

Addendum No. 1

RFP # 17-10340-7787

Project Management and Business Analysis Work Order Services

Prospective Respondents: You are hereby notified of the following information in regard to the referenced RFP:

ADDITION

1. Part I-23, Term of Contract the following sentence has been added: The not-to-exceed amount will be \$3,000,000.00 for the three-year base term.

QUESTIONS AND ANSWERS

Following are the answers to questions submitted in response to the above referenced RFP as of June 12, 2017. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

Proposer Questions		Pennsylvania Turnpike Commission (PTC)		RFP #: 17-10340-7787	
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#	Page	Section	Section Description	Proposer Question	Commission Response
1.	44	Appendix F	Appendix F – Position Title and Description	Are resumes required for the seven positions listed in Appendix F?	No. Resumes for specific resources to fulfill work orders will be requested within individual work order responses.
2.	N/A	N/A	N/A	What is the standard size of work orders?	Work order size will vary based upon individual requests.

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3.	N/A	N/A	N/A	Is there an incumbent? If yes, what is the total amount of work awarded annually revenue over 3 years.	This is a new contract. There is no incumbent.
4.	N/A	N/A	N/A	How many work orders on average are awarded for the past 3 years	See answer to question #3.
5.	N/A	N/A	N/A	When do you plan to award this contract?	The Commission anticipates award in Q3 of 2017.
6.	N/A	N/A	N/A	Is there a validity period for the prices defined in the contract?	Hourly rates will apply throughout the term of the contract.
7.	N/A	N/A	N/A	How many projects are in the portfolio at present?	The Commission manages 60-90 IT projects of varying sizes at any given time.
8.	N/A	N/A	N/A	What percentage of work is required to be completed on site?	On-site requirements will be defined within individual work order requests.
9.	N/A	N/A	N/A	Types of projects and work? (agile, waterfall, certifications required, IT, development, infrastructure, etc.)	Projects may cover all areas of technology including but not limited to infrastructure, security, development, and COTS implementation using a variety of methodologies.
10	N/A	N/A	N/A	What is the standard size of work orders?	See answer to question #2.
11	9	E	Personnel	This section references providing a narrative statement for recruiting and qualifying personnel for individual work orders. Based on this hiring, how many resources is the Commission looking for to be presented (with resumes) initially?	Within this section, “identify the primary person(s) who will be responsible for managing the Firm’s relationship with the Commission if the Firm is awarded a contract.” Also see answer to question #1.

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12	9	E	Personnel	To clarify the question above, in terms of the initially proposed staff, is the Commission looking for 7 different individuals or is it acceptable to have multiple resources filling the same role?	It is likely and expected that over the course of the contract the Commission will seek to engage one to many resources in each of the role categories through various work order requests.
13	1	I-1	Purpose	The Turnpike has other contracting vehicles available to it to get services of this type, the state ITQ and the and the state master services agreement. Why another contracting vehicle necessary?	The Commission is seeking additional contract capacity to support growing IT needs.
14	1	I-1	Purpose	This contract calls for one award. Wouldn't a multiple award contract give the turnpike more flexibility to contract and potentially save money?	See answer to question #13.
15	14	IV-2	Nature and Scope	Can you provide some examples of the types of projects that you anticipate initiating under this contracting vehicle?	See answer to question #9.
16	14	IV-3	Requirements	<p>"A description of deviations from your standard approach, if any, that you are proposing for this specific initiative. Explain your rationale for any changes."</p> <p>In order to know how we might customize our standard approach, we first need to understand the types of projects that will be managed under this initiative. What type of projects are envisioned by the Commission?</p>	The quoted reference from section II-1.G. on page 10 refers to the approach to managing the contractual arrangement and partnership with the Commission over the term of the resulting contract if awarded.

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17	12	III-4	Evaluation Criteria	For Item a., what is the dollar amount and scope of the projects included in this initiative? We understand that Project Management, Business Analysis, Technical Writing, and Portfolio Management skills are needed. For the Item b., what type of specialized expertise is the Commission looking for?	a. See Addition #1 above. b. Refer to section IV and Appendix F of the RFP.
18				Does the PA turnpike intend to include a liquidated damages clause in the contract? We ask because we believe that this type of clause is more appropriate for a software installation and not for a professional services contract.	See RFP Appendix A -Standard Agreement includes Liquidated Damages.
19				The description of work to be performed is limited to "Project Management and Business Analysis Services". Can the Commission provide some examples of the type of projects it expects to request and award?	See answer to Question #9.
20		Section III	Criteria for Selection	How much weight, relative to other criteria, will the geographic location/Pennsylvania presence have on the scoring of proposals? How much weight, relative to other criteria, will DB participation have on the scoring of proposals?	Evaluation Criteria is defined in RFP Part III, Criteria for Selection. The Evaluation Team will use the evaluation criteria that are in order of relative importance from the highest to the lowest as listed in RFP Section III-4.
21		Section IV-3	Requirements	Will the Commission please publish or make available "Commission technical standards" as provided for in Section IV-3. Requirements?	Standards will be made available to the awarded Firm.

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22		Section IV-5	Inspection and Acceptance	<p>Inspection and Acceptance, states that both software integration and non-software integration projects may be awarded. However, in a. Acceptance of Developed Materials, the narrative states that each deliverable must, "include an Acceptance Test Plan, inclusive of a Final Acceptance Test, and may provide for Interim Milestone Acceptance Tests. Each Acceptance Test will be designed to demonstrate that the Developed Materials conform with the functional specification for the Developed Materials, if any, and/or the requirements of the awarded work." While acceptance tests may be applied to non-software deliverables, they are much more common among software deliverables. As our firm does not develop, sell or integrate software, will the Commission please confirm that it envisions and will allow an Acceptance Test Plan for non-software deliverables, such as development of written reports, plans and artifacts, facilitation of meetings, cost benefit analyses, and project management deliverables?</p>	<p>Yes, the Commission will allow an Acceptance Test Plan for non-software deliverables.</p>

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23				Will the Commission please clarify the minimum frequency of this task, "The awarded Proposer will be responsible for conducting and maintaining current criminal background checks for proposed and active work order Proposer project team members."?	Current criminal background checks are responsible at the start of the engagement and must also be provided at any time requested by the Commission.	
24				Can one person fill more than one role in Appendix F? Must all roles be filled?	See Question #12. It is expected that the awarded Firm will be able to supply resources within all defined roles on request by the Commission through a work order request.	
25				May we submit our proposal documents in PDF?	PDF is acceptable for the electronic copy.	

All other terms, conditions and requirements of the original RFP dated May 25, 2017 remain unchanged unless modified by this Addendum.