DIGITAL DEVELOPMENT SERVICES
INVITATION TO QUALIFY (ITQ) CONTRACT
Questions & Answers

1.	By January 13th, we need to follow the format of the Digital Services IT ITQ document, which states Issues to Be Addressed. 1. Cover Letter 2. Review Attachment A and provide comments 3. Review Attachment B, Terms and Conditions Is that for Jan 13th? Everything else that was discussed seemed related to whether we are awarded a contract. Am I correct?	Include a cover letter, with the RFI response, on company letterhead, which includes a point of contact name, phone number and email address. Review Attachment A, Digital Development Scope of Work and provide feedback within the document. Review Attachment B, Digital Development Terms and Conditions. Please provide feedback on the terms and conditions within the document Review the Digital Maturity Assessment and provide feedback within the document.
2.	Its unclear what is actually due to submit for the 1/13 deadline.	Include a cover letter, with the RFI response, on company letterhead, which includes a point of contact name, phone number and email address. Review Attachment A, Digital Development Scope of Work and provide feedback within the document. Review Attachment B, Digital Development Terms and Conditions. Please provide feedback on the terms and conditions within the document Review the Digital Maturity Assessment and provide feedback within the document.
3.	In Attachment A, it states that subcontracting is not permissible but in Attachment B, Section 15. It states "The Contractor may subcontract any portion of the Services or Supplies described in this Contract to third parties selected by Contractor and approved in writing by the Commonwealth, whose approval shall not be unreasonably withheld."	The awarded ITQ contracts will be for software development only and will not permit subcontracting. Software as a Service and other cloud services are not included in the scope of this ITQ.

	Will contractors ultimately be allowed to subcontract? Is this an agreement that would allow resellers? In Attachment A, it states "The purchase of hardware, software, and staff augmentation services are NOT PERMITTED under this contract." For clarification is Software as a Service (Saas) or other cloud services allowed?	
4.	As a small diverse business, we subcontract and make significant contributions to large prime contractors on large projects. Can we use those projects as qualifications for this contract? This ITQ RFI represents short-term ad-hoc project work opportunities. The RFI has a clause whereby the contractor is not to sub-contract any work activities. That clause reduces a large majority of small businesses from supporting this contract based on the inability to afford a bench of W2 skilled resources to perform the ad-hoc project work. Request a change to the RFI clause whereby the small business contractor is able to sub-contract work activities to another small business and/or independent 1099 consultants.	All submitted qualifications relevant to software development will be considered. The Commonwealth intends to award ITQ contracts to vendors able to perform agile development services.
5.	This is my first opportunity working with the Commonwealth of PA, so I wanted to ensure that Software as a Service (SaaS) were aligned with the scope. Understanding this will help us determine if we can move forward with responding to this RFI.	The awarded ITQ contracts will be for software development only and will not permit subcontracting. Software as a Service and other cloud services are not included in the scope of this ITQ.

	I appreciate any guidance and assistance.	
6.	Could you kindly confirm the following: **Required Documents.** Please confirm that we are to provide feedback only on the content within Attachment A, Digital Development Scope of Work, including the digital maturity self-assessment, submitting both documents with any comments and/or redlines. No input is required, only feedback. Submission Location/Platform. Please confirm that we are to submit the required documents via email. If not, please provide the URL and any appropriate instructions for submittal.	Include a cover letter, with the RFI response, on company letterhead, which includes a point of contact name, phone number and email address. Review Attachment A, Digital Development Scope of Work and provide feedback within the document. Review Attachment B, Digital Development Terms and Conditions. Please provide feedback on the terms and conditions within the document Review the Digital Maturity Assessment and provide feedback within the document.
7.	We have three questions we wanted to ask regarding the Digital Development Services IT ITQ. Do you want the Digital Maturity Assessment filled out and included in the response to this RFI or was it included so that we would understand what we would need to fill out and include for future RFQs? Is the CWPA seeking firms that specialize in custom software development services, or would it also consider solutions involving low-code/no-code platforms, enabling state users to design and manage business process workflows independently?	Review the Digital Maturity Assessment and provide feedback within the document. The awarded ITQ contracts will be for software development only and will not permit subcontracting. The Commonwealth did not record or prepare a transcript of the 12/17/2024 meeting.

	Is there a recording or transcript of the Bid Meeting that happened on 12/17/24 that you could forward to us?	
8.	We are in the process of preparing our proposal response for the Digital Development Services, 12062024900-RFI, and would greatly appreciate your assistance with the following clarifications: 1. **Can the Department please clarify the response submission mode for this RFI (i.e., via email to ra-gsitprocurement@pa.gov (or) portal (or) Hard copy submission)?** 2. Can the Department please clarify the place of performance for the ITQ? 3. Has the Department determined any budget for the ITQ that is going to be published in near future? if so, can the budget amount be shared? 4. What is the place of performance for this work? Can the work be performed remotely? 5. Is there an incumbent on this contract? If so, will the Department provide the incumbent name, current contract number, duration, historical level of effort, and value of the contract? 6. Is the incumbent eligible to bid on this project?	1 Response to the RFI should be submitted to via email to ra-gsitprocurement@pa.gov 2 The location of the work may vary depending upon the agency needs. Locations may include working within the Harrisburg Area or remotely. 3 The budget will vary by project. 4 The location of the work may vary depending upon the agency needs. Locations may include working within the Harrisburg Area or remotely. 5 This is not an incumbent. This ITQ will qualify multiple vendors and award contracts that MAY result in the performance of work depending upon project needs and budget. 6 There is not an incumbent. 7 The Commonwealth requests all feedback be provided by the advertised due date and time. 8 No certificates are required at this time. 9 No, a response is not required. If the Commonwealth creates the ITQ category, all vendors are welcome to apply. 10

	7. Can the Department extend the deadline by a week? 8. Are vendors required to have a certificate to transact business prior to the award of the contract? 9. If the offerors do not have any comments and suggested language changes to the Scope of Work in Attachment A, do we still need to submit Attachment A with our RFI response? Please clarify. 10. If the offerors do not have any comments and suggested language changes to the terms and conditions in Attachment B, do we still need to submit Attachment B with our RFI response? Please clarify. 11. Could you provide a timeline for when the Commonwealth plans to issue the full solicitations or RFPs for the Digital Development Services IT ITQ? Additionally, how many separate ITQs does the Commonwealth anticipate publishing under this initiative, and when are these expected to be released? 12. Can the Department confirm whether there are specific technical platforms or tools the Commonwealth prefers for the digital development services (e.g., content management systems, front-end frameworks, backend technologies)?	No, a response is not required. If the Commonwealth creates the ITQ category, all vendors are welcome to apply. 11 No timeline is available. 12 There are no preferred platforms at this time. 13 Feedback resulting from the RFI may be used to make modifications to the Terms and Conditions. Once the ITQ is created, vendors interested in qualifying will no be able to negotiate the terms. 14 The Commonwealth has not determined a priority for experience or qualifications. 15 The Commonwealth has not determined the criteria for evaluation.

	13. Could the Department elaborate on the feedback process related to the Terms and Conditions - will there be an opportunity for further negotiation after the RFI or is the feedback intended purely for refinement of the scope and conditions prior to formal solicitation? 14. In terms of qualifications, what specific experience or qualifications (e.g., certifications, past projects) does the Commonwealth prioritize for contractors? Would experience with Federal government agencies or in similar commercial sector projects be highly valued? 15. What are the criteria for evaluating the "best value" during the RFQ process, beyond cost? Are there any key factors such as innovative solutions, past performance, or specific technical expertise that would significantly impact a proposal's competitiveness?	
9.	I am writing to confirm details regarding submission for RFI #12062024 Digital Development Services IT ITQ. Could you kindly confirm the following: **Required Documents.** Please confirm that we are to provide feedback only on the content within Attachment A, Digital Development Scope of Work, including the digital	Review the Digital Maturity Assessment and provide feedback within the document. Response to the RFI should be submitted to via email to ra-gsitprocurement@pa.gov

	maturity self-assessment, submitting both documents with any comments and/or redlines. No input is required, only feedback. **Submission Location/Platform.** Please confirm that we are to submit the required documents via email. If not, please provide the URL and any appropriate instructions for submittal.	
10	We will be on the lookout for the Digital Development Services ITQ when it is issued and was wondering if it will be shared directly with everyone who joined the initial call on 12/17.	Vendors will be notified via eAlerts.
11	I wanted to confirm that the RFI responses for the Digital Development Services IT ITQ are to be sent directly to you at this email address?	Response to the RFI should be submitted to via email to ra-gsitprocurement@pa.gov
12	We are looking forward to participating in the Invitation to Quote (ITQ) for the Digital Development Service Opportunity - The Commonwealth of Pennsylvania – PA. Could you please confirm the mode of submission for this opportunity so that we can submit our response.	Response to the RFI should be submitted to via email to ra-gsitprocurement@pa.gov