Date: December 4, 2012
Subject: Question & Answers and Pre-proposal Documents
Solicitation Number: RFP 3511R06
Opening Date/Time: December 18, 2012 / 11:00 AM
Addendum Number: 1

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals), including but not limited to questions and answers, which are considered a material part of the solicitation.

Please see the following update:

Addendum 1:

1. Adds the following:
   a) Appendix K - Questions and Answers submitted in response to Solicitation RFP 3511R06.
   b) Appendix L – Pre-proposal Conference Guide
   c) Appendix M – Pre-proposal Sign-in Sheets and Business Cards

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous Addendum(s), remain as originally written.

Regards,

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Bureau of Office Services | MSMD
400 North Street - 5th Fl, Keystone Bldg. | Harrisburg, PA 17120
Phone: 717.705.4665 | Fax: 717.783.7971
www.dot.state.pa.us
Q1. What vendors have provided this type of PMO services to PennDOT in the past?

   A1: Current PennDOT PMO Services contract is the first contract that was issued specifically for Project Management Services. The only vendor that has provided PMO services under such contract to date is CIBER.

Q2. a. Are there current vendors providing these PMO services?

   b. If so, can you provide the name of the vendors, and how long they have worked on-site for PennDOT?

   A2: Yes, PennDOT currently has a contract in place with CIBER. CIBER has been providing PMO services for PennDOT since June 2008.

Q3. a. Is PennDOT the author of ALL of the PMO Services documentation (i.e., Appendix G), or is there one or more vendors responsible?

   A3 a: PennDOT is the owner. The current vendor, CIBER, assists PennDOT’s Project Management Division employees and IT Leadership with development of the PMO documentation under the direction of PennDOT.

   b. If vendors produced this documentation, which vendor(s)?

   A3 b: See response to Question 3 a.

Q4. Will this be a single or multiple award?

   A4: This will be a single award.

Q5. Would there be a provision for out-of-state vendors to attend meeting through web or telephone?

   A5: No.

Q6. What is the tentative start date of the project?

   A6: Current Project Management Services contract will be expiring on June 9, 2013. PennDOT is targeting the month of April, 2013 for Notice to Proceed (NTP) to allow time for knowledge transfer.

Q7. Considering the delay between the submission date and the project start date, would the selected vendor be allowed to submit a different candidate is those who are submitted along with the bid proposal are not available?

   A7: The expectation is that the personnel proposed by the Selected Offeror and evaluated as part of the Offeror’s selection process will be the personnel assigned to the project. The SLA’s outline the personnel replacement process and requirements that will be in place after the Notice to Proceed is issued.
Q8. Section I-23, p 10. The 2nd paragraph of this section indicates “The Commonwealth’s Contracting Officer may renew this contract upon the same terms and conditions, incrementally or in one step, for a period of up to 24 months.”

a. If PennDOT elects to extend the contract, is there a minimum duration for each extension?

A8 a: Minimum duration for an extension would be one (1) month.

b. How much notice (e.g., number of days) would be provided to the vendor prior to the extension?

A8 b: Notification for an extension of the contract may occur up to one (1) year prior to expiration of the current contract term.

Q9. Section IV-1, p 26. The 2nd paragraph of this section indicates “The Selected Offeror will utilize and continue to enhance the established PMO framework and IT project management methodologies and standards.” Appendix G is labeled as the IT Project Management Methodology. Is the PMO framework the same as Appendix G?

A9: PennDOT’s approach to project management is reflected in project management methodology presented in Appendix G.

Q10. Section IV-3, p. 29. The RFP indicates that the selected offeror will be expected to have “frequent interaction with third parties contracted to work on PennDOT’s IT related projects (primarily application development)”. In addition, Section IV-2 describes several ISTO IT project priorities.

a. Will the selected offeror be precluded from bidding on any RFPs, RFQs, or other third-party initiatives of PennDOT during the period of this contract?

A10 a: Selected Offeror will not be precluded from bidding on other PennDOT projects, because they are not involved in development of the procurement documents that would give them an unfair advantage.

b. Would the selected vendor be precluded from systems integration work related to these projects?

A10 b: See response to Question 10 a.

Q11: Section IV-4, Task D, p34. What is the number of hours and duration that the incumbent vendor will be required to support transition efforts?

A11: The incumbent vendor will be required to support the transition efforts from Notice to Proceed date until the expiration of the current contract, which is on June 9, 2013.

Q12. In the proposal requirements Section II-5. Personnel, and Section II-10. Cost Submittal, it states the number of Project Managers specifically at 7, which matches the Cost Submittal spreadsheet.
However, in section IV-1 B. Work Statement, it states A "Minimum" of 7 Project Managers. Will you please provide clarification of the difference.

A12: A “minimum” of seven (7) project managers refers to “no less than” seven (7) project managers shall be required at the start of the contract. Hence, Appendix E, Cost Submittal requires hourly rates for each of the proposed seven (7) project managers.

Q13. III-6 C (RFP pp. 24 - 25) Are there additional criteria or considerations, beyond those specified in the RFP, before eliminating a proposal which has the lowest technical score and is the lowest cost score of responsive proposals? This item indicates a proposal meeting the two criteria "...SHALL BE ELIMINATED FROM CONSIDERATION..." and in cases with a small number of bidders, it would be possible to eliminate the best value proposal.

A13: There are no additional criteria or considerations beyond those stated in the RFP.

Q14: a. What are the Clarity features currently utilized by the projects underway at PennDOT?

A14 a: PennDOT currently uses Clarity to establish project plans and to track time of each person assigned to the project.

b. Is the vendor selected to run the PMO precluded from bidding on future PennDOT projects?

A14 b: No.

c. Are PMP certifications a requirement? You specifically request PMO experience but do not state PMP certification is a requirement.

A14 c: Certifications are not a requirement but may be taken into account when evaluating the experience of the proposed vendor staff.

d. Is the commonwealth going to continue using the Clarity tool as a standard?

A14 d: PennDOT continues to assess project management tools.

e. Is a project charter defined for each project?

A14 e: A project charter is defined for each active project.

f. What is the number of projects currently managed by the PMO?

A14 f: Fifty-six (56) projects are being managed or reported on by the PMO. These include projects managed by state employees or other contracted project managers.

g. How many projects managed by the PMO are currently behind schedule?

A14 g: Five (5) projects are behind schedule.
Q15: Please confirm that small business must be a DGS certified SDB to get points for Small Diverse Business Participation (or 8a) – 100 or fewer employees.

A15: Refer to PART I, Section I-13 of the RFP for the definition of a Small Diverse Business.

Q16: Do all team members have to have Clarity experience? Clarity is an easy tool to learn. This requirement may unnecessarily limit the overall qualifications of candidates.

A16: As stated in PART IV-3, Requirements of the RFP, Project Managers must be knowledgeable in CA Clarity and the Project Administrator must be skilled in the use of CA Clarity tools. The Selected Offeror is expected to train assigned personnel to meet PennDOT requirements.

Q17: Does Ciber currently provide PennDOT with one (1) project director, seven (7) project managers, and one (1) administrator?

A17: CIBER currently provides PennDOT with one (1) project director, eight (8) project managers, and one (1) project administrator.

Q18: What is the total program budget the PMO vendor will be responsible for overseeing?

A18: The Bureau of IT Project Development and Delivery (ITPDD) oversees the IT project budget. PMO will not be responsible for budget oversight.

Q19: Could you provide detail is the seven (7) project managers are time and material (T&M) or billed as full time equivalents (FTE). FTE typically refers to salary resources.

A19: This will be a time and material contract.

Q20: Can we expect the number of PMs be maintained at seven during the term of the contract?

A20: Typically, PennDOT has used seven (7) to eight (8) contracted project managers; however, the number of project managers may vary during the term of the contract.

Q21: How many years has the current contractor been in place and used by the Department?

A21: See response to Question 2.

Q22: Given the RFP states the existing Project Management methodology is mandatory would the Department be open to any suggestions for improvement within those mandatory requirements?

A22: As stated in PART IV-4, Task A of the RFP, the Selected Offeror shall collaborate with PennDOT’s Project Management Division to provide best practice information for continuous improvement of established IT Project Management Methodology.

Q23: On the CA Clarity requirement, is it mandatory that all seven of the PMs have the requisite experience or can the experience be concentrated in a subgroup of Project Managers?
A23: See response to Question 16.

Q24: Please confirm the mandatory commitment of the Project Director is for 3 years.

A24: See response to Question 7.

Q25: On the cost tab, if the profit rate exceeds 10% would the proposal be disqualified or scored higher/lower accordingly?

A25: PennDOT reserves the right to determine if a proposal that includes a profit rate which exceeds 10% shall be considered non-responsive. Scoring will be in accordance to PART III-4, Section B, Cost.
1. Ladies and Gentlemen, my name is Nadine Chinapoo. I am the Issuing Officer. I am responsible for the overall administration of this RFP – from development through contract award, and I am your point of contact for any questions you may have on this RFP. I will ask you to hold any questions you may have until the Q&A portion of this presentation. Also, Please be sure to sign the attendance register.

2. Other Commonwealth personnel are present and I will ask them to introduce themselves and their Department.

3. May I ask you now to introduce yourselves giving your name, title and the firm you represent? ----Thank you.

4. This pre-proposal conference has two purposes:

   a. To emphasize those requirements of the RFP we consider especially important;

   b. To answer your questions concerning the RFP.

5. Now I will pass this over to Gayle Nuppnau, Bureau of Small Business Opportunities (BSBO) to discuss the Small Diverse Business program. (see attached BSBO presentation)

6. Here are a list of critical points regarding this RFP:

   a. To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal. Our evaluation will be based almost entirely on what is submitted by you.

   b. Follow as completely as possible the proposal format given in Part II of the RFP; this will aid us in making our comparative evaluation.

   c. Your proposal shall consist of three (3) separately sealed submittals:

      i. Technical Submittal – 12 paper copies
      ii. Small Diverse Business participation submittal – 2 paper copies
      iii. Cost Submittal – 2 paper copies

      Also included a complete and exact copy of the entire proposal (technical, small diverse business submittal, and cost) on two separate CD-ROMs or Flash Drives
Make sure one (1) technical and one (1) cost submittal is marked “original” with an original signature on the Proposal Cover Sheet (Appendix I) in the Technical and on the Cost Summary page.

Proposals must be signed by an official authorized to bind the Offeror to its provisions or the proposal will be rejected.

d. To be considered responsive, your Proposal must be received no later than 11:00 AM on December 18, 2012.

e. All incoming packages may to the Keystone Building is routed, scanned and sorted at an off-site location prior to delivery.

Please be aware when submitting proposal documents via overnight delivery services there is no guarantee that the proposal documents will be received in the Issuing Office by the due date and time.

Proposals which are received late will be rejected regardless of the reason for late arrival. Therefore, please allow extra time to ensure timely delivery.

If hand delivering your proposal, request a receipt for your hand delivered packages that is signed by the Issuing Officer or designee to verify date and time of delivery.

f. If you specify that your proposal is not firm for the time period specified in Section I-12 of the RFP, your proposal may be rejected.

g. If there are any assumptions included in the cost submittal, your proposal may be rejected.

h. If you state that the proposal is contingent on negotiation of Offeror terms and conditions, your proposal may be rejected.

i. Finally, re-read the entire RFP before submitting your proposal to ensure you have responded to all requirements. Often proposals miss inclusion of contact information for references, or a completed Appendix D, Domestic Workforce Utilization Certificate.

7. **Questions.** I will now answer those questions that have been submitted to us, in writing, after which I will attempt to answer any further questions you may have. However, No answer is official until it is confirmed in writing.
I will now address other questions. To facilitate this portion of the conference, we are now distributing question forms. Please write your questions on the forms and return them to me.

We will take a 15 minute break.

Welcome back. I will read each question without identifying the firm involved and, if we can, answer it now. However, any answer given today must be considered unofficial until it is confirmed in writing. I will not attempt to answer any question not reduced to writing on the question form. All questions asked today will be officially answered in writing. All questions and written answers will be posted to the DGS website as an addendum to, and shall become part of, the RFP. Each Offeror is responsible to monitor the DGS website for new or revised RFP information.
Pre-proposal Conference
RFP 3511R06 - Project Management Office Support

Small Diverse Businesses Program
Small Diverse Business Program (SDB)

Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-certified minority-owned business, woman-owned business, service-disabled veteran-owned business or veteran-owned business, or United States Small Business Administration-certified 8(a) small disadvantaged business concern, that qualifies as a small business.

- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than $20 million in gross annual revenues ($25 million in gross annual revenues for those businesses in the information technology sales or service business).
Small Diverse Business Program (SDB)

- Proof of annual sales can be one of 3 items listed below:
  - Copies of audited financials
  - Copy of recent federal tax form
  - Letter from a CPA attesting to company's annual sales

- Proof of number of employees can be one of 2 items listed below:
  - Copy of 941’s
  - Letter from company attesting to number of employees

- Is able to do the work in question
- Must be for profit
- Must be owned by a U.S. Citizen
Important Information to Note: Section II of the RFP

To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.

- Copy of active certification
- Proof of annual sales
- Proof of number of employees
- If using a company in the 8(a) program must show proof of US Citizenship
- All Offerors must provide a numerical percentage for commitment based on the base term of the contract
- Small Diverse Business (es) must be named including address and phone
- Specify the type of goods or services the Small Diverse Business(es) will provide
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Offeror and not by subcontractors and suppliers.
Bureau Of Small Business Opportunities

BSBO

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: gnuppnau@pa.gov
# Addendum 1 - Appendix M
## Pre-proposal Sign-in Sheets & Business Cards

**PRE-PROPOSAL - RFP 3511R06**

Project Management Office Support

November 28, 2012 2:00 PM
Commonwealth of Pennsylvania
400 North Street, Keystone Building, 5th Floor Bid Room
Harrisburg, PA 17120

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