STATE OF MARYLAND

DEPARTMENT OF INFORMATION TECHNOLOGY

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

ISABEL FITZGERALD
Secretary

Questions and Answers No. 3
Request for Proposal 060B4400002
INDEPENDENT ASSESSMENT SERVICES

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations contained in the following responses to questions by potential Offerors are not binding to the State, unless an addendum expressly amends the RFP. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor.

1) Section 2.4.1 states that Offerors must provide examples of IAS or equivalent quality assurance engagements on "IT development projects."

   a. How does DoIT define an "IT development project?" For example, if an IAS service (e.g., a risk assessment) was performed on a system that has already been deployed, is there a scenario where this could qualify as an "IT development project?"

RESPONSE: **Please see Amendment #4.**

   b. If not, regarding question #29 in the latest Q&A document, where a bidder asked about a risk assessment performed on more than 300 applications; to meet DoIT's definition of an IT development project, would the bidder have to determine which of these 300 applications were in an "IT development" stage in order to be able to calculate the project value – of only those applications in IT development? And while the bidder wrote, "*We are confident that the combined value of the applications is more than $10M*," what proof would this bidder (and other bidders) need to provide with their proposal to show "IT development project" cost to avoid being disqualified because DoIT didn't think IT development project value was $10M?

RESPONSE: **Please see Amendment #4.**

   c. Does DoIT recognize that IAS services can be performed on more than just "IT development projects?" For example, a lifecycle IV&V can be performed on a system that is already deployed, and many of the same IV&V analysis can be performed during O&M as during other IT project IV&Vs. Also, a security assessment (which is one of the QA services listed in the RFP), can be performed on an already deployed system that is not deemed an "IT development project." And some of the analyses described in the RFP can be performed before an IT development project has formally begun. Why would these IAS services not qualify as a valid past performance?

RESPONSE: **Please see Amendment #4. DoIT requires two (2) of the six (6) minimum qualification examples to be IT development projects.**

2) For question #6, DoIT replied that system testing is considered an IAS service. Because the RFP does not currently list system testing as an IAS service, will DoIT update the list of IAS services in section 2.3.4 of the RFP to specifically include system testing. This way, any system testing past performance will relate to the services listed in section 2.3.4 (and not just to the response in the Q&A document).

RESPONSE: **Please see Section 2.3.4.1 of the RFP. This section already includes system testing.**

3) Can offeror be a Joint Venture (JV) team for the IAS master contract?

RESPONSE: **In order for an Offeror to submit a proposal as a Joint Venture, the Offeror must be a legal entity registered to do business in the State of Maryland.**

    a. If DoIT response is 'Yes', please clarify the following: If the joint venture team meets the minimum qualifications that described in the section 2.4.1, 2.4.2 and 2.4.3, then will the JV team be considered for the technical evaluation?

RESPONSE: **Please see the response to Question #3.**

    b. If DoIT response is 'No', please make us understand the reason on why the offeror cannot be a Joint Venture team.

RESPONSE: **Please see the response to Question #3.**

4) For question #8, DoIT stated that a State agency may hire an IAS contractor to perform an IV&V, but this IV&V would be different than the IV&V conducted by DoIT in its oversight role. Questions:
    a. Please explain the difference between a State agency-sponsored IV&V and a DoIT-sponsored IV&V; in terms of scope, approach, reporting of findings, etc. (This is important to know as bidders build their IV&V methodologies and workplans.)

RESPONSE: **IV&Vs (snapshot or lifecycle) sponsored by State Agencies are not bound by the approach or methodology used by DoIT.**

    b. Does a State agency need to follow the typical TORFP and IV&V objective and deliverables format that DoIT uses for its IV&Vs, or are State agencies free to design their IV&Vs as they please?

RESPONSE: **Pleasee see the response to Question #4a.**

    c. If there is a DoIT-sponsored IV&V performed on a MITDP that recently had a State Agency-sponsored IV&V, how would the DoIT-sponsored IV&V change in scope due to the fact that another recent IV&V had been performed? Would the level of effort be less? Would the scope of the DoIT-sponsored IV&V consist simply of verifying the findings of the other IV&V? (This is important for bidders to know for planning

purposes because it could decrease the level of effort and scope of DoIT-sponsored IV&Vs.)

RESPONSE: **The scope and objectives of each DoIT-sponsored IV&V are separately considered based on the needs of the project.**

5) We are having an issue with the Pricing spreadsheet functionality. If we are infering the directions correctly in the intrusions tab, the tan cells on tab E2 should be editable and then populate the subset of corresponding blue cells on E1. However the tan cells in tab E2 are locked and password protected, we are unable to add rates for years 1-7 for any labor category. Can you provide a revised Pricing spreadsheet?

RESPONSE: **Please note that E-2 is located on the third (3rd) tab at the bottom of the spreadsheet. DoIT could not reproduce this issue. However, Amendment #2 did revise a calculation in the price sheet. The revised price sheet can be found on the DoIT website and eMaryland Marketplace.**

6) Can you please send me a copy of the pre-proposal summary for the Independent Assessment Services conference held on November 6, 2013 at 10:30am?

RESPONSE: **A summary of the pre-proposal conference and a list of attendees can be found on eMaryland Marketplace and the DoIT website.**

7) I am wondering if a second set of questions and answers is going to be released for the above-mentioned RFP?

RESPONSE: **Question & Answers #2 was published on eMaryland Marketplace and the DoIT website on November 19, 2013.**

8) There are two sections with same reference 2.1.1.One on page number 16 under SCOPE AND OBJECTIVE and the second one on page 17 as required Project Policies, Guidelines and Methodologies. Please clarify.

RESPONSE: **Please see Amendment #5.**

9) The RFP states that the contract period is 5 years but in contrary, the beginning and termination dates are specified as February 1, 2014 and January 31, 2018 which is a 4 year period. Please clarify.

RESPONSE: **Please see Amendment #5.**

10) In regard to the above referenced proposal, can you please confirm that the "signed pdf" mentioned in the Cost Proposal instructions is referring to pdf copy of the excel spreadsheet with a original signature or a digitally signed pdf?

RESPONSE: **Either a PDF copy of an Excel spreadsheet with an original signature or a digitally signed PDF are acceptable.**

11) Also, the RFP call for the technical and cost proposal to be in separate sealed envelopes, is it acceptable to put both sealed envelopes into one envelope for delivery?

RESPONSE: **Yes, as long as the envelopes are labeled as required in Section 3.3.**

12) In this RFP, it states that each amendment that is issued must be electronically acknowledged. Unfortunately, we have been having a very difficult time trying to get onto the eMaryland Marketplace website so that we actually can acknowledge these amendments (1-4). We do want to ensure that we acknowledge our receipt of each of these amendments (1-4) and are wondering if this email would suffice as our acknowledgement?

RESPONSE: **Please see Section 1.13 regarding the appropriate method to acknowledge revisions or amendments to the RFP.**

Thank you,

Michael Meinl
Procurement Officer

End of Question and Answer # 3