



Department of Public Safety and Correctional Services

Office of the Secretary

300 E. JOPPA ROAD • SUITE 1000 • TOWSON, MARYLAND 21286-3020
(410) 339-5000 • FAX (410) 339-5071 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • www.dpsscs.maryland.gov

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DAVID N. BEZANSON
ASSISTANT SECRETARY
CAPITAL PROGRAMS

DPSSCS TORFP – Q00B7400048 ITCD Staffing Questions & Responses #1

November 30, 2016

Dear CATS+ Master Contractors:

This list of **Questions and Responses #1**, for Question #1A through #3J, is being issued to clarify certain information contained in the above named TORFP.

The statements and interpretations of contract requirements, which are stated in the following questions from Master Contractors who are potential Offerors, are not binding on the Department, unless the Department expressly amends the TORFP. Nothing in the Department's responses to these questions is to be construed as agreement to or acceptance by the Department of any statement or interpretation on the part of the Master Contractor asking the question as to what the contract does or does not require.

Please Note: There were many questions and requests for clarification regarding the insurance requirements for this TORFP. A response is under preparation and will be forthcoming in a subsequent **Questions and Responses**. Please frequently monitor the Department's web page for any updates to this TORFP at <http://dpsscs.maryland.gov/publicservs/procurement/>.

Also note that the deadline for questions has passed.

1. **General Topics**

A. Question: What is the Department's budget for this task order agreement?

Response: That information is confidential and not available to Master Contractors.

B. Question: Are there any incumbents currently providing the services requested in this TORFP?

Response: The University of Maryland – College Park is currently providing staffing services to the Department under a Memorandum of Understanding (MOU) which expires, June 30, 2017. All MOU staff will be replaced and there will be no transition period.

2. MBE Requirements

A. Question: Please confirm the requirements for compliance with the MBE goal for this project.

Response: A MBE goal of 25% has been approved for this TORFP plus sub-goals of 8% woman-owned businesses, 7% African-American owned business and 2% Hispanic-American owned businesses.

B. Question: Could you confirm that the VSBE goal is 0%?

Response: There is no VSBE goal for this TORFP.

C. Question: As an MDOT certified MBE is my firm required to comply with the MBE goal requirements?

Response: Yes, you must meet the MBE goal as well as the sub-goal requirements. However, as a MBE prime contractor you can “self-perform” up to 50% of the MBE goal; and depending on the firm’s ethnicity you can self-perform 100% of the subgoal.

D. Question: If an MBE subcontractor has dual certification (e. g., WBE, African-American) can that be applied to two of the sub-goals.

Response: No. An MBE subcontractor with dual certification can only use one of its certifications to comply with the sub-goal requirement.

E. Question: Do the MBE sub-goals apply to the candidate resources as well as the subcontractors?

Response: No. The sub-goal requirement applies only to the subcontracting firms and not to their candidate resources. The goals and sub-goals are based on company ownership.

F. Question: If we elect to comply with the MBE goal by engaging an MBE to perform the full 25% goal, without designating subcontractors for the sub-goals would the firm be considered “non-responsive”.

Response: Yes, your firm would be non-responsive by not complying with the sub-goal requirement. Full compliance with the MBE goal/sub-goal requirement is the first step in the proposal evaluation process. Non-compliance with the MBE goal and failing to “cure” that non-compliance within the time allowed for that cure to be implemented will result in your firm being determined to be not susceptible for further consideration of contract award.

G. Question: At the pre-proposal conference the point was made that MBE subcontractors chosen must have both the NAICS code for the work to be done as well as specific certification for that work under that NAICS Code. Please clarify.

Response: MBE subcontractors must be certified for the general NAICS Code for the SOW, but must also be certified specifically for the type of work to be done. In this case and MBE must be certified for NAICS Code 561320 plus the specific qualification of IT Staffing Services under that NAICS Code as follows: “**561320 - TEMPORARY HELP SERVICES (SPECIFICALLY: IT STAFFING)**”

3. Qualifications & Scope of Work

A. Question: Section 2.1.1 of the TORFP, “Offeror’s Company Preferred Qualifications” states that the Master Contractor must have at least 25 full time employees and that the Master Contractor has been providing staffing services for the past 5 years. However, on Page 36, under Section 4.4.1 under the topic, “Compliance with Offeror Company’s Minimum Qualifications”, it states that the offeror shall have at least 3 past performances in the past 5 years, where the offeror has provided 5 concurrent personnel for the client and that the offeror has 50 full time employees. Please clarify which set of qualifications apply?

Response: The Master Contractor/Offeror shall have at least 25 full time employees at time of proposal submission and shall have at least 3 past performances in the past 5 years, where the offeror has provided 5 concurrent personnel for a client.

B. Question: How many resources is the Department requesting from Master Contractors? Will they be individuals or a team?

Response: Section 3.1 of the Scope of Work (SOW) states:

“The Department anticipates issuing a Work Order immediately upon Task Order award for three (3) resources following the Work Order Process in Section 3.9. The Department will have the option of adding up to 27 additional resources to this Task Order for a maximum total of 30 resources across all Task Orders issued in response to this TORFP” during the five year term of the Task Order Agreement (TOA).

C. Question: What are the desired skills for each key personnel?

Response: To summarize Section 3.1 of the TORFP the three job roles required as of NTP, and which shall be included as part of the TO Proposal, are:

- IT Programmer Analyst Lead (one available as of NTP)
- Senior Business Analyst (one available as of NTP; Offeror to select CATS+ labor category)
- Senior Systems Engineer (one available as of NTP)

In addition to the three roles above, this CATS+ Master Contractors shall be prepared to provide the following job roles, as defined by individual Work Orders:

- Database Specialist (one available as of NTP)
- Senior Network Engineer (one available as of NTP)
- Senior Project Manager (one available as of NTP)
- Senior Radio Engineer (one available as of NTP)
- Senior Reporting Architect (one available as of NTP)
- Senior System Analyst (one available as of NTP)

The Staffing Plan must specifically address how the following important job roles will be filled under this Task Order, with background, success, and strategy for providing these roles:

- Mainframe Tech CICS Programmer
- Mainframe Tech Systems Programmer
- Mainframe Tech Z/OS Programmer

The specific experience and skill sets required for these job roles are identified in Section 3.6.3 of the TORFP.

D. Question: Our candidate resources have been vetted by our internal background check and verification process. Is this acceptable to the Department for this Task Order Agreement?

Response: All candidate resources shall comply with the Department's background check requirements including fingerprinting, certified by a recognized Law Enforcement Agency (including the FBI), at the Master Contractor's expense, in order to obtain a State issued ID card, prior to starting work under this Task Order Agreement. In addition, as stated in Section 3.12.4.1 of the TORFP, "*The Department reserves the right to perform additional background checks on TO Contractor Personnel.*" Please review the security requirements presented and detailed in Section 3.12 "Security Requirements" of the TORFP.

E. Question: Are there citizenship requirements for the candidate resources?

Response: As stated in Section 3.12.4.5 of the TORFP, "*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 resulting Contract.*" The TO Contractor at its own expense shall confirm that all non-US citizen resources are in full current compliance of their visa and employment authorization requirements.

F. Question: Please clarify the Department's requirement that certain candidate resources must have had experience in an environment of 10,000 or more users.

Response: As presented in the TORFP, candidate resources in particular job titles/labor categories must have experience in environments serving more than 10,000 users.

G. Question: Section 4.4.1 Part F: Please clarify that the organizational chart requested includes executive and contract management staff and the three key personnel but does not include the additional resources to be provided after award.

Response: The organizational chart includes only the Master Contractor's executive and contract management staff and the three key personnel

H. Question: Section 4.4.1 Part B (2.1 Bullet 1): What evidence does the Department require for the three past project engagements. Please specify.

Response: Master Contractors shall provide full references for the three project engagements including project descriptions and primary points of contact (i. e., client project manager) to document and verify the experiences. Master Contractors may present the same evidence to support the requirement for Section 4.4.1 Part B (2.1 Bullet 3).

I. Question: Section 4.4.1 Part B (2.1 Bullet 2): What evidence should be provided to the Department to verify that a Master Contractor has 25 full time employees?

Response: Please provide documentation to verify 25 full time employees. The Department will also conduct research to verify the staff level.

J. Question: Please clarify the labor categories that correlate with the three key resources required for this engagement.

Response: The Department's job roles for the three key resources identify its general needs and the expertise and experience required for those roles. Master Contractors are expected to map those roles to the CATS+ labor categories presented in Attachment 1, "Price Sheet". Per Section 3.6.3, "There can be only one labor rate per CATS+ labor category, even if multiple job roles map to the same CATS+ labor category."

Notice of this change is being sent to all CATS+ Master Contractors for Functional Area-5, Software Engineering, who received the TORFP from the Department's web site at <http://dpscs.maryland.gov/publicservs/procurement/>.

Date Issued: November 30, 2016; By: *Arthur E. Petersen, Jr.*

Arthur E. Petersen, Jr.,
Procurement Officer