



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
Kelly M. Schulz | Secretary of Commerce
Benjamin H. Wu | Deputy Secretary of Commerce

Amendment #1

REQUEST FOR PROPOSALS (RFP) WEB DEVELOPMENT, MAINTENANCE SUPPORT SERVICE SOLICITATION #T00B9400015

November 4, 2019

This addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. The following revisions/deletions/additions are listed below.

1. Revised RFP Attachment B – TO Financial Proposal Instructions & Form

The TO Financial Proposal Form has been revised to (Years 1-3 plus 2 one year options). See attached form.

2. Section 1.1.3 Database Management Specialist

1.1.3.1 Should read - Required Documentation: As proof of meeting this requirement, the Offeror shall provide with its Proposal at least **two** (2) Database Management experts personnel with at least one (1) resource having Microsoft SQL 2012+ experience.

All addendums must be included with technical proposals.

Brenda Lee
Procurement Officer

Date



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Amendment #2

REQUEST FOR PROPOSALS (RFP) WEB DEVELOPMENT, MAINTENANCE SUPPORT SERVICE SOLICITATION #T00B9400015

November 6, 2019

This addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. The following revisions/deletions/additions are listed below.

1. Revised Key Information Summary Sheet

The Key Information Summary Sheet should read – Questions Due Date and Time: Tuesday, November 12, 2019 at 2:00 p.m.

2. Section 3.3 Invoicing

3.3.2 Should read – The TO Contractor shall e-mail the original of each invoice and signed authorization to invoice to the TO Manager.

All addendums must be included with technical proposals.

Brenda Lee
Procurement Officer

Date



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**Pre-Proposal Conference
Minutes
CATS+TORFP # T00B9400015
Wednesday, October 30, 2019 @ 10:00 a.m.
Web Development, Maintenance and Support**

Department Attendees

Brenda Lee, Procurement Officer
Jim Keenan, IT Project Manager
Regina Tillery, Director & CIO of IT Management
Tonya Wigfall, Minority Business Outreach Director
Russian Wyatt, Programmer/Analyst
Robert Brightful, Manager of Enterprise Services
Eric Sklar, IT Programmer Analyst

I. BACKGROUND AND GENERAL REQUIREMENTS

The Maryland Department of Commerce conducted a Pre-Proposal Conference at 401 E. Pratt Street on Wednesday, October 30, 2019. An attendance list is attached. Brenda Lee, the Procurement Officer convened the conference. There were introductions by the Commerce staff present and attendees.

Jim Keenan gave a brief overview of the Department's Office of Information Technology. The awardee will be working with the enterprise, infrastructure and networking and performance management and processing teams. The Department of Commerce is responsible for the development of web applications, process improvements and assisting in compilation of performance metrics. The Maryland Department of Information Technology is responsible for end user support and network infrastructure.

The Department of Commerce is the state's primary economic development agency, we stimulate private investment and create jobs by attracting new businesses, encouraging the expansion and retention of existing companies, aid international investment and support trade and tourism. The primary divisions we support are the Division of Business Development, The Office of Tourism Development, and the Maryland State Arts Council.

Brenda Lee then discussed the procurement process for the TORFP. The Key Information Summary Sheet was revised. This is a Small Business Reserve Procurement for which the award will be limited to Certified Small Business vendors. Only vendors that are registered with the Department of General Services Small Business Reserve Program are eligible for award of this contract. The resulting contract from this TORFP will be a Fixed Price/Time and Materials contract for 3 years plus two (2) one year

renewal options. There is a 33% MBE Goal with sub-goals for Women-owned of 8%, African American-owned of 7% and Hispanic American-owned of 2%. There also is a 2% VSBE Goal.

Section 5 – Task Order Proposal Format and Submission Requirements were discussed.

The proposals are due on November 18, 2019 via email at 2:00 p.m. The Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary Sheet. The date and time of submission is determined by the date and time of arrival in the Procurement Officer's e-mail box. Proposals received by the Procurement Officer after the due date will not be considered.

The TO Technical and TO Financial must be password protected. The TO Technical and TO Financial also must have different passwords.

MINORITY BUSINESS REQUIREMENTS

Tonya Wigfall reviewed the Minority Business Enterprise Requirements and Forms

- Advised that this procurement has a 33% MBE goal (8% Percent Women Owned, 7% Percent African American Owned and 2% Hispanic American-owned;
- Attachment D-1A MBE Utilization and Fair Solicitation Affidavits & MBE Participation Schedule were discussed and must be completed in its entirety and included with the Proposal);
- If the offeror fails to accurately complete and submit this Affidavit and Schedule with the Proposal as required, the Procurement Officer shall determine that the Proposal is not reasonable susceptible of being selected for award;
- Form D-3A & D-3B were discussed and must be submitted at within least 10 business days after award notification;
- D-4A thru D-5 forms/requirements was also discussed.

VETERAN-OWNED SMALL BUSINESS ENTERPRISE REQUIREMENTS

Tonya Wigfall reviewed the Veteran-Owned Small Business Enterprise Requirements and Forms

- Advised that this procurement has a 2% VSBE goal;
- Attachment E-1 was discussed and must be submitted with proposals;
- If the offeror fails to complete and submit E-1 form with the Proposal, Procurement Officer shall determine that the offer is not reasonable susceptible of being selected for award;
- E-2 form must be submitted at least 10 working days after award notification;
- E-3 and E-4 forms were discussed but are not required until after award;

Jim Keenan discussed the Scope of Work/Task Order.

- Section 2.1.1 We use a times and material approach
- 2.1.2 One Master contractor will be rewarded
- Section: 2.2.1 The will be focused on the project goals
- Section 2.2.2 Existing System – We are primarily a Microsoft shop. Our current websites run on SharePoint 213 but we want to transition to SharePoint 2016, but I want to make you aware that we have kept this task order broad because even though SharePoint is our web platform and our CMS. Sales force is our CRM and ESRI is our GIS system, the department uses Google Mail.

- Section 2.2.4 – Work Facilities – work will be performed at the World Trade Center which is a secured building and all personnel must wear a badge. Commerce has had success with contractors working remotely and that is an option, and is used most often
- Section 2.3.1- The majority of the work will be performed in Drupal and SharePoint
- Section 2.3.4.1 will primarily assist in measuring our preparation for tax credit submissions
- Section 2.4- we work on a work order basis- we do not expect for permanent staff to be involved. Staff will be assigned via a work order submission. Please see exhibit N for an example

Questions and Answers #1 & #2 – See attached.

If you have any questions or comments about the procurement process, please contact, Brenda Lee, Procurement Officer at 410.767-2345.

Keep in mind that **TIMELY SUBMISSIONS ARE IMPORTANT – LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

Sincerely,

Brenda Lee

Brenda Lee
Procurement Coordinator

PLEASE PRINT

PRE-PROPOSAL CONFERENCE
 Wednesday, October 30, 2019 @ 10:00 a.m.
 Web Development, Maintenance and Support Service
 TORFP No. T00B9400015

Name	Company Name Address	Phone Number	Fax Number	E-mail Address & Certification Number	Certified MBE/SBR	
					YES	NO
Jacob Krampf	centurion Consulting	571 207 8382		jacob@centurioncg.com	yes	
LARRY POKROY	PA Automation NJ	240-486- 9011		larry@paautomation.com	yes	
Amber Schrad	GANTECH	410-299 0573		aschrad@ggantech.net		NO
Sharon Fulton	Momentum	240 350 0656		sfulton@M-INC.com	MBE	
Stacy Ortel	DK Consulting	443-552- 5851 x102		sortel@dkconsult.net	✓	
Ken Ratjen	Softtek Enterprises.	347-387 2584		Kenneth.ratjen@softtekenterprises.com	✓	
GARY PRUCE	EN-net Services	301 846 9901		GPRUCE@EN-net-services.com	SBR	✓
Morganaut Batts	International Software Systems	301/886- 8906		mgates@issi-software.com	yes	

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Web Development, Maintenance and Support Service
TORFP No. T00B9400015

Name	Company Name Address	Phone Number	Fax Number	E-mail Address & Certification Number	Certified MBE/SBR	
					YES	NO
Andy Nguyen	Columbia MD 21046 8955 Guilford RD STE240	443 552 5251	443 283 4010	anguyen@dkconsult.net	✓	
Ben Kamm	712 N. East St. Frederick, MD	301-846-2901	301-846-2902	3kam@en-nk.com		✓
Femi Osamiluwa	Source IT, LLC	301-502-3751		OSamSam@yachoo.com	✓	
Melissa Huber	TMH Technology	301-646-6461		mhuber@tmhtechnology.com	✓	
Nora Peest	Group 2	410-772-0882		npresti@groups.z.net	✓	
Régina Tillery	Commerce / ITM	410-767-3391		regina.tillery@manland.gov		
Mortez Tadeyo	ITenology			Mortez@ITenology.com	✓	
Laci Beal	Synergy	410-603-128		Laci@555-INC.	✓	

RAIAN NAWAZ Global Alliance
301 801 3157 Rajan.N@globalalliance.com ✓

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Web Development, Maintenance and Support Service
TORFP No. T00B9400015

Name	Company Name Address	Phone Number	Fax Number	E-mail Address & Certification Number	Certified MBE/SBR	
					YES	NO
Tom Gardner	Collective TECH	410.215 3673		tom@collective tech.net	SBR ✓	
Miriam Karumbo	ITnova	401-871-9260		miriam.karumbo@itnova consulting.com	✓	✓
Laura Deimling	DTS	443-6180850		Laura@downto staff.com	✓	
Amjad Nagrah	EDAA5 LLC	443-995-4260		amagrah@2d-techso lutions.com	✓	
Varis Abdullahi	WDS	703-439-9220				
Robert White	IPDS	443-831-4887		Bob.white@IPDATA Systems.com		✓
Cindy Hill	Dimensional	201-370-3317		Cindy.hill@dimensional tech.com	✓	✓
Anna Kollon	Resourcesys Inc	443-9296850		anna@resourcesys.com	✓	

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Wednesday, October 30, 2019 @ 10:00 a.m.
Web Development, Maintenance and Support Service
TORFP No. T00B9400015

Name	Company Name Address	Phone Number	Fax Number	E-mail Address & Certification Number	Certified MBE/SBR	
					YES	NO
R.S.Venkatachalam	Manjai Corp. 7335A Hammer Pkwy Chesapeake	301-441-1011	301-441-1172	Venka@manjai.com 03-038	✓	
Paul Young	8115 Maple Lawn Blvd Fulton MD	240-786- 4856		Paul.Young@4logix.com ✓		
ELISEO CIBDRE SK	T SOURCE 5520 Research Park Suite 100, Catonsville MD	301 908 7014	701 560 4944	ECIBDRE@ TSRCE.COM -		
Chunlei Ding	Celerens, 1725 I St NW, Washington DC 20008	443-622-2143		cding@celerens.com ✓		
Paul Johnson	NERDS Group 11911 Tech Rd Silver Spring, MD 20994	301-622-7995	301-622-7998	paul@nerds.net ✓		
Ashley Boykin	Serigor 400 East Pratt, Ste. 800 Baltimore, MD 21202	443. 449.0903		Ashley.Boykin@ serigor.com ✓		
SCOTT SURGUY	SD IT 7161 COLUMBIA GARDEN	443-848 2294		SCOTT.SURGUY@SDIT .COM ✓		
Tejavi Sistla	1005 Old Columbia Rd, B215, Columbia, MD 21046	443-589 -7533		jas.sistla@ infojiniconsulting.com ✓		

Peter Arvey Global 11/1/19 410 746 8145 pay@cd49.com ✓

**Web Development, Maintenance and Support
Solicitation #T00B9400015
Historical Data**

Business Unit 1

PR Status	PR Name/Description		
	PR #	Project Request Name	Completed Yes/No?
	PR 15	MSAC Website Support	Y
	PR 17	MSAC Website Support	Y
	PR 18	MSAC Website Support - Drupal	Y
	PR 19	MSAC Website Support - PM	Y
	PR 23	MSAC Website Support - PM	Y
	PR 24	MSAC Website Support - Drupal	Y

	PR 25	MSAC Website Enhancement	Y
	PR 27	MSAC Website Support - PM	Y
	PR 30	MSAC Website Support - Drupal	Y
	PR 31	MSAC Website Design	Y
	PR 33	MSAC Website Support - PM	Y

	PR 34	MSAC Website Development	Y
	PR 36	Knowledge Transfer	
	PR 36	Knowledge Transfer	
	PR 36	Knowledge Transfer	
	PR 36	Knowledge Transfer	
	PR 39	MSAC Content Development	Y
	PR 41	MSAC Website Support (Drupal)	Y

[illegible]

PR 9	MDTRIPS Development	Y
PR 11	Migration of Data	Y
PR 12	Data Reporting / System Enhancement	Y
PR 15	MSAC Website Support	Y
PR 16	OTD Calendar of Events Dev.	Y
PR 20	Image Enhancement	Y
PR 21	Maintenance - MDTRIPS	Y
PR 22	Automate Image Display for Tourism Kit	Y
PR 28	MDTRIPS Maintenance	Y

PR 29	MDTRIPS Reporting	Y
PR 35	MDTRIPS Maintenance	Y
PR 40	MDTRIPS Reporting YODA	Y
PR 43	MDTRIPS Image Replacement -	Y
PR 46	MDTRIPS Calendar of Events	Y
PR 51	MDTRIPS Image Replacement -	N

PR 57	MDTRIPS Improve Accuracy of Location Display	N
PR 58	MDTRIPS Maintenance	N

Business Unit #3

PR Status	PR Name/Desc		
	PR #	Project Request Name	Complete
	PR 1	SharePoint 2013 Developers	Y

	PR 2	Email Template	Y
	PR 4	SharePoint 2013 Consultant	Y
	PR 45	SharePoint 2013 Home Page Layout	Y

Business Unit 4

PR Status	PR Name/Desc			
	PR #	Project Request Name		Complete
	PR 6	SharePoint 2013 consultant - Documentation		Y
	PR 13	Network Assessment		Y
	PR 26	Spring CM		Y
	PR 37	SharePoint 2013 Application		Y
	PR 38	SharePoint 2013/16 Support		Y
	PR 44	New Que		Y
	PR 50	SalesForce / SpringCM Resource		Y

	PR 60	SalesForce / SpringCM Support Services		Y

**Web Development, Maintenance and Support
Solicitation #T00B9400015
Questions and Answers #1**

1. **Question:** Who is the incumbent?
 Answer: DK Consulting, LLC

2. **Question:** Under what TORFP was the current services procured?
 Answer: CATS Plus TORFP #T00B4400022

3. **Question:** When does the contract expires?
 Answer: May 31, 2020

4. **Question:** What is the expected start date for this TORFP?
 Answer: June 1, 2020

5. **Question :** Subsection 1.1 Offeror Personnel Minimum Qualifications says to submit the following personnel with the proposal:
 - Project Manager - 1
 - Internet/Intranet Developer (Senior) - 3
 - Database Management Specialist - 2
 - Applications Development Expert - 3
 - Computer System Programmer - 1
 - Documentation Specialist – 1

However, sub-section 3.8.2 Personnel Experience says to submit Appendix 4 – Labor Classification Personnel Resume Summary Form with the experience and skills of the Key Personnel proposed.

Please confirm if all personnel mentioned in SubSection 1.1 are Key and we need to submit Appendix 4 for all 11 personnel.

Answer: Yes, the labor categories listing 3 would be a dedicated person for the three participating divisions of the department.

6. **Question:** Attachment B. TO Financial Proposal Instructions & Form - I assume that the vendor can add more rows to accommodate all labor categories mentioned in SubSection 1.1 and SubSection 3.8.2. Please confirm if my assumption is correct.
Answer: Yes, add additional lines as necessary.
7. **Question:** If a vendor is elected for orals, do you want all labor category candidates to appear for orals or only key personnel?
Answer: Only key personnel.
8. **Question:** When is the cutoff date for questions?
Answer: Monday, November 11, 2019 at 2:00 p.m.
9. **Question:** Table 1 states TO Financial Proposal Instructions and Form should be sent before TO Proposal instead of with TO Proposal. Could you please clarify when it is due?
Answer: See Section 5.3.4 Email submissions, the Financial Proposal should be sent in a separate file with a protected password.
10. **Question:** Could you provide the TORFP in word format to make it easier to insert the required forms in the offeror's proposal?
Answer: This is the required format to submit to all vendors.
11. **Questions:** Section [1.1.3](#): Does the state require three or two Database Management Experts. TORFP states, "...Proposal at least three (2) Database Management experts..."
Answer: Section 1.1.3 should read "the Offeror shall provide with its Proposal at least two (2) Database Management experts..."

**Web Development, Maintenance and Support
Solicitation #T00B9400015
Questions and Answers #2**

1. Question: Is the current Contractor eligible to submit a proposal?
Answer: Yes.
2. Question: Will a list of attendee be sent out?
Answer: Yes.
3. Question: Can the work be performed outside the site?
Answer: Yes, it can be performed remotely.
4. Question: How important is the agile to this project?
Answer: We are focused not being rigidly sticking to a process we are focused on the principle of delivering working applications, in shorter timescale focusing on phased delivery schedules.
5. Question: How long do you think it would take the transition from the current Contractor? Do you think there will be an overlap?
Answer: Not sure how long it would take to transition to a new Contractor. However, there will be an overlap in the transition. See Section 3.2.1 The TO Contractor shall provide transition assistance as requested by the State to facilitate the orderly transfer of services to the State or a follow-on contractor, for a period up to 60 days prior to Task Order end date, or the termination thereof.
6. Question: Who have the contract prior to D.K.?
Answer: The Gantech Company
7. Question: Are there any full time employees on the project?
Answer: No
8. Question: Is the MBE Subgoals on this TORFP the same as the current contract?
Answer: Yes.
9. Question: Do you want a redacted copy of the TO Technical?
Answer: Only if confidential and/or proprietary information is removed.
10. Question: Are all the positions staff by D.K., are there any new positions?
Answer: No, nothing is new.
11. Question: Are there any project changes you would like to see?
Answer: This model has work for the agency but are opened to new ideas.
12. Question: Can you provide some history information.
Answer: See attached Historical Data.



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VETERAN-OWNED SMALL BUSINESS ENTERPRISE REQUIREMENTS

Tonya Wigfall reviewed the Veteran-Owned Small Business Enterprise Requirements and Forms

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