



**Addendum No. 1
Senior IT Project Manager
K22-0054-29**

02/17/2022

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Clarifications:

- C1. Delete: Closing Date & Time: February 23, 2022 at 4:30 PM EST.
Replace with: Closing Date & Time: March 3, 2022 at 4:30 PM EST.
- C2. Delete: Section II., O., 4., c., (1).
Replace with: \$5,000,000 per occurrence for any services offering hosted by the Successful Offeror.
- C3. Delete: Section IV., C., 2., g., (2).
- C4. Delete: Section IV., c., 2., g., (1).
Replace with: (1) Not less than three (3) references, within the past five (5) years, from customers/clients who can document the Offeror resource's ability to provide the goods and/or services specified in this RFP. Complete the Bidder/Offeror Resource Experience Form (Attachment J1), duplicating as necessary.
 - i If the Offeror proposed resource has been assigned to less than three (3) contracts within the previous five (5) years, the Offeror shall submit one (1) reference per assigned contract from the customer(s)/client(s) that can document the Offeror proposed resource's ability to provide the services specified in this RFP. Complete the Bidder/Offeror Resource Experience Form (Attachment J1), duplicating as necessary.
- C5. Attached to this Addendum is the pre-proposal conference attendees list.

Questions:

- Q1. Is this a new solicitation or is there an incumbent on this project?
A1. This is a new solicitation.
- Q2. What is the day-to-day for this project manager?
A2. Day-to-day varies. Resource may work on multiple projects and artifacts each day.
- Q3. Does the Project Manager have full authority to make decisions?
A3. There is a chain of command that must be followed. Resource can make decisions within reason but must be able to know when to escalate as necessary.
- Q4. Is there any sort of agile approach to the work?
A4. Yes, we have some agile artifacts. The Judiciary utilizes a hybrid model.
- Q5. Is there an existing team already in place that you need someone to just come in and oversee?
A5. The AOC is a matrixed organization. There is no team in place.
- Q6. Is remote work or hybrid model allowed?
A6. No, see Section III., F., 2.
- Q7. What is the contract value?
A7. The AOC does not release budgetary information.

- Q8. We can submit proposals via eMMA or email correct?
A8. No, see Section II., F., 3.
- Q9. Does this person work with an IT systems integrator as a resource?
A9. If required for a project, yes.
- Q10. Will the cybersecurity liability insurance remain a requirement?
A10. Yes.
- Q11. Is travel involved and if so, how much?
A11. Yes, see Section III., H., 1.
- Q12. Are both PMP and ITIL certifications required?
A12. See Section III., C., 3.
- Q13. Can more than 1 qualified profile be identified in our response?
A13. See Section III., A.
- Q14. Is this for a full-time employee?
A14. No, this is a contractual opportunity.
- Q15. Can you please confirm this is an independent RFP outside of CATS+ contract?
A15. Yes.
- Q16. Apart from the Federal Holidays, are there any other paid leaves a successful offeror will have to provide to the resource?
A16. List of Judiciary holidays can be found here: <https://www.mdcourts.gov/administration/holidays>
- Q17. Where is the on-site location of work?
A17. See Section III., F., 1.
- Q18. In case of substitution more than 30 Days after Task Order execution, what will be the procedure for substituting personnel after Task Order execution?
A18. See Section I., U.
- Q19. Can you please clarify that this is an oversight project management?
A19. No. This is a working project manager position.
- Q20. Is overtime allowed?
A20. Overtime is only allowed with prior written approval from the Contract Manager.
- Q21. Is this Fixed Price?
A21. Yes.
- Q22. What is the selection and scoring criteria?
A22. See Sections V., B., V., C and V., D.
- Q23. Do SCA federal rules apply?
A23. No.
- Q24. Is this an MBE preferred contract?
A24. No.



- Q25. Estimated annual hours by contractor?
A25. See Section III., G., 4.
- Q26. Is there any local preference for Maryland based businesses?
A26. No, but resource must be able to travel to Maryland for position.
- Q27. Is the Contractor guaranteed 2,000 hours?
A27. No.
- Q28. Are travel expenses reimbursed?
A28. See Section III., H.
- Q29. Should the Project Manager be able to pass a basic background check?
A29. See Section I., S.
- Q30. Will proposed rates be negotiated if the contract is renewed?
A30. No.
- Q31. Can you elaborate on what the expectation is for the oral presentation?
A31. Standard interview, with the expectation that proposed resource will speak on qualifications, skills, experience and capabilities.
- Q32. Does the candidate need to be present for oral presentation?
A32. Yes.
- Q33. Visa status preferences?
A33. Proposed resource must be able to work in the United States. The AOC will not sponsor the proposed resource.
- Q34. What is the ideal Project Manager candidate, if summarized.
A34. See Section III.
- Q35. Is award based on price or quality?
A25. See Section II., C.
- Q36. Any extension on due date?
A36. See C1.
- Q37. Any limitation on the number of pages in the technical proposal?
A37. See Section II., I.
- Q38. Are you looking to have a signed commitment letter with the proposal?
A38. See Section IV., C., 2., f., (4).
- Q39. Are original signatures required?
A39. Digital signatures are acceptable.
- Q40. Will oral presentations on on-site or via Zoom?
A40. See Section III., J.
- Q41. Is a degree required?
A41. See Section III., C., 2., a.

- Q42. Will the state consider to remove or at least reduce the cyber limitations?
A42. See C2.
- Q43. What is the current COVID protocol and/or requirements currently in place for incoming contract personnel?
A43. See Section II., K., 5.
- Q44. What is the estimated start date for this contract?
A44. Estimated start date is on or around April 1, 2022.
- Q45. Is there any mandatory subcontracting requirement for this contract?
A45. No.
- Q46. Are hourly rate ranges acceptable for proposed personnel?
A46. No.
- Q47. Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
A47. See Section IV., F., 2.
- Q48. Can the required attachments be made available in MS Word format?
A48. No.
- Q49. Regarding the ITIL certification, if the proposed candidate has taken the class, but never sat for the exam does that automatically disqualify them from being considered?
A49. No, certification is preferred but not required.
- Q50. If we would like to propose a resource, who is meeting all required criteria, however serving the same client for the last 5 years; would three (3) references (client POCs) from the same engagement be sufficient?
A50. See C4.
- Q51. Can you please clarify Page 22, Section IV, B.1 [Offerors shall submit an unbound original so identified, and three (3) copies of each volume.] The three copies can those be in three ring binders? The unbound original should that be stapled or use a binder clip?
A51. All copies shall be stapled or binder clipped.
- Q52. Could you please provide information on SAAS, IAAS and PAAS that Maryland Judiciary, JIS, Portfolio and Project Management (PPM) are currently utilizing for the MDEC project?
A52. MDEC uses a COTS Case Management System. JIS does use SAAS, IAAS and PAAS. SAAS = software as a service used for training purposes, IAAS = infrastructure as a service used with AD for Azure MFA, and PAAS = platform as a service used with Apache. The resource may PM infrastructure related projects.
- Q53. Could you please provide clarity on the assumptions? “A two-to-four-week training period shall be provided by JIS to acclimate the Successful Offeror resource in the methods, processes, equipment, and software used by the Maryland Judiciary.”
A53. During this timeframe, the resource would shadow a Judiciary employee to include attending meetings. The training will also consist of a review of all templates, policies and procedures employed by the PPM department. Additionally, a complete knowledge transfer including a review of transition plans (e.g., project schedules, issues logs and risk registers) will be included in the training period.
- Q54. What is the standard process that needs to be followed for overtime approval?
A54. To be approved for overtime, the resource must clearly define the business case including the requested hours in writing to the Manager of the PPM department detailing the context/scope of the work and why the work cannot be performed during normal business hours. The Manager for the PPM department either approves or denies the request in writing.

- Q55. Can you clarify item 22 on Attachment A?
A55. This is standard language on a sample contract and may be removed prior to contract execution for this project.
- Q56. Is there a defined monetary amount the government considers as adequate working capital?
A56. No.
- Q57. Does the government expect that all offeror candidates be contingent hires or already in the employ of the offeror company?
A57. Either are acceptable.
- Q58. Will the Senior IT Project Manager candidate be informed prior regarding the travel? If so, how many days before?
A58. Yes, the resource will be informed prior to travel. The resource will have the flexibility to determine the date/time of required travel.
- Q59. Should they own a vehicle or can they find their own means of transportation?
A59. See Section III., H., 1.
- Q60. Will they be required to be in person from Day1 of the Project start date?
A60. Yes.
- Q61. Do they have to travel outside Maryland?
A61. No.
- Q62. Is it mandatory that they need to hold a driver's license?
A62. Yes. See Section III., H., 1.
- Q63. Is the two-to-four-week training period virtual?
A63. No.
- Q64. Can the Offeror provide the Profit & Loss (P&L) and Balance Statements for the year 2019 and 2020? Or is it mandatory that we have to provide for the years 2020 and 2021?
A64. See Section IV., C., 2., i., (1).
- Q65. In the Attachment J 1 it is asking for the offeror resources Type of contract , Total value of the contract and the Duration of the contract. If the proposed resource has worked as a subcontractor consultant for the client/customer, and the requested information being confidential information of the prime contractor, is it mandatory to provide the Type of contract , Total value of the contract and the Duration of the contract?
A65. Yes.
- Q66. Is a balance sheet and P/L enough to satisfy the requirement of section C.2.i?
A66. Yes.
- Q67. Can they use a Cab for travel?
A67. See Section III., H., 1.
- Q68. One of the requirements is that the contractor have 3 years of recruiting and staffing experience - will the government accept 3 years of similar IT management work in lieu of staffing/recruiting experience?
A68. Yes.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda



by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.

If you have any questions regarding this addendum, please contact me at (410) 260-1263 or email me at Victoria.Nellis@mdcourts.gov

Victoria Nellis
Procurement Officer



Pre-Proposal Conference Sign-in Sheet – K22-0054-29 – Senior IT Project Manager – February 1, 2022 at 9:00 AM

Name:	Christine Joseph							
Company:	Adept Professional Staffing, Inc.							
Address:								
City:					State:		Zip Code:	
Phone:	301-883-4308			Email:	tavares@adeptprostaffing.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Yelena Madorsky & Elvira Fingerod							
Company:	Business Solutions Group, Inc.							
Address:								
City:					State:		Zip Code:	
Phone:				Email:	ymadorsky@bsg.us.com & efingerod@bsg.us.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Kisha Webb							
Company:	Carson Solutions, LLC							
Address:								
City:					State:		Zip Code:	
Phone:	800-480-7132			Email:	webbk@carsonsolutionsllc.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Nishant Prajapati & Sujeet Pratap Singh							
Company:	Compunnel Software Group, Inc. dba Compunnel, Inc.							
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City:	Plainsboro				State:	NJ	Zip Code:	08536
Phone:	609-606-9010			Email:	SLEDBids@compunnel.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Narayan V. Athreya							
Company:	iCUBE Systems, Inc.							
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Phone:	703-222-3636			Email:	nvathreya@icubesys.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Pre-Proposal Conference Sign-in Sheet – K22-0054-29 – Senior IT Project Manager – February 1, 2022 at 9:00 AM

Name:	Crystal Cooper & Kshitij Satdeve								
Company:	Infojini, Inc.								
Address:									
City:					State:		Zip Code:		
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Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Name:	Jillian Maxwell								
Company:	iTESS, LLC								
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Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Name:	Kia Alford Rorie								
Company:	K2 Technology Consulting								
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Phone:	301-312-1404			Email:	kia.alford@k2technologyconsulting.com				
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Name:	Jennifer Lee								
Company:	Lumonet, Inc.								
Address:									
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Phone:				Email:	jennifer.lee@lumonet.us				
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Name:	Andrea Hess & Ed Milligan								
Company:	Maslow Media Group								
Address:									
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Phone:				Email:	ahess@maslowmedia.com				
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No					

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Name:	Brooke Warden							
Company:	Mathtech, Inc.							
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City:	Hamilton				State:	NJ	Zip Code:	08690
Phone:	609-689-8520			Email:	bwarden@mathtechinc.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Shwaty Bly							
Company:	MoxieIT Solutions, Inc.							
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City:	Ashburn				State:	VA	Zip Code:	20147
Phone:				Email:	shwaty@moxieit.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Nikit Naik Dalal							
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Phone:	410-988-0453			Email:	ndalal@narvle.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Matt Deskin							
Company:	Now Technologies, Inc.							
Address:	7230 Lee Deforest Drive, Suite 106							
City:	Columbia				State:	MD	Zip Code:	21046
Phone:	410-844-4222			Email:	mdeskin@nowtechs.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Eno Nzesi							
Company:	Numa Management Associates							
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Phone:	410-290-6264			Email:	enzesi@numamanagement.com			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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Name:	Kartik Kumar							
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Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Bindu Gupta							
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Phone:				Email:	bindu@paramountsoft.net			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Ashley Perry							
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Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Elaine Bond							
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Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Name:	Joseph Singleton & Cadence Smith							
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Pre-Proposal Conference Sign-in Sheet – K22-0054-29 – Senior IT Project Manager – February 1, 2022 at 9:00 AM

Name:	Tasha Turner						
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Name:	Laci Beall						
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Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Name:	Jerome Williams						
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Address:							
City:					State:		
Phone:				Email:	jeromewilliams@vmgts.com		
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Name:	Madan Nandhagopal						
Company:	VedaSoft Inc						
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Phone:				Email:	madann@vedasoftinc.com		
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Name:							
Company:							
Address:							
City:					State:		
Phone:				Email:			
Certified MBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Certified VSBE:	<input type="checkbox"/> Yes <input type="checkbox"/> No			