

**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**January 25, 2019**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 1083.6, Professional Services and Temporary Personnel  
for Information Technology Consulting/Contractual Services**

**Question 1:** Is this a new solicitation? If not, please share the name of incumbent vendors.

**Answer:** There was a prior solicitation, # 1083.5 with a different SOW and intent. The list of pre-qualified contractors from # 1083.5 is attached.

**Question 2.** What budget is allocated to this or the past spending for this contract?

**Answer:** MCPS anticipates spending in the range of \$3M-\$5M in the next five years for all types of requested services associated with this RFP. This amount will be based on MCPS's needs.

**Question 3.** How many offerors, MCPS expecting from this RFP?

**Answer:** This is an open bid. MCPS will evaluate all bids received by the RFP due date and time. See section **1.0 INTENT** of the RFP.

**Question 4.** Are there any incumbent positions through this RFP? If yes, how many?

**Answer:** See question 1.

**Question 5.** How many number of positions in a year, MCPS is expecting to fill through this RFP?

**Answer:** None. A Statement of Work (SOW) will be issued based on needed services. The SOW will provide details.

**Question 6.** Are there any current vendors providing similar services to MCPS? If yes, what are their names and costs?

**Answer:** See question 1.

**Question 7.** How many awards will be made under this contract?

**Answer:** Refer to Section **1.0 INTENT** of the RFP.

**Question 8.** Will the personnel needed be working directly with MoCo as contingent workers, or will it be a consulting arrangement for skillset (task x rate for project work)?

**Answer:** Refer to Section **1.0 INTENT** of the RFP.

**Question 9.** On page 6, can you clarify and define what is needed for the WCMS?

**Answer:** The last bullet under **Proposal Tab #7 – Mandatory Submissions: Attachments** will be revised as below. Erratum # 3 has been issued.

Any additional information and comments your firm deems necessary to clearly communicate your firm's qualifications to provide Professional Services and Temporary Personnel for Information Technology Consulting/Contractual Services.

**Question 10.** What is the anticipated annual budget for this contract?

**Answer:** See question 2.

**Question 11.** Will you consider a Sole Proprietor in your evaluation process?

**Answer:** Yes.

**Question 12.** What is required to display evidence of skills? (page 3)?

**Answer:** Refer to section **7.0 FORMAT OF RESPONSE**.

**Question 13.** Page 7 Tab 7 refers to a Web Content Management System. Can you explain more about that system?

**Answer:** See question 9.

**Question 14.** Approximately how many vendors will you select?

**Answer:** Refer to Section **1.0 INTENT** of the RFP.

**Question 15.** How much of the \$2.6 B is allocated for this particular opportunity?

**Answer:** See question 2.

**Question 16.** When citing past performances how far back can we go?

**Answer:** It is up to the vendor to determine applicable past performance.

**Question 17.** Who are the current incumbents?

**Answer:** See question 1.

**Question 18.** Is it a rebid or a new solicitation?

**Answer:** See question 1.

**Question 19.** If it is a rebid, how many vendors are currently serving MCPS? Are these vendors participating in the process?

**Answer:** See question 1. Vendors who were pre-qualified under RFP # 1083.5 are welcome to participate.

**Question 20.** What type of projects/ positions are needed most under the old contract?

**Answer:** Not a relevant question. Refer to section **3.0 SCOPE OF SERVICES** of this RFP.

**Question 21.** What is an annual estimated spending on this contract?

**Answer:** See question 2.

**Question 22.** How many vendors would MCPS like to add in the list of approved vendors?

**Answer:** Under RFP #1083.5, 15 vendors are pre-qualified. See section **1.0 INTENT** of the RFP. The intent is to pre-qualify vendors with the core competencies defined in the RFP.

**Question 23.** Does this RFP have a local preference policy? Can a qualified out-of-state firm participate in this RFP?

**Answer:** This is an open bid. Out of state firms can participate.

**Question 24.** In the Attachment 2, tab1, School and business applications and Development Technologies subsection, does MCPS look at whether our consultants have experiences working on those technologies and business applications?

**Answer:** For each of the listed applications, answer “yes” if your consultants have experience in the listed application and your firm can provide the related service(s).

**Question 25.** Regarding the minority requirement, is there any specific requirement on which specific diversity agency that grants a MBE certificate?

**Answer:** No. There is no minority participation requirement.

**Question 26** Is it mandatory to have a MBE certificate to participate in this bid?

**Answer:** No.

**Question 27.** There are three documents: 1083.6RFP document final.docx- Word version; 1083.6RFP Document revised; MCPS 1083.6 RFP- which one is the most updated one?

**Answer:** 1083.6 RFP Document Final.docx is the most current version in Word. This document consists of pages 1-13 of the full PDF document.  
1083.6 RFP Document Revised.pdf. is the most current version in PDF.

**Question 28.** Can we locate the old contracts on MCPS page?

**Answer:** No, and they are not applicable.

**Question 29.** Will our contractors be using equipment (laptops) that is issued by MCPS?

**Answer:** A Statement of Work (SOW) will be issued for needed services and include equipment requirements if needed. The SOW may provide related details. If such details are not provided in the SOW, vendors can request clarifications.

**Question 30.** Will they be working on the MCPS network and at MCPS facilities?

**Answer:** A Statement of Work (SOW) will be issued for needed services. The SOW will provide related details.

**Question 31.** Is there an opportunity to negotiate contract terms/conditions?

**Answer:** Refer to section **20.0 CONTRACT**. Erratum # 3 has been issued

**Question 32.** Reference to the section 17.0 of the word document titled '1083.6 RFP Document Final' states that "Inquiries regarding this solicitation must be submitted in writing to...Questions are due by 4:00pm on October 17, 2017". Please confirm if this date is correct.

**Answer:** The date should have been January 16, 2019. Please refer to section **12.0 SCHEDULE OF EVENTS**. Erratum # 2 has been issued

**Question 33.** Further to the above question, does this contract replace an erstwhile contract, if yes, how many vendors were on that contract? Are they eligible to bid on this contract? Can we get a list of incumbent vendors?

**Answer:** Refer to question 1.

**Question 34.** Number of Contractors that MCPS anticipates awarding this contract?

**Answer:** Refer to Section **1.0 INTENT** of the RFP.

**Question 35.** Will there be any FFP projects under this contract?

**Answer:** Firm Fixed Price (FFP) may be requested for certain services.

**Question 36.** It's our understanding that this opportunity is full and open with no mandatory set aside goal for small or minority owned businesses, please confirm.

**Answer:** Correct.

**Question 37.** Are there any weights assigned to the four factors given in the Evaluation Criteria? Or are these factors arranged in descending order of their importance?

**Answer:** Weights will be assigned to each of the four factors listed in the evaluation criteria. Every response received will be evaluated and scored using the same weighted criteria. Please refer to Section **11.0 EVALUATION CRITERIA**.

**Question 38.** What is the estimated annual \$ value spend for this Contract? What was the estimated annual \$ value spend on the previous Contract, if any?

**Answer:** See question 2.

**Question 39.** Section 3.0 D-Vendor Requirements states that the vendor may be required to have knowledge of industry specific practices and services for some tasks and section 6.0-References states that "As an attachment, offerors shall include a list of all current school district clients." Is MCPS looking at awarding the contract or giving more weightage to vendors having experience with various school districts in Maryland?

**Answer:** See question 37.

**Question 40.** Attachment 2-Services and Costs requires vendors to provide their experience as Yes or No in various School and Business Applications listed. Will MCPS give more weightage to vendors with experience in Education sector as compared to experience in other government agencies of the same size?

**Answer:** No. Experience will be considered under **11.2 Ability to Perform**.

**Question 41.** Are there any registrations of the state that we have to meet?

**Answer:** No.

**Question 42.** Is this an existing requirement, if so could you please the Incumbent details with us?

**Answer:** See question 1.

**Question 43.** What is the place of performance for this contract?

**Answer:** A Statement of Work (SOW) will be issued for needed services. The SOW will provide the relevant details.

**Question 44.** Could you please clearly explain about the points allocated for each factor in the evaluation criteria?

**Answer:** See question 37.

**Question 45.** What is the estimated Start Date of this project?

**Answer:** Statements of Work (SOW) will be issued for needed services as they arise. The SOW will provide the relevant details.

**Question 46.** As mentioned in the RFP, regarding the MBE, will you recognize Foreign Corporation's minority status or Local minority status is required?

**Answer:** MCPS asks that vendor fill in **Attachment C**. No supporting documentation is required.

**Question 47.** What is the estimated value for this contract?

**Answer:** See Question 2

**Question 48.** How many vendors will be selected under this contract?

**Answer:** See question 1

**Question 49.** May we use MCPS contacts as references if they are agreeable to act on our behalf?

**Answer:** Yes.

**Question 50.** The following paragraph is under the Tab 7:

*Any additional information and comments your firm deems necessary to clearly communicate your firm's qualifications and the process you would use analyze, plan, migrate, and implement a new Web Content Management System (CMS) along the lines specified in the Scope of Services*

There is no mention of CMS implementation in the Scope of services section. Is this required?

**Answer:** No. See question 9.

**Question 51.** Are there any current incumbents providing these services?

**Answer:** See question 1.

**Question 52.** Please let us know estimated annual budget specific for the services mentioned in this RFP?

**Answer:** See question 2.

**Question 53.** How many vendors will be selected by the School District to provide the services?

**Answer:** Refer to Section **1.0 INTENT** of the RFP.

**Question 54.** In reference to "Attachment 2D-Service Details", where we need to provide our evidence of experience as per the task, can we use same client experience for multiple tasks? As we have provided variety of services to the same client. Please clarify.

**Answer:** Yes.



**Question 55.** Will there be multiple vendors selected given the multiple systems that are being supported?

**Answer:** Refer to Section **1.0 INTENT** of the RFP.

**Question 56.** Can you please clarify the time for the Pre-Proposal Conference? Section 12.0 shows 1:00-2:30pm and Section 13.0 shows 2:00pm.

**Answer:** 1:00 p.m. – 2:30 p.m. Please see Erratum # 1.

**Question 57.** Section 20.0 refers to MCPS General Contract Articles (Appendix A) Terms and Conditions (Appendix B). Can we get copies of these?

**Answer:** There is no Appendix B. Erratum # 3 has been issued.

**Question 58.** Having just completed the upgraded to Infor Version 10, does MCPS anticipate any other Infor Initiatives in 2019 (IPA Development, upgrades, implementation of new modules, etc)?

**Answer:** MCPS cannot predict or estimate the frequency or the amount of work for any service.

**Question 59.** For the electronic copy, does Attachment 2, the Excel spreadsheet, need to be submitted outside of the proposal documentation itself or can it be embedded in the proposal document? Can all the other Attachments be embedded in the proposal document (hard copy and electronic submission)?

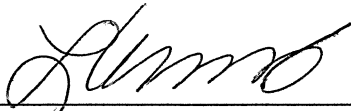
**Answer:** Where Vendors are required to submit electronic documents (e.g.; CD, DVD, USB flash drive) using the attachments contained herein, the documents should be returned in the same file format (e.g. Microsoft Word file or Microsoft Excel file). Refer to Section **7.0 FORMAT OF RESPONSE**. The Word and Excel documents are available on the eMaryland Marketplace website.

**Question 60.** Is the only difference between the redacted version and the full version of the proposal any pages that we want to mark confidential or proprietary?

**Answer:** Refer to section **10.0 PROPRIETARY AND CONFIDENTIAL INFORMATION**.

**Question 61.** Will the cost and reference information in Attachment 2 & 2D be treated as proprietary and confidential (i.e. not disclosed publicly) even if this information is not marked as such?

**Answer:** Refer to section **10.0 PROPRIETARY AND CONFIDENTIAL INFORMATION**



\_\_\_\_\_  
Laurie Checco, Buyer II, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Company Name

Copy to:  
RFP File

## CONTRACT SUMMARY

Department of Materials Management  
Procurement Unit  
**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
Rockville, Maryland

July 14, 2017

**Bid No. 1083.5 Professional Services and Temporary Personnel**

Summary of awarded vendors.

Contract term: July 16, 2014 – July 15, 2018

**Inovex Information Systems**

Attn: Gary Daigle  
7240 Parkway Dr., Suite 140  
Hanover, MD 21076  
Phone: 443-756-7197  
Fax: 443-782-1452  
Email: [gary.daigle@iNovexcorp.com](mailto:gary.daigle@iNovexcorp.com)

**Life Cycle Corporation**

Attn: Les Johnson  
1802 Chaney's Grant Court  
Crofton, MD 21114  
Phone: 301-678-3791  
Cell: (443) 928-7190  
Email: [Lesjohnson@lifecyclecorporation.com](mailto:Lesjohnson@lifecyclecorporation.com)

**RDA Corporation**

Attn: Steve Kupres  
303 International Circle, Suite 340  
Hunt Valley, MD 21030  
Phone: 888-441-1278  
Fax: 410-308-9600  
Email: [Kupres@rdacorp.com](mailto:Kupres@rdacorp.com)

**Sigman & Summerfield Associates, Inc.**

Attn: Carol Summerfield  
300 East Joppa Rd., Suite 1101  
Towson, MD 21286  
Phone: 410-828-0777  
Fax: 410-828-0958  
Email: [csummerfield@sigsum.com](mailto:csummerfield@sigsum.com)

**United Solutions, LLC**

Attn: David Nguyen  
51 Monroe Street, Suite 1210  
Rockville, MD 20850  
Mobile: 301-537-7248  
Fax: 240-238-9579  
Email: [sales@unitedsolutions.biz](mailto:sales@unitedsolutions.biz)

**USTAS Technologies, Inc.**

Attn: Vladimir Sirotinin  
1901 Research Blvd, Suite 360  
Rockville, MD 20850  
Mobile: 301-919-6802  
Fax: 240-235-7053  
Email: [admin@ustas.us](mailto:admin@ustas.us)

**Venterra Corporation**

Attn: Joe McMahon  
1881 Campus Commons Drive  
Suite 350  
Reston, VA 20191  
Phone: 703-760-4600  
Fax: 703-390-1113  
Email: [jmcmahon@venterra.com](mailto:jmcmahon@venterra.com)

**Additional Vendors added 9/9/2014****A-1 Technology, Inc.**

Attn: Victor Mansukhani  
115 Broadway, 13<sup>th</sup> Floor  
New York, NY 10006  
Phone: 212-397-7480  
Fax: 212-931-8530  
Email: [Victor@a1technology.biz](mailto:Victor@a1technology.biz)

**ICATT, Inc.**

Attn: Gabe Hamda  
1200 G. St. NW, Suite 800  
Washington, DC 20005  
Phone: 904-382-5471  
Fax: 877-463-0194  
Email: [gabe.hamda@icatt.net](mailto:gabe.hamda@icatt.net)

**Microsoft Corporation**

Attn: David Gallagher  
12012 Sunset Hills Road  
Reston, VA 20190  
Phone: 703-673-7871

**Sogeti USA – Baltimore Office**

Attn: John Dragunas  
2 Village Square, 5100 Falls Road,  
Suite 218  
Baltimore, MD 21210  
Phone: 410-581-5022  
Fax: 877-406-0454  
Email: [john.dragunas@us.sogeti.com](mailto:john.dragunas@us.sogeti.com)

**Surety Systems, Inc.**

Attn: Steve Logue  
8081 Arco Corporate Drive, Suite 200  
Raleigh, NC 27617  
Phone: 919-237-2022  
Fax: 919-882-8875  
Email: [slogue@suretysystems.com](mailto:slogue@suretysystems.com)

**Additional Vendor added 12/9/2014****CW Professional Services**

Attn: Fred Maier  
8201 Greensboro Drive, Suite 610  
McLean, VA 22102  
Phone: 703-749-8555  
Email: [Fred.Maier@cwprofessionalservices.com](mailto:Fred.Maier@cwprofessionalservices.com)

**Additional Vendor added 9/8/2015****RPI Consultants, LLC**

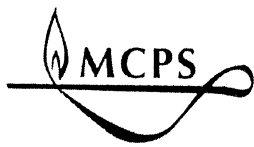
Attn: Jeff Brewster  
101 N. Haven, Suite 201  
Baltimore, MD 21224  
Phone: 912 695-2799  
Email: [JBrewster@rplic.com](mailto:JBrewster@rplic.com)

**REFER QUESTIONS TO:** Laurie Checco, CPPB, Buyer II, (301) 279-3097

*Barbara Regalia*

Approved: \_\_\_\_\_  
Barbara Regalia, CPPB, Team Leader, Procurement Unit

BR:lsc



January 8, 2019

**ERRATUM/ADDENDUM # 1**

**Invitation for Bid/RFP # 1083.6, Professional Services and Temporary Personnel  
for Information Technology Consulting/Contractual Services**

**Please note the following changes to above-mentioned bid.**

Please replace the RFP Document with the RFP Document attached.

Section 2.0 Background and Section 3.0 Scope of Services have been revised.

**All other terms and conditions remain the same.**

Angela McIntosh-Davis, CPPB, Team Leader  
Procurement Unit

AMD:lsc

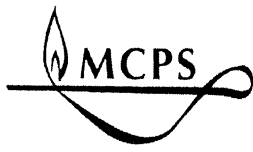
Please indicate your acceptance of this notice by signing below and return with your bid or under separate cover.

Accepted: \_\_\_\_\_  
Name and Title

Name of Company: \_\_\_\_\_

**Procurement Unit**

45 West Gude Drive, Suite 3100 ♦ Rockville, Maryland 20850-9999



January 22, 2019



**ERRATUM/ADDENDUM # 2**

**Invitation for Bid/RFP # 1083.6, Professional Services and Temporary Personnel  
for Information Technology Consulting/Contractual Services**

Please note the following changes to above-mentioned bid.

**The Pre-Proposal Conference is scheduled at 1:00 p.m. on January 25, 2019, not 2:00 p.m.**

Please replace **Section 13.0 PRE-PROPOSAL CONFERENCE** on page 10 of the RFP Document with the following paragraph:

**A Pre-Proposal Conference for prospective offerors will be held on January 25, 2019, at 1:00 p.m., MCPS Cener for Innovation Technology (CTI), 4 Choke Cherry Road, Suite 120, Rockville, Maryland 20850.** Attendance is encouraged, but is not mandatory. Questions to this RFP are due by 4:00 p.m. on January 16, 2019 so that responses can be prepared for distribution at the pre-proposal conference. The purpose of the prebid conference will be to allow prospective firms the opportunity to obtain clarification of the RFP and ask questions directly of MCPS staff to assist them in the preparation of their proposal responses.

**All other terms and conditions remain the same.**

Angela McIntosh-Davis, CPPB, Team Leader  
Procurement Unit

AMD:lsc

Please indicate your acceptance of this notice by signing below and return with your bid or under separate cover.

Accepted: \_\_\_\_\_  
Name and Title

Name of Company: \_\_\_\_\_

**Procurement Unit**

45 West Gude Drive, Suite 3100 ♦ Rockville, Maryland 20850-9999



January 24, 2019

**ERRATUM/ADDENDUM # 3**



**Invitation for Bid/RFP # 1083.6, Professional Services and Temporary Personnel  
for Information Technology Consulting/Contractual Services**

Please note the following changes to above-mentioned bid.

Please replace Section 7.0 **FORMAT OF RESPONSE**, 7.2, **Proposal Tab # 7 – Mandatory Submissions: Attachments**, last bullet on page 7 of the RFP Document with the following paragraph:

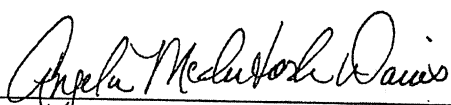
Any additional information and comments your firm deems necessary to clearly communicate your firm's qualifications to provide Professional Services and Temporary Personnel for Information Technology Consulting/Contractual Services.

Please replace Section 2.0 **CONTRACT** of the RFP Document with the following paragraph:

MCPS plans to enter a contractual agreement with the Contractors to whom the award is made, and MCPS intends to make the MCPS General Contract Articles, attached hereto and incorporated herein as Appendix A, ~~and the Additional Terms and Conditions, attached hereto and incorporated herein as Appendix B~~, a part of the contractual agreement, except and unless modified by MCPS. Proposals must clearly identify any variances from or objections to the specifications in this RFP and the terms and conditions of the MCPS General Contract Articles and Additional Terms and Conditions. Lacking any response to the contrary, MCPS will infer that the offeror agrees to the specifications of this RFP and each term and condition of the MCPS General Contract Articles and the Additional Terms and Conditions. Contractors should note that any variance may provide a basis for MCPS to reject the proposal, and in particular, the provisions set forth in Articles 5, 12-14, 16, 18, 21-24, 26, 28, and 29 of the MCPS General Contract Articles and the Additional Terms and Conditions are non-negotiable

All other terms and conditions remain the same.

AMD:lsc

  
Angela McIntosh-Davis, CPPB, Team Leader  
Procurement Unit

Procurement Unit

45 West Gude Drive, Suite 3100 ♦ Rockville, Maryland 20850-9999