



CATS + TORFP J04B8400007

MVA.NET and VISUAL BASIC PROGRAMMING SUPPORT

Amendment #1 Issued: May 8, 2019

***THIS AMENDMENT IS BEING ISSUED TO UPDATE AND CLARIFY CERTAIN INFORMATION CONTAINED IN THE ABOVE-REFERENCED TORFP. ALL INFORMATION CONTAINED HEREIN IS BINDING ON ALL WHO RESPOND TO THIS TORFP.***

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

### **SEE ATTACHED INFORMATION:**

- 1. Delete in its entirety “~~Attachment A. TO Pre-Proposal Conference Form~~” replace with “Attachment A. TO Pre-Proposal Conference Form (revised 5.8.19)”.**  
See attached updated Attachment A.

**End of Amendment #1**

Date Issued: May 8, 2019

By: Peggy Tischler, Procurement Officer

**Attachment A. TO Pre-Proposal Conference Response Form (revised 5.8.19)**

**Solicitation Number J04B8400007**

**.NET and Visual Basic Programming Support**

A TO Pre-proposal conference will be held on **Wednesday, May 15, 2019** from 10:00AM – 11:30AM (EST), at 7201 Corporate Center Drive, Hanover MD 21076, 4th Floor Board Room.

Those wishing to attend the Conference via the web may request a meeting invitation by emailing Peggy Tischler at [ptischler@mdot.maryland.gov](mailto:ptischler@mdot.maryland.gov) no later than 2:00 PM on Monday, May 13, 2019 (EST). Upon receipt of the email and form, the TO Procurement Officer will reply with a registration email with a link that may be used to register for the conference. See Section 4.2.7 for details.

For in-person attendance, please return this form to Peggy Tischler at [ptischler@mdot.maryland.gov](mailto:ptischler@mdot.maryland.gov) later than 2:00 PM on Monday, May 13, 2019 (EST) advising whether or not you plan to attend. The completed form should be returned via e-mail or fax to the Procurement Officer at the contact information below.

Please return this form by Monday, May 13, 2019 at 2:00PM (EST), advising **whether or not** you plan to attend. The completed form should be returned via e-mail or fax to the TO Procurement Officer at the contact information below:

Peggy Tischler  
MDOT TSO  
E-mail: [ptischler@mdot.maryland.gov](mailto:ptischler@mdot.maryland.gov)  
Fax #: 410-865-1388

Please indicate:

\_\_\_\_\_ Yes, the following representatives will be in attendance.  
Attendees (Check the TORFP for limits to the number of attendees allowed):  
1.  
2.

\_\_\_\_\_ No, we will not be in attendance.

\_\_\_\_\_ We would like to attend via the web (please provide email addresses of attendees needing login information)

Please specify whether any reasonable accommodations are requested (see TORFP § 4.1 “TO Pre-proposal conference”):

Offeror:

\_\_\_\_\_  
*Offeror Name (please print or type)*

By:

\_\_\_\_\_  
*Signature/Seal*

Printed Name:

\_\_\_\_\_  
*Printed Name*

Title:

\_\_\_\_\_  
*Title*

Date:

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CATS + TORFP J04B8400007

MVA.NET and VISUAL BASIC PROGRAMMING SUPPORT

Amendment #2 Issued: May 17, 2019

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

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

1. Page ii, the Key Information Summary Sheet **delete** line:

TO Proposals are to be sent to:	<del>ptishler@mdot.maryland.gov</del>
---------------------------------	---------------------------------------

**Replace with line:**

TO Proposals are to be sent to:	<u><b>ptischler@mdot.maryland.gov</b></u>
---------------------------------	---

2. Page 26, **delete bullet point and add letter c)** before Web development and software application development and maintenance in .NET software applications with distributed client/server architecture comprising:

3. Appendix 6: At the end of Item G. add Item H and Item I below.

**H. Application Programmer**

Have at least five (5) years of experience within the immediate past eight (8) years in the Visual Studio .NET software development environment and has earned Microsoft Certified Professional (MCP) certification or its equivalent.

Three (3) years' experience in at least four (4) of the following technologies:

1. Microsoft Visual Studio 2010+ using C# .NET, Visual COBOL
2. Microsoft Visual Basic .NET 2010+
3. Microsoft Visual Basic 6.0
4. Microsoft ASP.NET
5. Windows Presentation Foundation (WPF)
6. Windows Forms
7. Windows Communication Foundation (WCF)
8. Microsoft SQL Server 2005+ or IBM DB2

**I. Computer Programmer (Senior)**

Have at least eight (8) years of experience within the immediate past ten (10) years in the Visual Studio .NET software development environment and has earned Microsoft Certified Professional (MCP) certification or its equivalent.

Five (5) years' experience in at least four (4) of the following technologies:

1. Microsoft Visual Studio 2010+ using C# .NET, Visual COBOL
2. Microsoft Visual Basic .NET 2010+
3. Microsoft Visual Basic 6.0
4. Microsoft ASP.NET
5. Windows Presentation Foundation (WPF)
6. Windows Forms
7. Windows Communication Foundation (WCF)

**SEE ATTACHED INFORMATION:**

2. Pre-Proposal Meeting Agenda
3. Sign-In Sheets In-Person and Skype

**End of Amendment #2**

Date Issued: May 17, 2019

By: Peggy Tischler, Procurement Officer

**Pre-Proposal Conference Procurement Review**  
**TORFP: J04B8400007**  
**MVA. NET and Visual Basic Programming Support**

**Wednesday, May 15, 2019 @ 10:00 a.m. (EST)**

Welcome to the Pre-proposal conference for the Task Order Request For Proposals (TORFP) J04B8400007 for the Motor Vehicle Administration (MVA).NET and Visual Basic Programming Support. My name is Peggy Tischler and I am the Procurement Officer assigned to this TORFP.

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

I'll let my team introduce themselves first and then we can go around the room and have everyone else introduce themselves.

I will be going over the Procurement part of this project and will take any questions related to the procurement of this TORFP.

I will then turn the conference over to Mr. Fred Brechbiel who will review the scope of work. We will do our best to answer all questions regarding the scope of work, but strongly suggest all questions requiring an official answer be submitted in writing.

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

Reminder to all Offerors:

- The main purpose of this pre-proposal conference is to review the procurement requirements, address concerns, provide clarification, and provide instructions pertaining to the solicitation and scope of work, and answer questions.

- This TORFP was released via email to all Master Contractors under Functional Area 5 on Tuesday, May 7, 2019.
- This is a Small Business Reserve (SBR) procurement meaning that only SBR certified firms will be able to respond to this solicitation and award will only be made to an SBR firm.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at [ptischler@mdot.maryland.gov](mailto:ptischler@mdot.maryland.gov)**. The deadline for submission of questions is **Wednesday, May 22, 2019 at 2:00 pm (EST)**.
- The Questions and Answers will be released via Addendum as soon as possible after the Question due date.
- Pre-proposal minutes, sign in sheet(s) and all questions and responses will be published as an addendum and become part of this solicitation.
- Changes to the scope of work or any response requirements will be published as an addendum and supersede the original published documents per COMAR.
- The due date and time for proposal Submission is **Friday, June 14, 2019 at 2:00 P.M. Local Time**. Please see Sections 1.1, 5.2 and 5.3 for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments and Appendices (listed under Section 7 of the TORFP), are to be delivered together, but in a separate email from the Financial Proposal.
- BOTH THE TECHNICAL AND FINANCIAL PROPOSALS WILL NEED TO BE PASSWORD PROTECTED, WITH DIFFERENT PASSWORDS FOR EACH PROPOSAL TO (TECHNICAL AND FINANCIAL).
- Please submit your offer in the format listed in section 5.4 of the TORFP, as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.
- Please be sure to send your proposals early enough to allow sufficient time for your submission to arrive timely in the Procurement Officers inbox. "The date and time of an e-mail TORFP submission is determined by the date and time of arrival of all required files in the TO Procurement Officer's e-mail inbox."
- The State will award this project to One Master Contractor.

- You are required to provide the name/number of your point of contact to set up oral presentations or for correspondence.
- Please be sure to review Section 6 – Evaluation and Selection Process.

### **MBE Participation**

- There is a Minority Business Enterprise (MBE) Goal for this project of 29% and a VSBE goal of 1%.
- Again, this solicitation has been designated as a Small Business Reserve.

### **Friendly reminder:**

- It is your responsibility to update your company's information/account as necessary with DoIT. MDOT Procurement does not have the capability of updating contractor's information.
- Any questions or concerns regarding your DoIT account should be directed to DoIT.
- Only the information communicated by the Procurement officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source.

**The End**



**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP J04B8400007-SBR PROCUREMENT**

**TITLE:** MVA.Net and Visual Basic Programming Support  
**DATE:** Wednesday, May 15, 2019 at 10:00 am (EST)

[ X ] PRE PROPOSAL MEETING Page 1 of 5

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Infosys	Bishr Shweikani		bishr.shweikani@infosys.com			
VISOSFT	NAVIN GUJALAN		NAVIN@VISOSFT.NET			
Anur Arora	SWAP Inc		aarora@snapinc.net	✓		
Monty Chunthunbo	Ventech Inc		monty@ventechinc.net	✓	✓	
	Shane Jackson	410 684-4433	MDOT			
	EVAN GRAY	410-865-7966	MDOT			
MAGADIA Consulting	Reginald Vaughn	301-572-8028	vaughn@magadia.com	✓		
repermed Technology Solu	Khin Contano	410 294 4117	CONTACT@PRETEC.COM	✓	✓	
SYNERGY SYSTEMS						
DAVID BUTTE CONSULTING	MIKE HUGHES	202-431-2738	m.hughes@DAVID-INC.COM	✓	✓	✓
David Butte	GEOM Software	443 823 872	david.butte@geomsoft.com			
SON Systems	Louis Bullock	877 207 8897	bullock@sonsystems.com	✓	✓	✓
MVA / MDOT	FRED BREZINSKI	410 787 7771				
MVA / MDOT	ROSE BIRD	410-768-7941	MDOT			
MDOT TSU	Peggy Tisdale	410-865-2777				
MDOT TSC	Joe Palechek	410-865-7137				
EVAN GRAY	MDOT TSU	410-865-1238				

**TITLE: MVA.Net and Visual Basic Programming Support**  
**DATE: Wednesday, May 15, 2019 at 10:00 am (EST)**

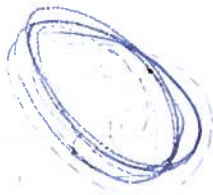
Page 2 of 5  
[X] PRE PROPOSAL MEETINGPage 2 of 5[illegible]

**TORFP J04B8400007 – SBR PROCUREMENT**

[X] PRE PROPOSAL MEETING

MDOT  
Rev. 04/14





**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP J04B8400007- SBR PROCUREMENT**

**TITLE: MVA.Net and Visual Basic Programming Support**  
**DATE: Wednesday, May 15, 2019 at 10:00 am (EST)**

[illegible]

**TITLE: MVA.Net and Visual Basic Programming Support**  
**DATE: Wednesday, May 15, 2019 at 10:00 am (EST)**

[ X ] PRE PROPOSAL MEETING Page 5 of 3

MDOT  
Rev. 04/14

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP J04B8400007**

Vendors Requested to Attend Via Skype  
**TITLE: MVA.NET and Visual Basic Programming Support**  
**DATE: Wednesday, May 15, 2019 at 10:00 am (EST)**

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Cyquent Inc.	Sagar Sawant	Via Skype				
	Priya Tejwani	Via Skype				
NAM Tech	Kas Sisla	Via Skype				
Infojini	Priyanka Sutrave-Vinerka	Via Skype				
CCI	Judy Elly	Via Skype				
Asra-Infosys	Raj Natarajan	Via Skype				
International Projects Consultancy Services, Inc.	Kuldeep Dhar	Via Skype				
USV Infotech LLC	Sam Sigh	Via Skype				
	Paul Randhawa	Via Skype				
SONA Network	Harry Habs	Via Skype				
Blue Collar	Solomon Thompson	Via Skype				
Gcomsoft	Julie Bashant	Via Skype				
	Mick Gillooley					
TreCom Systems Group	Bryan Hoffman	Via Skype				
VTC	Claire Reinken	Via Skype				
Transcend Business Solutions	Linda Rowan	Via Skype				
Attain	Stacy Stratton	Via Skype				
JMH Technology		Via Skype				
PowerSolve	Ashish Rana	Via Skype				

CJC Consulting Services, LLC	Chris J Campbell	Via Skype			
ServBeyond	Manu Bakshi,	Via Skype			
		Via Skype			
		Via Skype			



**CATS + TORFP J04B8400007**

**MVA.NET and VISUAL BASIC PROGRAMMING SUPPORT**

**Amendment #3 Issued: May 23, 2019**

***THIS AMENDMENT IS BEING ISSUED TO PROVIDE A RESPONSE TO QUESTIONS SUBMITTED AND UPDATE AND CLARIFY CERTAIN INFORMATION CONTAINED IN THE ABOVE-REFERENCED TORFP. ALL INFORMATION CONTAINED HEREIN IS BINDING ON ALL WHO RESPOND TO THIS TORFP.***

**SEE ATTACHED INFORMATION:**

1. Questions and Answers No. 1 - 33

**End of Amendment #3**

Date Issued: May 23, 2019  
By: Peggy Tischler, Procurement Officer



**MVA.NET and Visual Basic Programming Support**

**TORFP #J04B8400007**

**Amendment #3**

**Questions and Answers - No. 1 – 33**

1. Question: The position of Application Programmer does not have any preferred experience listed in Appendix 6. Additional Resources Experience - Preferred. Is this correct, or is there any preferred experience for this position?

**Answer:** Please refer to amendment #2.

2. Question: I was wondering if you could tell me whether SOLICITATION NUMBER J04B8400007 MOTOR VEHICLE ADMINISTRATION (MVA) .NET AND VISUAL BASIC PROGRAMMING SUPPORT is a new procurement for your agency, or whether it's a contract up for renewal?

**Answer:** J04B8400007 is a consolidation of new and re-compete services.

If it's a renewal, would you be able to pass along a copy of the expiring contract?

**Answer:** Not a contract agreement renewal.

See answer to question #5 for re-compete contract.

3. Question: We are interested in bidding on the Programming Support RFP but were unable to attend the Pre-Proposal Conference. Would you be able to forward the attendee list from the conference so we may follow up with those who may be interested in partnering?

**Answer:** The attendance sheet will be issued with Amendment 2 to all Master Contractors under Functional Area 5. Also, DoIT will post the Amendment under the Solicitation TORFP on the DoIT website.

4. Question: Is this the combination of existing RFP's and came as rebid as new RFP, if so what are those RFPs?

**Answer:** See answer to question #2.

5. Question: Is there an Incumbent, if yes can you share the incumbent name and current contract value?

**Answer:** Incumbent is ARINC, Contract value is \$7,466,160.

6. Question: Is it mandatory for the key personnel to have prior State of Maryland-MVA and the listed systems experience?

**Answer:** No.

7. Question: We are not SBR firm however we are interested to be the part of the bid. Please advice if we can subcontract with SBR prime bidder firm interested in bidding. We are also not MBE or VSBE certified as well.

**Answer:** Yes, you can subcontract with a designated Small Business Reserve (SBR) firm.

8. Question: Is there an incumbent currently working in this position?

**Answer:** See answer to question #5

9. Question: Do we need to submit three candidates for Project Manager, Application Development Expert, Architect Application (Senior)? If not can you please specify the positions.

**Answer:** You must submit three (3) Key Personnel; one (1) Project Manager, one (1) Application Development Expert, one (1) Architect Application (Senior).

10. Question: Section 3.6.6 requires the TO Contractor to supply a Security Plan “no less rigorous than that of the State.” Is the State expecting a fully detailed Security Plan at time of bid or is this expected after award?

**Answer:** The security plan is an attachment to this TORFP. The TO contractor must remain in compliance with the security plan throughout the contract. This will be discussed at the kick-off.

11. Question: Section 3.6.6 – Will it be acceptable to indicate compliance with the State’s written Security policy (Security Plan) or is the State expecting the TO Contractor’s plan?

**Answer:** See answer to question #10.

12. Questions: Section 5.4.2 – J.2 – asks the offeror to furnish all agreements including software license agreements, end user license agreements, etc. Does the State currently use and subject to agreements that are provided by a Contractor that will be required in order for a new TO contractor to be successful? If so, will the State provide the software, tools or licenses that this requirement refers to?

**Answer:** No, we are not aware of any agreements.

13. Question: If a company is dually certified as a MBE and a VSBE, can that company fulfill both MBE(up to 50% as Prime) and VSBE requirements for this TORFP?

Basis of this question: We are certified as both, MBE and VSBE, and are dually supporting contracts at DHS, DPSCS, DHMH and DoIT. The goal of 1% for VSBE in our direct experience proves difficult at times on staffing contracts. 1% is hard to equate to a FTE thus finding short term task orders leaves the VSBE basically dormant during the contract. This unfortunately ends up being the experience of most VSBE's on staffing based contracts with .5%-1% requirements.

**Answer:** Per COMAR 21.11.13.05 C2-

§If a solicitation contains an MBE goal and a VSBE goal, participation by a subcontractor dually-certified as an MBE and a VSBE may be counted toward meeting both the MBE and VSBE contract goals to the extent its participation meets the cumulative MBE and VSBE contract goals, or portions thereof that it is committed to perform.

14. Question: Page 29 Section 3.9.2 Substitution Prior to and 30 Days After Task Order Execution.

A. Prior to Task Order Execution or within thirty (30) days after Task Order Execution, the Offeror may substitute proposed Key Personnel only under the following circumstances: vacancy occurs due to the sudden termination, resignation, or approved leave of absence due to an Extraordinary Personnel Event, or death of such personnel. To qualify for such substitution, the Offeror must describe to the State's satisfaction the event necessitating substitution and must demonstrate that the originally proposed personnel are actual full-time direct employees with the Offeror (subcontractors, temporary staff or 1099 contractors do not qualify). Proposed substitutions shall be of equal caliber or higher, in the State's sole discretion. Proposed substitutes deemed by the State to be less qualified than the originally proposed individual may be grounds for pre-award disqualification or post-award termination.

The State has indicated award of this TORFP is not anticipated to occur until (approximately) the end of the calendar year. Our understating of Section 3.9.2 is that any of the three proposed key personnel who would might be available upon task execution must be full-time employees of the Master Contractor in order to be eligible for substitution. As this TORFP is designated as SBR, this clause would preclude many small businesses from participating since the expense of bringing on three FTEs in hope of an award 7 months down the road is cost prohibitive. It also precludes having any of these key positions being offered to the participating MBE and VSBE.

Would the State be willing to remove this clause as it puts unreasonable burden on the resources of a small company?

**Answer:** No.

15. Question: Prior to engaging the awarded contractor, will the State conduct a Security Assessment, thus establishing a security baseline for the incoming contractor?

**Answer:** See Section 3.6 Security Requirements in the Solicitation TORFP

16. Question: Please confirm the place of performance.

- a. Is there an opportunity for remote work or is most of the work completed on-site?

**Answer:** See page iii in the Solicitation TORFP, for primary place of performance.

Remote work is not anticipated but will be at the discretion of the TO Manager.

17. Question: Is it the plan for the resources employed by the current incumbent, United Technologies, to remain on the contract and for the new contractor to supplement and work with those resources? Or will these resources be replaced by the new contractor?

**Answer:** Incumbent is ARINC. The new TO Offeror is responsible for providing resources that satisfy the requirements of the Solicitation TORFP.

18. Question: Is the state currently very satisfied with the work being performed by the resources provided by the current incumbent?

**Answer:** Yes.

19. Question: When is expected NTP?

**Answer:** Anticipated month for NTP, December.

20. Question: Section 3.8.2 “Preferred Offeror Experience” states:

Offeror to demonstrate experience in a number of contractual engagements (as described above) with the following:

- Engagements where the Offeror provided multiple full-time personnel resources having Microsoft Certified Professional (MCP) certifications.

Will the State explain their reasoning behind this preferred offeror requirement? We understand that it is important for the actual resources to have these certifications (or similar) since they are performing the work, and our company fully intends to provide resources with those certifications. However, would the State consider eliminating or revising the above-mentioned bullet point as a “preferred qualification” of the offeror? It is of our opinion that the provision / management of non-MCP technical professionals is no different than the provision / management of MCP technical professionals and that past experience in providing “multiple full-time personnel resources having MCP certifications” will have no bearing on our ability to provide / manage the resources on this contract.

**Answer:** The preferred offeror experience will remain as-is.

21. Question: Attachment B- Financial Proposal does not include a number of hours for optional resources. Will these rates be used as a criterion to rank potential vendors? If so, how does the state intend to use the hourly rates towards ranking since the numbers do not ultimately get calculated into the evaluated “Total Proposal Price” at the bottom of the calc sheet?

**Answer:** Yes. The rates for optional resources will be scored by labor category and consolidated into an overall score using an identical formula for all vendors being evaluated. The overall score will be used as a factor in ranking vendors.

22. Question: Is this an existing contract or new contract? If existing, could you please provide the name of the incumbent?

**Answer:** See answer to question #2 & #5

23. Question: Does the Agency expect majority of the work to be done offsite? Is it correct to assume that TO Contractor personnel will be onsite only if/when project needs arise?

**Answer:** See answer to question #16.

24. Question: Besides DLS, are there other systems anticipated to need upgrade during the contract duration?

**Answer:** See Section 2.2 Background and Purpose in the Solicitation TORFP.

25. Question: Section 2.2.2.B.2 states, “The team is managed by an MDOT/MVA IT supervisor, IT manager, or IT Assistant Director who manages all resources in terms of which projects contractor personnel are assigned.” Does this mean that MDOT/MVA management will be responsible for assigning tasks to the TO Contractor, and that the TO Contractor’s Project Manager will then be responsible for managing the assigned tasks and activities? Or does it mean that MDOT/MVA management will manage the day-to-day activities of the contractor personnel?

**Answer:** Yes, the TO Contractor Project Manager will be responsible for managing the assigned tasks and activities.

26. Question: Section 3.5.4 Cyber Security/Data Breach Insurance – Is proof of such insurance expected at the time of proposal submission or after award notification?

**Answer:** Offeror must present proof of insurance, 5 Business Days after recommended award.

27. Question: Can you please confirm if MCP certifications are required for all key personnel?

**Answer:** Please refer to Section 1.1.1 of TORFP.

28. Question: Would MDOT/MVA consider an extension of the proposal due date?

**Answer:** No.

29. Question: Would MDOT/MVA consider awarding this Task Order to more than one (1) Master Contractor?

**Answer:** No.

30. Question: Would the MDOT/MVA consider increase the number of pages for the Executive Summary?

**Answer:** No.

31. Question: How many resources (team size) are working on this project with the current incumbent?

**Answer:** Currently, Incumbent has 6 resources.

32. Question: Section 1.1.1 on page 7 states “Offeror Personnel must possess the following certifications for the Key Personnel proposed:

Microsoft Certified Professional (MCP)

Applications Development Expert

Architect, Application (Senior)

Does the Project Manager needs to have the above certifications as well?

**Answer:** No.

33. Question: What is the anticipated Start date for the project?

**Answer:** See answer to question #19.

**The End of Questions and Answers No. 1-33**



CATS + TORFP J04B8400007

MVA.NET and VISUAL BASIC PROGRAMMING SUPPORT

Amendment #4 Issued: May 29, 2019

***THIS AMENDMENT IS BEING ISSUED TO PROVIDE A RESPONSE TO QUESTIONS SUBMITTED AND UPDATE AND CLARIFY CERTAIN INFORMATION CONTAINED IN THE ABOVE-REFERENCED TORFP. ALL INFORMATION CONTAINED HEREIN IS BINDING ON ALL WHO RESPOND TO THIS TORFP.***

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

1. *Page ii, the Key Information Summary Sheet delete line:*

<b><i>TO Proposals Due (Closing) Date and Time:</i></b>	<b><i><u>Friday, June 14, 2019 at 2:00PM (EST)</u></i></b>
---	--

*Replace with line:*

<b><i>TO Proposals Due (Closing) Date and Time:</i></b>	<b><i><u>Friday, June 21, 2019 at 2:00PM (EST)</u></i></b>
---	--

2. Page 18, Section 3.5.3, **delete** reference to ~~Section 3.6~~, replace with **Section 3.5**.



3. **Delete** in its entirety ~~Appendix 4A Minimum Qualifications Summary~~ for CATS+ TORFP #J04B8400007, issued with the solicitation; **replace with Revised - Attachment 4A Minimum Qualifications Summary** for CATS+ TORFP #J04B8400007, issued with Amendment #4. (See attached **Revised – Attachment 4A Minimum Qualifications Summary**.)
4. **Delete** in its entirety ~~Appendix 4B. Labor Classification Personnel Resume Summary~~ for CATS+ TORFP #J04B8400007, issued with the solicitation; **replace with Revised - Attachment 4B. Labor Classification Personnel Resume Summary** for CATS+ TORFP #J04B8400007, issued with Amendment #4. (See attached **Revised – Attachment 4B Labor Classification Personnel Resume Summary**.)

**SEE ATTACHED INFORMATION:**

1. Questions and Answers Nos. 34 – 81.
2. Revised Appendix 4A Minimum Qualifications Summary.
3. Revised Appendix 4B Labor Classification Personnel Resume Summary.

**End of Amendment #4**

Date Issued: May 29, 2019

By: Peggy Tischler, Procurement Officer

**MVA.NET and Visual Basic Programming Support**  
**TORFP #J04B8400007**

**Questions and Answers (Issued with Amendment #4)**  
**Nos. 34 - 81**

34. Does MDOT want 3 key personnel resumes or 7 key personnel resumes?

**Answer:** See answer to question #9, issued in Amendment #3.

35. Question: Is there a further specific breakout requirement of the 29% MBE subcontracting goal (i.e., African American, Hispanic, Woman-Owned, etc.)?

**Answer:** No.

36. Question: Can an MBE subcontract to more than one prime contractor for this solicitation?

**Answer:** Yes.

37. Question: Is there an incumbent for these services? If so, can you please name them?

**Answer:** See answer to question #5, issued in Amendment #3.

38. Question: Can you provide a good faith estimate of when the NTP will be issued or when the selected resources will be expected to report?

**Answer:** See answer to question #19, issued in Amendment #3.

39. Question: Attachment L (Location of the Performance of Services Disclosure) states that "...the Department may contract for services provided outside of the United States..." under certain conditions. The Key Information Summary Sheet identifies the MVA, Glen Burnie as the primary place of performance. Are all personnel for this contract to report to Glen Burnie or is the MVA open to some support personnel working from outside the United States?

**Answer:** See answer to question #16, issued in Amendment #3.

40. Question: Regarding page 18, section 3.5.4 (Cyber Security /Data Breach Insurance) – Can a certificate of insurance for this coverage be provided within 5 business days from notice of recommended award or must it be in force at the time of the proposal due date?

**Answer:** See answer to question #26, issued in Amendment #3.

41. Question: Are the MBE/VSBE subcontractors required to carry the same Cyber Security /Data Breach insurance coverage and amount?

**Answer:** Subcontractors are not required to carry the insurance set forth in 3.5.4; however, that subcontracted work is directly attributable to the Master Contractor and thus should be covered by the aforementioned insurance.

42. Question: Can companies subcontract to more than one prime on this opportunity?

**Answer:** Yes.

43. Question: Who is the incumbent?

**Answer:** See answer to question #5, issued in Amendment #3.

44. Question: What is the incumbents period of performance?

**Answer:** Five (5) years from the NTP.

45. Question: What is the current total contract value of the incumbent?

**Answer:** See answer to question #5 issued in Amendment #3.

46. Question: Can the initial 3 key personnel be employees of the Prime contractor then satisfy the MBE and VSBE goals in the staffing plan?

**Answer:** Yes.

47. Question: Question: Does the Project Manager position have any certification requirement?

**Answer:** No.

48. Question: Are the initial Key Personnel required to be onsite 100 %?

**Answer:** See answer to question #16, issued in Amendment #3.

49. Question: When will initial interviews with candidates begin?

**Answer:** Anticipated month, October.

50. Question: What is the anticipated date of award?

**Answer:** Anticipated month, November.

51. Question: Once awarded, when is the anticipated NTP?

**Answer:** See answer to question #19, issued in Amendment #3.

52. Question: Once NTP has been completed, when will the TO's for the additional resources be released?

**Answer:** Additional resources will be requested through the Work Order process, based on the needs of the business.

53. Question: When will the responses to the Q&A be distributed.

**Answer:**

Answers to questions 1 – 33 was distributed on 5/23/2019.

Answers to questions 34 – 80 are included with Amendment #4.

54. Question: In the Financial Proposal, should we include hours for the additional resources.

**Answer:** No.

55. Question: Some of the firms who are out of the SBR programs ie. not qualified as SBR firm in Maryland due to their higher average revenue in the last 3 years, are still believing that they are SBR firms. What is the metric you will apply to verify all the bidders of this RFP that they are current SBR firms and are eligible to participate for this contract?

**Answer:** Firms will be verified through eMaryland Marketplace.

56. Question: It appears that the Scope of Work, as listed in Section 2 of the TORFP, is primarily for enhancements, maintenance, and support of MVA applications. Are major upgrades and/or redesign of one or more applications also within the Scope?

**Answer:** Yes.

57. Question: Do the Labor Categories to be chosen by Contractor have to match with the positions / job title in the TORFP?

**Answer:** Yes, see section 2.1.2 in the Solicitation TORFP for the CATS+ Labor Categories listed.

58. Question: Can Offeror propose key personnel with certifications equivalent to Microsoft Certified Professional (MCP) certification?

**Answer:** No, see section 1.1.1 in the Solicitation TORFP.

59. Question: Does Appendix 4 require scan signature of the proposed candidate?

**Answer:** Electronic signatures are acceptable.

60. Question: How will MDOT, MVA make an apple to apple comparison for the Optional Resources positions (since only the Hourly Labor Rate is being asked and not the Proposal Price for that position)?

**Answer:** See answer to question #21, issued in Amendment #3.

61. Question: Does the Evaluated Price for (Year 1, Year 2, Year 3, Year 4, and Year 5) in the TO Financial Proposal Form need to include the Optional Resources pricing?

**Answer:** No, the Optional Resource hourly labor rate pricing is not to be included in the Total Evaluated Price Year.

See answer to question #21, in Amendment #3 about optional resources.

62. Question: Do we get time for asking follow-up questions?

**Answer:** Follow-up questions to our answer only are due back by 5/31/2019 at 2:00PM (EST).

63. Question: At the pre-proposal conference it was mentioned that the contractor which is providing some portion of the services required in this TORFP is United Technologies (formerly Rockwell Collins and ARINC). Can MVA confirm / provide the information below:

- a. What is the current contract period of performance?

**Answer:** See answer to question #44.

- b. What is the value of the contract?

**Answer:** See answer to question #5, issued in Amendment #3.

- c. Was there any Change Order issued?

**Answer:** No.

- i. If yes, what is the value of the Change Order?

**Answer:** N/A

- d. How many billable resources are currently working on the contract?

**Answer:** See answer to question #31, issued in Amendment #3.

- i. What labor categories do they belong to?

**Answer:** 3 - Application Developer, Advanced Technology (Senior).

1 – Database Administration Specialist (Senior)

1 – Quality Assurance Specialist

1 – Analyst, Computer Systems (Junior)

- ii. Are they full-time resources?

**Answer:** Yes.

- e. Is there a plan to extend the current contract?

**Answer:** Yes.

- i. If yes, until when?

**Answer:** Anticipated current contract extension is through February 2020.

64. Question: Apart from United Technologies/ Rockwell Collins / ARINC, are there any other contractor(s) currently providing resources through a separate staff-augmentation / staffing contract (or any other contract) who fulfill some of the services required in this TORFP?

**Answer:**

Yes, On Call Temporary Contingent Labor Services Contract

a. Question: If yes, please provide the name(s) of the contractor?

**Answer:** Infojini, Inc.

b. Question: How many resources does each contractor provide?

**Answer:** seven (7) resources

Question: What is the value of this separate contract(s)?

**Answer:** Estimated at \$2,100,000.00

c. Question: What is the contract period of performance for this separate contract(s)?

**Answer:** Contract term end date March 2020.

d. Question: How many billable resources are currently working on the separate contract(s)?

**Answer:** Seven (7).

i. Question: What labor categories do they belong to?

**Answer:**

1 - Application Development Expert;

2 - Architect, Application (Senior);

1 - Database Management Specialist (Senior);

1 - Project Manager;

2 - Applications Programmer

ii. Question: Are they full-time resources?

**Answer:** Yes.

65. Question: As per the answers given by MVA at the pre-proposal conference, it is our understanding that the contractor will be choosing a CATS+ Labor Category which directly corresponds to the “positions” mentioned in Section 2.1.2 of the TORFP and also in the “Job Title from TORFP” column in Attachment B of the TORFP. In other words, the choice of Labor Category has already been made by MVA. Is that understanding correct?

**Answer:** Yes, see answer to question #57.

66. Question: Section 1.1 of the TORFP talks about “Offeror Personnel Minimum Qualifications” which in turn refers to the Labor Category chosen by the Contractor. Is there a “minimum” or “mandatory” experience requirement for the personnel that is *specific* to the Scope of Work for this TORFP?

**Answer:** Yes, the personnel proposed under the TORFP must meet all minimum qualifications for the labor category proposed.

67. Question: Section 1.1.1 of the TORFP specifies that the “Key Personnel” “must possess” certification as a “Microsoft Certified Professional (MCP)”. However, as per Microsoft, the Microsoft Certified Professional certification “is no longer available”. Can the Offeror submit candidates who have other Microsoft certifications or equivalent certifications?

**Answer:** See answer to question #58.

68. Question: Section 4.6 of the TORFP talks about Oral Presentation. Can MVA clarify if the Oral Presentation will be: (a) *group* presentation with the Offeror and all three key personnel present; or (b) *individual* interviews of the proposed key personnel; or (c) a group interview of all three key personnel *without* the Offeror present?

**Answer:** Oral Presentations will be conducted as the following;

- a. Group presentation with the Offeror and all three key personnel.
- b. Individual interviews of the proposed Key Personnel without the Offeror Present.

69. Question: What is the approximate timeframe for MVA to interview the proposed key personnel candidates?

**Answer:** See answer to question #49.



70. Question: What is the approximate timeframe that MDOT/MVA intends to make an award?

**Answer:** Please see answer to question #50.

71. Question: While the “Primary Place of Performance” mentioned is MVA’s office in Glen Burnie, MD, will MVA allow occasional remote work (from Contractor’s/Consultant’s locations)?

**Answer:** Please see answer to question #16.

72. Question: Section 3.8.2 of the TORFP lists the “Preferred Offeror Experience”. We seek clarification on the following:

- a. Under Section 3.8.2. 1. b) what is MVA looking for in “Total number of client devices” and “Total number of server devices”? If it means that we need to identify the count of such devices, what is the purpose? In addition, in many cases providing such data (especially of other government organizations) may not be allowed due to confidentiality reasons. Can MVA remove this?

**Answer:** No.

- b. Under Section 3.8.2. 2. mentions that Offeror must demonstrate experience in “Engagements where the Offeror provided multiple full-time personnel resources having Microsoft Certified Professional (MCP) certifications”. We understand the need to evaluate if the Offeror has managed multiple personnel on a project / engagement, but feel that the requirement to manage personnel with “MCP” certification is restrictive. Can MVA remove this specific requirement of managing personnel who have MCP certification?

**Answer:** No.

73. Question: It is mentioned in Section 6.5.F of the TORFP that the “TO Technical Proposal will be given greater weight than the TO Financial Proposal”. Can MVA provide information on what is weightage factor for the Technical and Financial Proposals (example, 60% for Technical and 40% for Financial)?

**Answer:** The State cannot disclose this information.

74. Question: Appendix 4A “Minimum Qualifications Summary” has incorrect references:
- “Appendix 2B” is mentioned in several places in the Table provided, whereas it should be “Appendix 4B”. Can MDOT/MVA correct this?

**Answer:** This is corrected in Amendment #4.

- Similarly, there is a reference to “Form 5B” whereas it should be “Form 4B” or “Appendix 4B”. Can MDOT/MVA correct this?

**Answer:** This is corrected in Amendment #4.

- Under “TORFP Additional Requirements” it is mentioned “...as defined in Section 2.1 of this TORFP”, whereas it should be “Section 1.1 of this TORFP”. Can MDOT/MVA correct this?

**Answer:** This is corrected in Amendment #4.

75. Question: The following with regard to the Table that **follows** the “References” in Appendix 4B “Labor Classification Personnel Resume Summary”:

- This table is a repeat of the Table that appears in Part 4A “Minimum Qualifications Summary”. Can MDOT/MVA remove this duplication?

**Answer:** No.

- If MDOT/MVA cannot remove this duplicate table, can MDOT/MVA correct the reference to “See Section <<3.10>>”, since “3.10” of the TORFP refers to “MBE Reports”?

**Answer:** This is corrected in Amendment #4.

- Similarly, it asks to insert the “Education” / “Experience” / “Duties” from “Section <<x.x>> for the applicable labor category” – we are assuming that “<<x.x>>” refers to Section 2.10 of the CATS+ RFP. Is that correct?

**Answer:** This is corrected in Amendment #4.

76. Question: Attachment B "TO Financial Proposal Instructions & Form" allows for the two (2) "Senior Architect Applications", two (2) "Application Development Experts", and the two (2) "Application Programmers" to be proposed under one "Hourly Labor Rate" for each of the positions for five years. We think the Offeror should have the ability to submit a *separate/distinct* "Hourly Labor Rate" for each of those positions. In other words, allow for individual pricing for each resource. Will MDOT/MVA consider this suggestion and modify the Attachment B?

**Answer:** No.

77. Question: Attachment B "TO Financial Proposal Instructions & Form", list the Job Titles for various "Optional Resources" for each year. However, it only asks for the "Hourly Labor Rate (A)" and does not specify "Total Class Hours (B)" for those positions. While we understand that these are "Optional" resources and hence may not have a fixed number of hours, we suggest that MDOT/MVA incorporate a token "number" (say 100 hours for each position) so that the last column, "Proposal Price (C)" can be evaluated uniformly across Offerors submitting a proposal. Will MDOT/MVA consider this suggestion and accordingly amend Attachment B of the TORFP?

**Answer:** No. Please see answer to question #61.

- a. If MDOT/MVA does not do this, can it clarify if "Proposal Price (C)" should be the same as "Hourly Labor Rate (A)" for each of the "Optional Resources" positions?

**Answer:** Only fill in the Hourly Labor Rate (A) for each of the "Optional Resources". Please see answer to question #61.

- b. Can MDOT/MVA also clarify which of the two ways of calculating the "Evaluated Price" for each of the individual five Years would be correct?

(i) "Evaluated Price" for each of the individual five Years should include the "Proposal Price (C)" for the initial seven (7) resources and also the "Optional Resources" positions

*or*

(ii) "Evaluated Price" for each of the individual five Years should include only the sum of "Proposal Price (C)" for the initial seven (7) resources – namely, one (1) "Project Manager", two (2) "Senior Architect Applications", two (2) "Application Development Experts", and the two (2) "Application Programmers".

**Answer:** See answer to question #61.

78. Question: Appendix 4A “Minimum Qualifications Summary” and Appendix 4B “Labor Classification Personnel Resume Summary” both require the signature of the “Proposed Individual”. In order to ensure that companies do not submit resumes of candidates without the candidate’s authorization, can MDOT/MVA confirm that the only acceptable signature would be the actual scan of the signature of the candidate (as opposed to the name being written in a different font)?

**Answer:** See answer to question #59.

79. Question: Since there is a possibility of follow-up questions after the question deadline (May 22<sup>nd</sup> currently), we request MVA to allow questions until one week or so before the proposal due date. Will MVA agree to this request?

**Answer:** No. See answer to question #62.

80. Question: Will MVA consider extending the due date (currently June 14)?

**Answer:** Yes, the due date of the TO Proposal will be extended with Amendment #4 to Friday, June 21, 2019 at 2:00pm (EST).

81. Question: Can an MBE subcontractor on this opportunity both prime with their own MBE subs and be an MBE subcontractor to a prime for this?

**Answer:** No. The prime can self-perform work and satisfy up to 50% of the overall MBE goal. It is not possible for the MBE prime to, in essence, contract with himself to be a subcontractor and count toward the attainment of the MBE goal.

**The End of Questions and Answers Nos. 34 – 81 (issued with Amendment #4)**



**CATS + TORFP J04B8400007**

**MVA.NET and VISUAL BASIC PROGRAMMING SUPPORT**

**Amendment #5 Issued: June 4, 2019**

***THIS AMENDMENT IS BEING ISSUED TO PROVIDE A RESPONSE TO QUESTIONS SUBMITTED AND UPDATE AND CLARIFY CERTAIN INFORMATION CONTAINED IN THE ABOVE-REFERENCED TORFP. ALL INFORMATION CONTAINED HEREIN IS BINDING ON ALL WHO RESPOND TO THIS TORFP.***

**See Attached Q &A's**

1. Questions and Answers Nos. 82 – 83.

**The Question and Answer period has closed.**

**End of Amendment #5**

Date Issued: June 4, 2019

By: Peggy Tischler, Procurement Officer

**MVA.NET and Visual Basic Programming Support**  
**TORFP #J04B8400007**

**Questions and Answers (Issued with Amendment #5)**  
**Nos. 82 - 83**

82. Question #72 in Amendment #4 was partially answered. Can MDOT/MVA clarify the following:

- a. Under Section 3.8.2. 1. b) what is MVA looking for in “Total number of client devices” and “Total number of server devices”?

**Answer:** We want the offeror to identify the count of client devices and server devices.

- b. If it means that we need to identify the count of such devices, what is the purpose?

**Answer:** The purpose of the question is to provide a data point to assist the MVA in assessing offeror experience in working with client server systems, the scale of such systems and the inherent issues with small vs. larger scale systems.

83. Question: The answers to Question #58 and Question #67 in Amendment #4 indicated that Microsoft Certified Professional (MCP) certification is required for the two key personnel – Applications Development Expert and Architect, Application (Senior). However, as pointed out Microsoft no longer offers “MCP certification” – please see link: <https://www.microsoft.com/en-us/learning/microsoft-certified-professional.aspx> . In this context, can MDOT/MVA allow Offerors to propose key personnel with equivalent certifications such as Microsoft Fundamental certification(s) or Microsoft Associate certification(s)?

**Answer:**

For this opportunity, the MVA is specifically seeking expert knowledge of VB6 for the two key positions. Since VB6 is no longer supported by Microsoft, having earned the MCP certification earlier in their career indicates the required VB6 knowledge which is why we are requiring it for those two positions.

**The End of Questions and Answers Nos. 82 – 83 (issued with Amendment #5)**

**The Question and Answer period has closed.**