information.

132. Question: Is there any limit on number of companies that will be called for oral presentation?

Answer: Per the TORFP, Section 6.4.1.B, “The top ten (10) TO Proposals identified by the technical ranking will be invited to interviews. All other Offerors will be notified of non-selection for this TORFP.”

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

133. **Question:** As resources will be working at SHA location, can we assume all necessary office space, network connectivity and required workstation hardware/software necessary to complete the requirements of the TORFP will be provided by the State.

Answer: Yes, resources working at SHA will be provide office space, network connectivity and required workstation hardware/software necessary to complete the requirements of the TORFP will be provided by the State. Also, see the response to question #119b.

134. **Question:** What is the anticipated award date for this contract?

Answer: See Answer to Question 122.

135. **Question:** Is this a new requirement? If not, can the government please provide the current incumbent(s) name, contract number, and contract value?

Answer: See Answer to Question 1a.

136. **Question:** If this is not a new contract, can the government please advise labor mix supporting the current contract? (i.e. how many resources, titles, etc.)

Answer: Please see the answer to question #113. The State is prohibited in providing any additional information.

137. **Question:** For contractors submitting as a team, is there a maximum or minimum number of required past performances that must come from the Prime offeror vs. Subcontractors?

Answer: It is at the discretion of the TO Contractor how their firm submits there TO Proposal response.

138. **Question:** Page 8, Section 2.1.2 Please confirm that only two resumes required for submission for Key Personnel are for (1) Sales Force Program Manager and (1) Dot Net Program Manager.

Answer: Yes. Only resumes are required for Key Personnel Resources.

139. **Question:** Are there multiple contracts that currently service the requirements of this solicitation?

Answer: No.

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

140. Question: How many resources are currently providing services under these contract(s)?

Answer: See Answer to Question 113.

141. Question: What are the labor categories of the resources currently on the contract(s)?

Answer: The State is prohibited in providing this information.

142. Question: What is/are the name(s) of the incumbent/current contractor(s)?

Answer: See Answer to Question 1.

143. Question: What is/are the *original* awarded value of the contract(s)?

Answer: See Answer to Question 111.

144. Question: Has there been a change order?

If yes, what is the change order amount for the relevant contracts?

Answer: Yes, there have been change orders. The original contract dollar amount and change order dollar amount combined total dollar amount is \$11,047.300.

145. Question: When is/are the current contract(s) ending?

Answer: See Answer to Question 122.

146. Question: Is there any further extension planned (beyond what is currently in place or planned)?

Answer: Currently there are no extensions planned however the State reserves its right to modify all contracts and may be required to do so based on responses to this procurement.

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

Answer: The State is prohibited in providing that information.

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

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

Answer: The State is prohibited in providing that information.

149. Question: The Place of Performance for the resources has been specified in the **Key Information Summary Sheet** as either the MDOT SHA headquarters location on 707 N. Calvert Street, Baltimore, Maryland 21202.

a. Is there a policy of allowing remote work for the current (incumbent) contractor personnel?

Answer: Remote work is at the discretion of the TO Manager.

b. If yes, will the option to work remotely be continued for the winning contractor's personnel under the new award?

Answer: Remote work is at the discretion of the TO Manager.

150. Question: Section 3.1 of the TORFP specifies the "Task Order Initiation Requirements" and Section 3.2 mentions "End of Task Order Transition" (in other words a "Transition-Out"). However, it does not talk about "transition-in" or transition with the current contractor(s) in the event some other contractor is awarded the contract resulting from this solicitation.

a. Will MDOT SHA specify a "transition-in" period of say one calendar month?

This will ensure that (a) the current (incumbent) contractor(s) does provide a knowledge transfer and (b) the "transition-in" process from the current (incumbent) contractor(s) to the new contractor happens smoothly.

Answer: MDOT would like a transition period of 2 - 4 weeks but it is dependent on when the TORFP is awarded.

151. Question: Section 4.5 "Oral Presentation" of the TORFP talks about "oral presentation" by the Offeror and/or "interviews" of proposed personnel.

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

- a. Can MDOT SHA 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: Interviews are part of the oral presentation and will be conducted via a TEAMS video conference call.

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

- a. 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, an approximate timeframe cannot be provided. MDOT will provide adequate time for “oral presentations” or “interviews”.

153. Question: Section 5.4.2 H. Additional Submissions of the TORFP, Item # 2) thru 4) mentions “software license agreements”, “Letters of Authorization” from “third party entities”, etc.

- a. Can MDOT SHA clarify if this is applicable to a Time & Materials (T&M) contract? (since the software, tools, and hardware are being provided by MDOT SHA).
- i. If this does not apply, can MDOT SHA remove the submission requirements under Item # 2) thru 4) of Section 5.4.2 H.?

Answer: This is standard language used in all CATS + TORFPs. If this section is not applicable for this TORFP, please do not submit.

154. Question: In the separate MS Excel file **Attachment B “TO Financial Proposal Instructions & Form”** under “Optional Additional Resource(s)” for Project Managers (2) the “Total Class Hours (B)” is given as “100” hours. Is this a typo? Should it not be “3920” hours – assuming MDOT SHA *may* require two (2) full-time Project Managers under “Optional Additional Resource(s)”? If yes, then the hours need to be corrected for all the Years (Year 1 thru Year 5).

SHA Project Management Office Resources

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Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

Answer: Per the TORFP, “The total class hours are not to be construed as “guaranteed” hours; the total number of hours is an estimate only for purposes of price sheet evaluation.”

155. Question Can MDOT SHA provide a second date to ask follow-up questions based on answers to the questions submitted until September 25, 2020? We suggest the deadline for questions be a week before the submission due date.

Answer: No.

156. Question Assuming that the answers to the questions (which would have been submitted until September 25, 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 SHA grant this request?

Answer: Yes. Please see Amendment # 2.

157. Question In page 52 of 111 of MDOT MBE FORM B STATE-FUNDED CONTRACTS PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE PAGE 4 OF 4 it says

6. The percentage amount for the MBE subgoal participation in the Total **MBE Firm Participation Box L** should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Subgoal Participation Column of the Worksheet.

Where is this Total MBE Firm Participation Box **“L”**? Are you referring to "F2"?

Answer: Thank you for the identification of that oversight. Yes, the reference should be to Box “F2”, not Box “L”.

158. Question: As per section 3.15.1 TORFP Subject to the CATS+ Master Contract, apart from providing the resumes of the two key personnel and a staffing plan should we provide any solution for Project execution?

Answer: No. This TORFP is for staff augmentation. Not a specific project.

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 1 - 161

Amendment #2 – 10/2/2020

159. Question -Under Section 6.5, Documents Required upon Notice of Recommendation for Task Order Award

C. Notice to Proceed authorized by the TO Manager. See (see online example at

<http://doit.maryland.gov/contracts/Documents/CATSPlus/CATS+NoticeToProceedSample.pdf>).

The above link is not working?

Answer: Please see Amendment #2.

160. Question: With deliverables - Deliverable Product Acceptance Form (DPAF)
It is not required to submit the DPAF with Proposal?

Answer: No.

161. Question: In Page 60 of 111, MDOT MBE FORM D STATE-FUNDED CONTRACTS MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT Form it has mentioned the below

Provided that _____ (Prime Contractor's Name) is awarded the State contract in conjunction with Solicitation No. _____, such Prime Contractor will enter into a subcontract with _____ (Subcontractor's Name) committing to participation by the MBE firm _____ (MBE Name) with MDOT Certification Number _____ (if subcontractor previously listed is also the MBE firm, please restate name and provide MBE Certification Number) which will receive at least \$ _____ or _____ % (Total Subcontract Amount/ Percentage) for performing the following products/services for the Contract:

What amount should we insert in the portion highlighted in yellow? Is it the same subgoal percentage amount we had entered in Form B?

Answer: The dollar value and percentage should be consistent between the Form B and the Form D information provided. This number is as a part of the overall MBE goal of 25%.

The End



CATS + TORFP J02B0600055

SHA- Project Management Office Resources (PMOR)

Amendment #3 Issued: October 14, 2020

This Amendment is being issued to provide information to clarify, add to, delete from, correct and/or changes the above-mentioned TORFP. 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~~)

Delete:

~~Attachment B. TO Financial Proposal Instruction & Form~~

Replace with:

Attachment B TO Financial Proposal Instructions & Form - Revised

SEE ATTACHED INFORMATION:

1. Questions and Answers #'s 162 - 170
2. Attachment B TO Financial Proposal Instructions and Form- Revised

End of Amendment #3

Date Issued: October 14, 2020

By: Peggy Tischler, Procurement Officer

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 162 – 170

(includes clarifications to question #'s 2, 11c, 114 and 119c)

Amendment #3 – 10/14/2020

162. Question: TO RFP refers to an excel spreadsheet - Attachment B -TO Financial Proposal. However, we are unable to locate the same. Can the Government provide the Attachment B?

Appendix 5 - MDOT Information Security Plan refers to a 'Separately Attached Document'. However, we are unable to locate the same. Can the Government provide the MDOT Information Security Plan?

We have updated our questions to include the new questions. Please confirm if these questions will be responded to.

Answer: All attachments issued with the above referenced TORFP and Amendment 1 & Amendment 2 (including responses to questions) have been uploaded onto the DoIT website under the CATS + TORFP Status page. Please click on the link below to find the SHA TORFP # J02B0600055.

<https://doit.maryland.gov/contracts/Pages/CATSPPlusTORFPStatus.aspx>

163. Question: When we try to update the pricing excel, it is asking password. It looks the one you shared with the vendors is read-only. Could you please resend the excel that we can edit?

Answer: Please see the Attachment B - Financial Proposal Instructions and Form - Revised issued with this amendment. Also, see instructions below.

- 1. The worksheet has been set to open as Read Only to prevent accidental changes. Please click on "Yes" to access the file.**
- 2. The worksheet is locked to prevent unwanted changes to the data. Please fill in ALL CELLS that are white in color.**
- 3. Save the worksheet as Attachment B Financial Proposal – J02B0600055 SHA PMOR - Firm Name or Abbreviated FIRM Name. Example: - Attachment B Financial Proposal – J02B0600055 SHA PMOR - Name.**
- 4. Remember to sign and password protect file. (You may either electronically sign the document by creating a PDF or you can sign and scan the document.)**

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 162 – 170

(includes clarifications to question #'s 2, 11c, 114 and 119c)

Amendment #3 – 10/14/2020

164. Question: I require clarification for the below responses you had provided.

Clarification to 11c. Question: Offerors may generally describe planned positions in a Staffing Plan. Such planned positions may not be used as evidence of fulfilling personnel minimum qualifications.

Could you please explain what do you mean by this statement?

Revised Answer: Planned resources cannot fulfill Min Qualifications. The Minimum Qualifications are to be fulfilled by Key Personnel.

165. Clarification to 114. Question: What is the visa requirement for Key Personnel?

Revised Answer: Per the TORFP Section 3.7.1.D "The State reserves the right to request that the TO Contractor submit proof of employment authorization of non-United States Citizens, prior to commencement of work under the Task Order." All resources hired under this contract shall be US citizens or be authorized to work in the United States through a Visa or have a Green Card for the duration of the engagement and the responsibility for that falls entirely upon the contractor.

166. Clarification to 119c. Question: Job Descriptions (primary 2 Key positions)
Do we need to submit only USA Citizens /Green Cardholder or it is open for H1B/H4/TN Visa.

Revised Answer: See response to question 165. It is the revised answer to question 114.

167. Question: What kind of visa type is N1 Visa.

Answer: Disregard N1 Visa it was a typo.

168. Question: Do you prefer only US Citizens or Green cardholders?

Answer: See response to question 165. It is the revised answer to question 114.

169. Question: You don't prefer H1B/H4/L2/ CPT/OPT TN Visa?

Answer: See response to question 165. It is the revised answer to question 114.

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers #'s 162 – 170

(includes clarifications to question #'s 2, 11c, 114 and 119c)

Amendment #3 – 10/14/2020

170. **Clarification to 2. Question:** In the top section of the 4A Minimum Qualifications summary form it is mentioned “List how the proposed individual meets each requirement by including a reference to relevant entries in Form Appendix 4B.” In that little space in the first row next to Proposed Individual’s Name and Company/ Subcontractor: should we list anything there?

I was referring to the below-highlighted section. Please check the screenshot. Do we provide the Resource name on the right side?

Project management resources Solicitation #: J02B0600055		CATS+ TORFP	
4A MINIMUM QUALIFICATIONS SUMMARY			
CATS+ TORFP #J02B0600055			
<i>All content on this form must also be on the Personnel Resume Form.</i>			
<i>ONLY include information on this summary that supports meeting a minimum qualification.</i>			
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	(Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Specialized Experience.)		

Revised Answer: The Key Personnel resources name should be provided on the left side of the chart. The right side are instructions for the Offeror.

The End



CATS + TORFP J02B0600055

SHA- Project Management Office Resources (PMOR)

Amendment #4 Issued: October 19, 2020

This Amendment is being issued to provide information to clarify, add to, delete from, correct and/or changes 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 # 171.

End of Amendment #4

Date Issued: October 19, 2020
By: Peggy Tischler, Procurement Officer

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers # 171

Amendment #4– 10/19/2020

171. Question: The MDOT MBE form B, Part 2 has a provision to add two MBE firms. This TORFP requires to add three firms, African American, Woman-Owned, and one MBE firm. How do we include the third company on this MBE form B, part 2? Could you please clarify?

Answer: There should only be one MBE firm entered on each MBE Form B, Part 2. The prime can submit as many MBE Form B, Part 2 forms as necessary to accurately reflect all MBE firms' participation.

The End



CATS + TORFP J02B0600055

SHA- Project Management Office Resources (PMOR)

Amendment #5 Issued: October 26, 2020

This Amendment is being issued to provide information to clarify, add to, delete from, correct and/or changes 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 # 172 issued for clarification.

End of Amendment #5

Date Issued: October 26, 2020
By: Peggy Tischler, Procurement Officer

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers # 172

Amendment #5– 10/26/2020

172. Question: Could you please clarify where can we find out where the language is for Section 8 of Part 1 – Instructions that is referred to in this section? Or can you explain this what Section 8 is? We did not see a Section 8 in the MBE instructions for Part 1.

MDOT MBE FORM B
STATE-FUNDED CONTRACTS
PART 2 – MBE PARTICIPATION SCHEDULE,
COLUMN 1 -

Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate.

Answer: This response is being issued as a clarification to the MBE instructions Part 1. On page 51 of 111 of the TORFP, the last 2 paragraphs in “Part 1 – Instructions for MBE Participation Schedule” are missing section numbers 8 and 9 identifying each paragraph. They should read:

8. For each MBE firm that is not being used as a supplier/wholesaler/regular dealer/broker/manufacturer, to calculate the **amount of the subcontract for purposes of achieving the MBE participation goals**, divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.

Example: \$ 2,500 (Total Subcontract Amount) ÷ \$10,000 (Total Contract Value) x 100 = 25%

9. **WARNING:** The percentage of MBE participation, computed using the percentage amounts determined per Column 3 for all of the MBE firms listed in Part 2, MUST at least equal the MBE participation goal **and** sub-goals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts for this solicitation. If a bidder/offeror is unable to achieve the MBE participation goal and/or any sub-goals (if applicable), then the bidder/offeror must request a waiver in Form A or the bid will be deemed not responsive, or the proposal not susceptible of being selected for award. You may wish to use the attached Goal/Sub-goal Worksheet to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and sub-goals (if any).

The End



CATS + TORFP J02B0600055

SHA- Project Management Office Resources (PMOR)

Amendment #6 Issued: October 26, 2020

This Amendment is being issued to provide information to clarify, add to, delete from, correct and/or changes the above-mentioned TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

**The TO Proposal Due (Closing) Date and Time remains,
Tuesday, October 27, 2020 at 2:00pm**

SEE ATTACHED INFORMATION:

1. Questions and Answers # 173 issued for clarification.

THE QUESTION AND ANSWER PERIOD HAS CLOSED

End of Amendment #6

Date Issued: October 26, 2020

By: Peggy Tischler, Procurement Officer

SHA Project Management Office Resources

TORFP #J02B0600055

Questions and Answers # 173

Amendment #6– 10/26/2020

173. Clarification Question to 172: I have a follow-up question regarding the example you shared for the MBE goals.

Are we supposed to list the Total Contract Value in the MBE forms (that are part of the technical response)? This contradicts the overall objective of submitting the financial response as a separate password-protected file.

Please could you confirm?

Answer: We are not asking for the contractors proposed contract value. We are asking the proposed MBE percentage of participation for each of the subcontractors. The example provided is to assist you in developing your goal for each MBE subcontractor.

The End

THE QUESTION AND ANSWER PERIOD HAS CLOSED