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TO: MASTER CONTRACTORS

FROM: Dorothy Richburg
Procurement Officer

RE: ADDENDUM I
SENIOR BUSINESS SYSTEMS ANALYST
TORFP #R00B4400082

DATE: February 27, 2014

YOU SHOULD RECEIVE 7 PAGES AND THE ATTENDANCE SHEET

IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-7156
OR EMAIL jblackburn@msde.state.md.us

THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Thursday, January 30, 2014; and
2. Attendance Sheet

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, MONDAY, MARCH 10, 2014**

MARYLAND STATE DEPARTMENT OF EDUCATION

200 West Baltimore Street
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TORFP NO. R00B4400082

SENIOR BUSINESS SYSTEMS ANALYST

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

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MR. BLACKBURN: Welcome everybody. We're here to talk today about the Task Order Request for Proposals on #R00B4400082. This is for a Senior Business Systems Analyst. The closing date for this will be Thursday, March 6th. There's no MBE goal and there's no Small Business Reserve. We're going to begin questions round-robin style, after we make our introductions. I think we can begin with my friend, Marc, here, who will introduce himself and then we'll just go around the table. All right?

MR. ALLEN: Hi, my name is Marc Allen. I work in the Division of Curriculum Assessment and Accountability, DCAA.

MR. BLACKBURN: I'm James Blackburn, I'm with MSDE Procurement.
(Introductions unintelligible)

MR. HUMPHRIES: Brandon Humphries, TechAlpha

MR. BLACKBURN: Very good. Mr. Allen will start with a brief overview now of this TORFP and then we'll take questions.

MR. ALLEN: Okay. I'm just going to read from the purpose, if you don't mind, on page 10. We're issuing this TORFP to obtain one Senior Business Systems Analyst to support and maintain MSDE's Accountability applications on a times and materials basis. Further on, some of the activities being preparation and documentation of business cases. Review. Documentation of existing applications. Elicitation of documentation of business requirements, testing and deficit tracking, and documentation of any future processes for current or future MSDE projects. In Section 2.4 on page 11, it tells a little bit about the current system for accountability applications. The hardware is located here at this location. Each application has been developed using Oracle Forms Builder 6i. Each application has a unique set of programs written in PL/SQL. The back end to these applications is 11g Oracle databases, and the main report ready tool is COGNOS Impromptu 7.4. Then listed are some of the accountability applications that need to be supported. Further down the page in Section 2.5 lists the TO contractor personnel duties and responsibilities. I'm not going to read through every one there. They're listed there.

On page 13, Section 2.6.2, a list of deliverables, descriptions and acceptable criteria. Again, I'm not going to read each one because they're documented, stated there on the page. On page 14 and going into page 15, lists the Master Contractor personnel minimum requirements in 2.8, and

then in 2.9, Master Contractor personnel, other requirements. So with that being said, we'll now take questions.

QUESTIONS – ANSWERS--CLARIFICATIONS

MR. BLACKBURN: All right. We'll start with Ms. (inaudible), do you have any questions?

Q. Yes. So under other requirements, is that like an additional requirement for the education, you know, having experienced an education system, is that an additional, like a plus or –

A. It's a plus.

Q. It's a plus.

A. It's not required but it will be used to evaluate proposed candidates.

Q. Okay. And the second question is –

MR. ALLEN: We should limit it to one and go to –

Q. Sorry.

MR. BLACKBURN: Okay. How about you, do you have a question?

Q. Yes, I do. Under 3.3 of the Task Order Request for Proposals, the proposed solution. Do we have to give you a proposed solution or is this just kind of a body that you're looking for?

A. Body.

Q. So can we X that out?

A. Sure.

Q. Okay.

MR. ALLEN: Would you agree? James?

MR. BLACKBURN: I think if you're the expert on that, that would be –

MR. ALLEN: I'll double check. That would be something we would defer to Dorothy.

Q. Uh-huh.

MR. ALLEN: We could double check with her.

Q. Okay.

MR. BLACKBURN: And it would be best if you sent me that question in email, and I can forward that along to her and post it so that everyone has the answer.

Q. Okay.

MR. BLACKBURN: Very good. Thanks. Mr. (inaudible).

Q. No.

MR. BLACKBURN: No questions. Mr. Humphries?

MR. HUMPHRIES: Brandon Humphries, TechAlpha.

Q. In terms of the education experience specified K-12, any college level?

A. Any...

MR. BLACKBURN: Very good. Thank you. Ms. (inaudible) do you have more questions? I think you do, don't you?

Q. Yes. One more. Just one more. For this position, Senior Business Systems Analyst is not listed under the CATS+ labor category contract. So how, are you looking for a new rate or can we base it on a different labor category?

MR. ALLEN: So you're wondering what the CATS+ labor code is?

Q. Yeah.

A. Okay. Well, why don't you make a note of that.

MR. BLACKBURN: Okay. Ma'am, could you please send me that question in an email and then I'll post it to everyone.

Q. Okay.

MR. BLACKBURN: Thank you. Ms. Sachi, do you have another question?

MS. SACHI: No, sir.

MR. BLACKBURN: Okay. Mr. (inaudible). And Mr. Humphries?

MR. HUMPHRIES: No, sir.

MR. BLACKBURN: And once more, going once, going twice, no more questions from anyone? All right. Very good. Anything else from you?

MR. ALLEN: Well, just to make sure, no questions? No additional questions, other duties or responsibilities, deliverables?

MR. BLACKBURN: Everyone satisfied?

GROUP: (Affirmative response.)

MR. BLACKBURN: Very good. Thank you for coming. We appreciate it. Good to see you. Thank you.

(Whereupon, at 10:15 a.m., the meeting was concluded.)

Questions for
TORFP SENIOR BUSINESS SYSTEMS ANALYST - R00B4400082

1. Is the Master Contractor able to use references for projects or contracts completed that the proposed candidate has not worked on?
“Provide up to three (3) references for projects or contracts the Master Contractor’s proposed candidate has completed that were similar to Section 2 - Scope of Work. - Pg 19”

No. Provide up to three (3) references for projects or contracts the Master Contractor’s proposed candidate has completed that were similar to Section 2 - Scope of Work.

2. Are there any incumbent Contractors currently providing MSDE Business Analysts tasks similar to those listed in the TORFP? If yes, which companies?

Yes. Incumbent is ASSYST.

3. Is all the work to be performed on-site 5 days a week? Or, can some work be performed off-site?

Work will be on-site 5 days a week.

4. Is this TORFP being issued to continue services that were previously procured in a CATS-II TORFP?

Yes.

5. Does MSDE anticipate that the Senior Business Systems Analyst will be full-time on this assignment for the duration of the TOA?

Yes.

6. What is the anticipated start date?

As soon as an award can be made.

7. TORFP section 3.3.A.1 requires that we submit “a comprehensive schedule of tasks and estimated times frames for completing all requirements and deliverables.” However, apart from the Weekly Status Reports, all deliverables identified in section 2.6 of the TORFP are to be produced “as required”. Please provide us some guidance on what kind of information is being requested.

Please disregard.

8. TORFP section 3.3 on page 18 requires that we submit a resume for the proposed personnel (paragraph 3.3.B.1) and also to complete the Labor Classification Personnel

Resume Summary (paragraph 3.3.B.3). Is it correct that you want both a resume and a completed Resume Summary form?

You can submit both if you like but at least a resume of proposed candidate.

9. What CATS+ labor category shall be used in the proposal? There is not a Senior Business Systems Analyst category but there are categories entitled Analyst, Computer Systems (Senior); and Analyst, Systems (Senior). Should one of those be used or something else?

Labor category is Senior Systems Analyst.

10. The Sr. Business Systems Analyst position/labor category is not listed in the CATS Plus Master contract. Which labor code should we use?

Labor category is Senior Systems Analyst.

11. Is the government satisfied with the current incumbent's performance?

We are pleased with current incumbent.

12. In TORFP #R00B4400082 (SENIOR BUSINESS SYSTEMS ANALYST), Section 2 (Scope of Work), Subsection 2.1 (Purpose), states "Personnel assigned to this project shall comply with requirements of CATS+ RFP Section 2.4.3.2....." The problem is that this section is not listed in the TORFP and I am not able to locate it in Maryland CATS +. Is this an error or an amendment to the RFP? If not, I would appreciate if you would assist me in locating this section.

"Section 2.4.3.2" refers to the CATS+ contract, not the TORFP.

13. On p. 29 it is stated that minimum qualifications are to be found in section 2.19, but there is no section 2.19.

References to section 2.19 should point to section 2.8.

14. With respect to Attachment 4: it states that a signature is required with submission. Can one instead be provided at interview?

A signature can be scanned and must be submitted with the technical proposal.