



Maryland Department of Transportation

Office of Procurement

CATS+ Task Order J00B3400077

Motor Vehicle Administration

System Maintenance & Support

Amendment # 1

August 13, 2013

To all bidders of the CATS+ TORFP # J00B3400077

This Amendment is being issued to amend and clarify certain information contained in the above named TORFP. All information contained herein is binding on all offerors who respond to this TORFP.

1.) Correction to Section 3.2.1B

2.) Questions and Responses:



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CORRECTION TO SECTION 3.2.1B

3.2 FORMAT

If a Master Contractor elects to submit a TO Proposal, the Master Contractor shall do so in conformance with the requirements of this CATS+ TORFP. The TO Proposal shall provide the following:

3.2.1 The technical portion of the TO Proposal shall include:

A. Proposed Services

1. Requirements: A detailed discussion of the Master Contractor's understanding of the work and the Master Contractor's capabilities, approach and solution to address the requirements outlined in Section 2.
2. Assumptions: A description of any assumptions formed by the Master Contractor in developing the Technical Proposal.

B. Proposed Personnel

1. Documentation certifying that all proposed personnel meets the minimum required qualifications and possesses the required certifications in Section 2.9.
2. Provide Attachment 5 – Labor Classification Personnel Resume Summary **only**. **Resumes will not be accepted either as a separate attachment or included in the body of the technical proposal. All information included in a resume shall be included in Attachment #5. Resumes will not be evaluated as part of the technical review.**
3. Provide the names and titles of all key management personnel who will be involved with supervising the services rendered under this TOA.

*****Highlighted section denotes update to this Section*****



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QUESTIONS AND RESPONSES:

1 – Can we assume all tools (hardware, software, etc.) required to fulfill the tasks described in the TORFP will be provided by the MVA? **Yes**

2 – Item #3 on page 20 states we are to provide (3) references “(not including past State experience)”. The Note further down on page 20 states that State of Maryland experience can be included as part of Section 2 above. Please clarify whether past performance on State of Maryland projects may be submitted in response to Item #3.

Please refer to SECTION 3.2.1.4 “NOTE”.

Note: State of Maryland experience can be included as part of Section 3 above as project or contract experience. State of Maryland experience is neither required nor gives more weight in proposal evaluations.

3 – Section 2.6.3 clearly states that it is not possible to predict the extent of travel that will be required. In order to assist us in determining our pricing, would it be possible to release the average of mileage from the past three years? **<1,000 miles/year for all resources; travel by these resources is minimal and some not at all.**

4 – Can you release the name of the incumbent? **Harris IT & SNAP**

5 -On page 20 of the TORFP it states that the TO Contractor and Subcontracts are to provide at least 3 references not including State experience.-My question is:

- Does this mean we are providing 3 references from us, the MC, and 3 references from our sub – a total of 6 references? Or 3 references in total





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combining the MC and the sub's work? We are looking for 6 references total—3 from the Master Contractor and 3 from the Subcontractor.

- Out of curiosity, I'm wondering why State references are not allowed? State references are made in another section.

- 6- We noted there is an incumbent currently providing services; May the department name the incumbent service provider? See #4 above.
- 7- Will the travel time to any of the alternative sites throughout the state be considered "compensable time"? In other words, are the assigned consultants able to bill time for travel to any location other than the main facility in Glen Burnie? Yes, if during regular work hours. After hours, only actual hours worked can be billed.
- 8- We noted that the Department is unable to "estimate or project the total number of service calls that will require travel throughout the duration of contract". Is the department able to share performance metrics of service calls over the prior contract period? This could be used as a reasonable basis to understand the volume of service calls. The volume of service calls will vary from resource to resource as they will be assigned to different projects. Not all work will come from a service request.
- 9- Could you please clarify how many past performance references are required from the Prime contractor and from the subcontractor. Please refer to page: TORFP page- 20- Section3 See #5 above.





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End of Amendment # 1



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