



**Questions and Answers No. 1  
TORFP F50B5400021  
DoIT Enterprise Budgeting System (EBS) Project Staffing TORFP**

**January 26, 2015**

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced TORFP. The statements and interpretations contained in the following responses to questions by potential Offerors are final and binding to the State. 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. What is the primary place of performance? Will there be any travel to other State agency and or affiliate facilities? If so, will the State be reimbursing for the cost for travel, parking, tolls, etc.?

**RESPONSE: See the Key Information Summary Sheet and Section 1.11 of the TORFP.**

2. When is the expected start date of this assignment?

**RESPONSE: Mid-March.**

3. Could you please clarify Section 2.9.1.1.1? In this section it states "The Offeror has placed at least one resource on each engagement listed, serving in the role of Technical Project Manager (or equivalent), as demonstrated by the resource's resume(s) and work history, which must be included in proposal." The resource identified in satisfying this minimal requirement may not be the resource that is being proposed for this assignment. Are you requiring a resume of the resource that performed this work. If so, are you requiring it in the same format as requested for the proposed candidate?

**RESPONSE: Yes. A resume for the resource(s) used to demonstrate Company Minimum Qualifications in Section 2.9.1.1 must be included. You may either use the format provided in Attachment 5B or attach the resource(s) resume(s).**

4. Will there be State equipment and work location supplied by the State for this resource?

**RESPONSE: Yes.**

5. If a company had performed multiple multi-year PM contracts and they all ended within the past 5 years (say ended in 2011) but, all of them were started much earlier, can they use those projects as references?

**RESPONSE: Yes.**

6. If those projects (referred above) were all say 5+ years each but, only the last year of that falls within the last 5 years, would you consider only one year for the company's experience or would you consider all 5 years (the complete project) towards the company's experience?

**RESPONSE: The 5+ years would be considered toward the company's experience.**

7. Do we have to propose the same candidate(s) who worked on the reference projects or can it be other qualified candidates?

**RESPONSE: No. See Question 3.**

8. Should Attachment-5A (minimum qualification summary) for the proposed candidate be in PDF format or MS Word format? It is mentioned that Attachment -5B should be in PDF because of signature.

**RESPONSE: See List of Attachments page, "Submit with Proposal?"**

**\*if not specified in submission instructions, any attachment submitted with response shall be in PDF format and signed**

9. In section 4.3 – D, it states about password for financial proposal but, nowhere else there is any reference to password requirement for files. Should other files also be password protected?

**RESPONSE: No.**

10. When do you expect to complete the award process?

**RESPONSE: See question 2.**

11. Is the price evaluation based only on TPM price or is it based on price of TPM and all other additional resources?

**RESPONSE: The price will be evaluated on the Total Evaluated Price (Years 1-5) on the ATTACHMENT 1 PRICE SHEET.**

12. Is there an incumbent on this contract and if yes, are they eligible to re-bid? If yes please list the Names.

**RESPONSE: There is not an incumbent on this project.**

13. Does the person proposed as the Technical Project Manager in response to Section 2.9.2 Offeror's Personnel Minimum Qualifications need to be included as a resource on an engagement identified in response to Section 2.9.1 Offeror's Company Minimum Qualifications?

**RESPONSE: No the proposed candidate does not have to be a resource used to satisfy Company Minimum Qualifications.**

14. With reference to the following requirement: "At least five (5) years of experience in all of the following skill areas: Data Analysis, System Interface Analysis, Systems Architecture, RFP development, proposal analysis." Are you referring to 5 years of cumulative experience across the listed skill areas?

**RESPONSE: No, five (5) years of experience in each of the skill areas listed.**

15. With reference to the following requirement: "At least five (5) years of experience in all of the following skill areas: Data Analysis, System Interface Analysis, Systems Architecture, RFP development, proposal analysis." Are you referring to 5 years of experience in each of the listed skill areas?

**RESPONSE: See Question 14.**

16. With reference to the following requirement: "At least seven (7) years of experience in IT Project Management in the area of application development or COTS implementation" Are you referring to 7 years of cumulative experience between application development and COTS implementation?

**RESPONSE: No, the seven years of experience must be in either application development or COTS implementation.**

17. With reference to the following requirement: "At least seven (7) years of experience in IT Project Management in the area of application development or COTS implementation" Are you referring to 7 years of experience in each of the listed requirements?

**RESPONSE: No. See Question 16.**

18. With reference to the following preferred requirement: "Previous experience with State Government or Higher Education" Could you please explain how experience in Higher Education is translatable to a State Agency?

**RESPONSE: There are significant interfaces and requirements analysis efforts in the State's Higher Education agencies and institutions for this project. In addition, budget development in State Agencies shares many similarities with Higher Education institutions.**

19. With reference to the following preferred requirement: "Previous experience with State Government or Higher Education"; Request to reconsider experience in "Higher Education" and delete this restrictive qualification in Higher Ed experience completely.

**RESPONSE:** See question 18. This is a preferred qualification, and will not be used to eliminate a candidate from consideration. The qualification is stated in the alternative, i.e., “Previous experience with State Government **or** Higher Education” and not “State Government **and** Higher Education.” A showing of experience with either will suffice.

20. Section 2 Scope of Work (page 12) Will the evaluation/selection criteria for implementation proposals offered by industry be set by the State of Maryland, or will those criteria be developed by the contractor supporting this contract?

**RESPONSE:** The TO Contractor will be involved in all aspects of the development of the implementation RFP, including vendor assessment criteria.

21. Deliverable ID#2.8.4.3 is dependent on Deliverable ID #2.8.4.1 and ID#2.8.4.2 but due date for all three is same NTP+120 days. Can State break it down further to give more clarity to offerors.

**RESPONSE:** Deliverable ID# 2.8.4.3 is not dependent on Deliverable ID# 2.8.4.1 and ID# 2.8.4.2 and the draft deliverables for each are to be delivered by the same due date, i.e., NTP+120.

22. Deliverable ID#2.8.4.3 is having a final delivery date of 2/2015 which cannot be same as NTP+120. Will State change this date?

**RESPONSE:** See Amendment 1.

23. Does the person proposed as the Technical Project Manager in response to Section 2.9.2 Offeror's Personnel Minimum Qualifications need to be included as a resource on an engagement identified in response to Section 2.9.1 Offeror's Company Minimum Qualifications?

**RESPONSE:** See Question 13.

24. Does the resume of the resource placed on our previous engagements listed (not the named key resource for this TORFP-Section 2.9.2), who served as Technical Project Manager, need to be submitted with this proposal?

**RESPONSE:** Yes.

25. What is the anticipated start date of EBS project?

**RESPONSE:** See Question 2.

26. Is there an incumbent? If yes please list the names and contract value.

**RESPONSE:** See question 12.

27. Will the State provide laptops and other equipment?

**RESPONSE: See Question 4.**

28. The description says ‘The current project team consisting of a Project Manager and a Business Analyst’. Are they State resources or are they Contractors? If they are Contractors, will the proposed Technical PM be responsible to manage them?

**RESPONSE: The relationship of the current project team is not relevant to this TORFP. The proposed Technical PM will not manage the current team.**

29. Can the State provide more details about the current Legacy systems for us to scope the effort better?

**RESPONSE: The current budgeting system is a mainframe system. Interfacing and distributed systems used in state agencies are a mix of older and newer technologies. The scoping of the specific work effort on this project will be done by the project team, and does not need to be included in this TORFP.**

Thank you,

Gayle Mealy  
Procurement Officer

End of Question and Answer # 1