



**CATS + TORFP J05B8400018**

**MTA Unix and Informix Application Maintenance and Support**

**Amendment #1 Issued: April 21, 2021**

**This Amendment is being issued to provide Pre-Proposal Conference information which includes the meeting agenda, sign-in sheet for the above-mentioned TORFP, and a revised Attachment B. All information contained herein is binding on all offerors who respond to this TORFP.**

**SEE ATTACHED INFORMATION:**

- 1. Meeting Agenda**
- 2. Sign-In Sheets**
- 3. Revised Attachment B (Separate Attachment)**

April 21, 2021

By: Ron Eshleman, Procurement Officer

**Pre-Proposal Conference**  
**TELECONFERENCE ONLY DUE TO CORONAVIRUS**

**TORFP: J05B8400018**

**MTA Unix & Informix Application Maintenance and Support**

**Wednesday, April 21, 2021 @ 10:00 a.m. (EST)**

Good Morning and welcome to the Pre-Proposal conference for the Task Order Request for Proposals (TORFP) J05B8400018 for MTA Unix & Informix Application Maintenance and Support. My name is Ron Eshleman and I am the Procurement Officer assigned to this TORFP. Also in attendance is the Project Manager Billie Leeper.

Please keep yourselves on mute during this conference unless you are speaking as this will reduce feedback and background noise. Also, please refrain from asking questions via the chat function as we do not have anyone to moderate the chat box. Everyone will have an opportunity to ask questions once we are finished our presentation.

I will be going over the Procurement part of this project. We will do our best to answer all questions regarding the scope of work, but strongly suggest all questions requiring an official answer be submitted in writing. No answers given at today's meeting will be considered binding or an amendment to the contract. Throughout this Pre-Proposal Conference, if you want a high-level response to any question you may have, I again ask that your questions be submitted to me, in writing via email.

- Written **questions must be submitted to me at [reshleman@mdot.maryland.gov](mailto:reshleman@mdot.maryland.gov)**. The deadline for submission of questions is **Friday, April 30, 2021 at 10:00 am (EST)**.
- The Questions and Answers will be released via an Amendment as soon as possible after the Question due date.
- The main purpose of this pre-proposal conference is to review the procurement requirements, address concerns, provide clarifications, provide instructions pertaining to the solicitation and scope of work, and answer questions.

- This TORFP was advertised to all Master Contractors under Functional Area 5 on Tuesday April 13, 2021.
- The Pre-proposal script and the attendees list will be posted as an Amendment today or tomorrow.
- Changes to the scope of work or any response requirements will be published as an Amendment and supersede the original published documents per COMAR.
- The due date and time for proposal Submission is **Monday, May 24, 2021 at 2:00 P.M. Local Time**. Please see Section 5 of the RFP 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 RFP), are to be delivered together, but separate from the Financial Proposal. The proposals must be e-mailed to the Procurement Officer.
- Please submit your offer in the format listed in section 5.3 of the TORFP, as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.
- The State will award this project to one (1) Contractor.
- Please be sure to review Section 6 – Evaluation and Selection Process, and in particular Section 6.2, TO Technical Proposal Evaluation Criteria.
- This is a Small Business Reserve procurement and the small business reserve affidavit must be filled out and submitted with your proposal.

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

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

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

- Although there is no Minority Business Enterprise (MBE) Goal for this project and no VSBE goal, we encourage both MBE & VSBE participation with this procurement.
- Project Manager, Billie Leeper will now go over the Scope of Work for this TORFP.

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

### **Final Reminders:**

- It is your responsibility to update your company's registration as necessary with DoIT. MDOT Procurement does not have the capability of updating contractor's information within DoIT.
- Please refer to TORFP Section 4.16.4 for assistance with SBR registration. Any questions or concerns regarding your SBR registration should be directed to the eMaryland Marketplace Advantage (eMMA) helpdesk: [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).
- Only the information communicated by the Procurement Officer in writing shall be the official position of MDOT, and MDOT assumes no responsibility for information communicated by any other source.
- An Amendment will be sent out today or tomorrow with a copy of the Pre-Proposal Script and a list of all attendees who signed up for this teleconference. An Amendment with questions and answers will also be sent out once all questions are received and properly answered.

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

**The End**

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP# J05B8400018**

*Vendors Requested to Attend Via Teleconference*

**TITLE: MTA Unix & Informix Application Maintenance and Support**

**DATE: Wednesday, April 21, 2021 at 10:00 am (EST)**

**[ X ] PRE PROPOSAL MEETING**

**Page   1   of   3**

COMPANY NAME	PRINTED NAME	E-MAIL ADDRESS
iCUBE Systems, Inc.	Narayan Athreya	nvathreya@icubesys.com
J29 Inc.	Nick Vass	Nick.vass@j29inc.com
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DK Consulting, LLC	Erin Hamilton	ehamilton@dkconsult.net
Cambridge Federal	Kelli Clark	Kelli_clark@cambridgefederal.com
Cambridge Federal	Mike Ross	Mike.ross@cambridgefederal.com
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SQN Systems	Joseph Conley	jconley@sqnsystems.com
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Group Z, Inc.	Pantelis Zairis	pzairis@group-z.net

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP# J05B8400018**

*Vendors Requested to Attend Via Teleconference*

**TITLE: MTA Unix & Informix Application Maintenance and Support**

**DATE: Wednesday, April 21, 2021 at 10:00 am (EST)**

**[ X ] PRE PROPOSAL MEETING**

**Page  2  of  3**

COMPANY NAME	PRINTED NAME	E-MAIL ADDRESS
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**CATS + TORFP J05B8400018**

**MTA Unix & Informix Application Maintenance and Support**

**Amendment #2 Issued: May 5, 2021**

This Amendment is being issued to provide changes to the TORFP and to answer questions for the above-mentioned TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

Specific parts of the TORFP have been amended. The changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

Amend the TORFP Section 5.3.5.B.1 as follows:

TO Financial Proposal and all supporting material in Microsoft ~~Word~~  
**Excel** format, version 2007 or greater,

**SEE ATTACHED INFORMATION:**

- 1. Questions and Answers #1.**

May 5, 2021

By: Ron Eshleman, Procurement Officer II

## **J05B8400018, MTA Unix & Informix Application Maintenance and Support**

### **Questions and Answers #1**

Question 1: Are these positions leaning toward immediate on-site work or remote start?

**ANSWER 1: Resources will be required to be on-site, and remote work will be at the discretion of the TO Manager.**

Question 2: Does DOT have any incumbent contractor(s) currently working, or who recently worked, on this project? If so, is the incumbent eligible to respond to this solicitation?

**ANSWER 2: Yes, the incumbent is Infojini, Inc., and they are eligible to respond to this solicitation.**

Question 3: What category does the Senior Unix/Informix in the Section 2.10 of the CATS + RFP?

**ANSWER 3: In submitting the proposal, the Labor Category selection for the Senior Unix/Informix resource is required by the Master Contractor, as noted in Section 1.1 and reflected on the financial spreadsheet. Offerors must select a labor category from Section 2.10 of the CATS+ RFP.**

Question 4: We would like to know if there is an incumbent on this contract, performing the work currently who is eligible to bid.

**ANSWER 4: Please see Answer #2.**

Question 5: What is the responsibility of the contractor or the offeror? Do they have to provide resources or will they be involved in end to end overseeing of the project?

**ANSWER 5: One Master Contractor will be awarded the Task Order and holds responsibility for the contract, including oversight and provision of resources.**

Question 6: Are there any incumbents?

**ANSWER 6: Please see Answer #2.**

Question 7: Could you please provide clarification about the part time position, how are the hours spread out per week, is it 2 or 3 days a week and if this position can be remote.

**ANSWER 7: Currently, the part-time position hours cannot be defined in days of the week. We anticipate when the need arises, defining of days and commitment hours will be discussed with the Master Contractor who is awarded the Task Order. Resources will be required to be on-site, and remote work will be at the discretion of the TO Manager.**

Question 8: Please provide an approx. time-line for award and start of this contract given the present contract is till Nov'21.

**ANSWER 8: We anticipate awarding this contract by September 2021 and currently anticipate a contract start date of 12/1/2021.**

Question 9: We are a small firm and trying to compete. Bid preparation etc cost us a lot of money. If you think that everything else being equal you will renew the incumbent then please let us know. In these COVID times, our resources are few and times are tough. We can invest this effort someplace else. I wouldn't ask this question if these were normal times.

**ANSWER 9: The incumbent is entitled to bid on this TORFP, and they will be competing under the same criteria as any other offeror.**

Question 10: What training are you expecting us to provide? There is no new innovation or development happening in Informix 4GL or Unix or for that matter Linux OS. I would appreciate your perspective on this.

**ANSWER 10: Specific training needs are not identified at this time. Over the length of the contract, when the need arises, training expectations will be discussed with the Master Contractor who is awarded the Task Order.**

Question 11: Can this position be 100% remote for the duration of the contract. The fact is there is small number of people in DMV area with these skills and no one wants to relocate right now.

**ANSWER 11: Resources will be required to be on-site, and remote work will be at the discretion of the TO Manager.**

Question 12: Which labor category do the Senior Unix/Informix Resources fall under?

**ANSWER 12: Please see Answer #3.**

Question 13: I am curious if remote work will be allowed due to COVID.

**ANSWER 13: Please see Answer #1.**

Question 14: Page 11 of 90, Section 2.3.1.BB: The requirement states "Perform annual and year end activities as assigned." Please describe what is meant by annual and year-end activities and the scope of the work that is involved.

**ANSWER 14: Examples/Scope of Annual and Year-End Activities:**

**Tax Reporting: Resources will extract data and develop reports.**

**Pension Calculation: Resources will compute and create total pay calculations.**

Question 15: Page 13 of 90, Section 2.4.1: The requirement states "They may be asked to be on call and available during non-core working hours in support of MTA's mission critical applications and will need to provide a phone number where they can be reached during those non-core hours." On the current task order, what is the frequency that work during non-core hours occurs and please describe a scenario that requires work during non-core hours.

**ANSWER 15: Frequency of non-core work hours fluctuate on a monthly basis. It occurs when the need of the business dictate to have the support of the resources. Some examples of required support, are but not limited to, disaster recovery, deployment of new data interfaces, emergencies, etc.**

Question 16: I see the place of performance is at the MTA in Baltimore, but am curious if remote work will be permitted due to the COVID pandemic?

**ANSWER 16: Please see Answers 1 and 11.**

Question 17: Regarding the evaluation criteria, how much weight does the required past performance hold as completed to the other evaluation criteria?

**ANSWER 17: MDOT cannot provide weighting criteria. Please refer to Section 6.2 of the TORFP for the evaluated categories which are ranked in descending order of importance.**

Question 18: Will Master Contractors that do not have the total years of Past Performance, but have qualified candidates that do have the relevant experience be penalized or disqualified?

**ANSWER 18: Master Contractors would not be disqualified on past performance only. However, as past performance is an evaluation criterion (see Section 6.2.4), Master Contractors will be evaluated accordingly.**

Question 19: Can you provide the number of database servers and application servers.

**ANSWER 19: A total of three (3) servers handle both database and application.**

Question 20: Can you please share the average number of weekly or monthly "Problems" or incidents that occur.

**ANSWER 20: An average of three (3) "problems" or "incidents" occur weekly.**

Question 21: What is the current staff level that supports this environment?

**ANSWER 21: Two (2) Senior Developers support the current TORFP environment.**

Question 22: We see that MS SQL listed - What is the scope for MSSQL?

**ANSWER 22: The scope of the MSSQL listed for this Task Order will include the support for Informix-MSSQL data interfaces.**

Question 23: The RFP states an insurance requirement for \$5M per cyber policy claim. Given the substantial cost of this coverage and considering this is an SBR set-a-side, would MDOT consider reducing this insurance requirement to \$1M per cyber policy claim?

**ANSWER 23: No, MDOT will not reduce the amount of insurance requirement.**

Question 24: In the RFP, Page 41, Section 5.3.5, B-1 requests that the Financial Proposal be prepared in Word format. Given that the Financial Proposal template provided is in Excel format, can you verify that Excel format is expected instead of Word?

**ANSWER 24: Yes. Please see Amendment #2.**

Question 25: The RFP states that consultants are not to use their personal computers to support this contract. Does the State prefer to issue computers or is the preference for the awarded vendor to provide fully compliant computers to its assigned support personnel?

**ANSWER 25: Please refer to Appendix 5, MDOT IT Security Plan. The MTA does not issue computers for Contractors to use.**

Question 26: If an award is made to a different vendor, is your expectation that one or both of these two existing support resources will provide knowledge transfer?

**ANSWER 26: Yes, the expectation will be knowledge transfer is completed among vendors.**

Question 27: How long have each of the 2 incumbent consultants worked at MTA supporting this contract?

**ANSWER 27: MDOT cannot discuss employment of consultants.**

Question 28: Given current COVID restrictions, are the two key resources expected to begin onsite, offsite, or some combination thereof until such restrictions are lifted?

**ANSWER 28: Please see Answers 1 and 11.**

Question 29: Under section 2.2.2 both C++ and Fortran compilers are listed. Can you provide the relative percentage of usage that is expected by the developers for each language?

**ANSWER 29: Usage for each language would be on an emergency basis only; no day-to-day usage will be required.**