



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
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ANNAPOLIS, MARYLAND 21401

REQUEST FOR PROPOSALS
IV&V SERVICES, GEARS PROJECT
PROJECT NUMBER K13-0055-29

Questions/Responses #1
February 19, 2013

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To our prospective Business Partners:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

- Question:** The numbering for the Offeror Experience and Capabilities is listed as 3.4.5.2; this appears to be inaccurate as there is no 3.4.5.1. Clarify whether 3.4.5.2 should be renumbered as 4.4 onwards to continue under section 4 – proposal attachments. **Response:** Whichever way you elect to number, we will follow your proposal by content, not numbering.
- Question:** For the proposal, the resumes are listed in 4.1 on page 26, yet resumes are also requested in 3.4.5.2; does AOC want the resumes twice? **Response:** Submit only one set of resumes per proposal copy.
- Question:** What is the anticipated split between technical evaluation vs project management related evaluation? **Response:** There is no split ratio; all technical content will be evaluated as such.
- Question:** Section 2.5 of the RFP provides certain insurance levels for both liability and worker's compensation. If a company has insurance but not at the level specified (e.g., instead of \$500,000 per accident and disease for Worker's Comp, the company has \$100,000 each for these), would it be permissible for a company to submit a proposal with its current levels, and then obtain the increased levels of insurance if it wins the bid? **Response:** Yes.
- Question:** "The Contract resulting from this RFP shall be Fixed Price and Time and Material". We assume pricing for Deliverables (Attachment E) is Fixed Price and the pricing for the optional task (IV&V Corrective Action Assistance) is Time and Material, please confirm. **Response:** The assumption is correct – see price proposal form.
- Question:** Section 1.4 lists the duration as a six-month base with two six-month options, yet the deliverables table in 1.8 implies that the project will be NTP + 105 days. Please clarify the length of the contract. **Response:** Time line of deliverables is as stated; contract term reflects time for potential optional services.

7. **Question:** Does the State have a budget for this project? If so, can you share it with potential vendors? **Response:** The project is within the Judiciary budget. .
8. **Question:** Can the State share why it designated this procurement as MBE only? **Response:** When the Judiciary ascertains that there is ample MBE representation in a given field, it will so designate a procurement in order to promote MBE opportunity.
9. **Question:** Is there an incumbent currently providing some IV & V service under "GEARS " initiative? If yes, who is the vendor? **Response:** There is no incumbent.
10. **Question:** The RFP states that "Note: All Offerors shall submit one or more examples of similar deliverables produced for other clients to demonstrate the scope and depth of analyses performed in a similar context." All IV&V deliverables such as status report, findings, recommendations, and IV&V presentation are confidential of our client, and also we have to adhere to the sensitive data policy of State of Maryland. Therefore, we are unable to submit examples of similar IV&V deliverables. Is it acceptable to submit the template of the deliverables? Much of the content of IV&V efforts is organizationally sensitive. Can we provide redacted versions of what we have done replacing organizations and /or technologies other than what may have been in a report to another agency? **Response:** We are aware of the confidentiality issues, since we also demand non-disclosure adherence. We will accept whatever form of sample you may be able to submit.
11. **Question:** The RFP states "Note: All Offerors shall submit one or more examples of similar deliverables produced for other clients to demonstrate the scope and depth of analyses performed in a similar context." This requirement could result in voluminous materials submitted. Is it acceptable to provide illustrative extracts (subsets) of the similar deliverables? Are samples required of each deliverable or only the IV&V Review Report? **Response:** Yes.
12. **Question:** What SDLC phase is each of the three deployment phases in? **Response:** Only Phase 1 (Financial modules) is in an active SDLC phase at this time. This phase has just entered User Acceptance Testing.
13. **Question:** Can you please list specifically the PeopleSoft Financial and Supply Chain modules that AOC is implementing for Phase I? **Response:** See Attachment 1.
14. **Question:** In section 2.2, pertaining to the four minimum IV&V review areas, the RFP states, "*In addition, the AOC may want to include additional reviews as necessary within the Optional Services section of this SOW.*" However, the Optional Services listed as deliverables 1.8 and 1.9 (in section 2.2) pertain to the Corrective Action Plan tasks – which relate to addressing just the findings from the four stated IV&V review areas. Thus, does the AOC envision any optional/additional review areas (in addition to the four listed in section 2.2)? If so, how will these be priced? **Response:** If optional review areas are considered, pricing will be based on T&M labor rates as provided in the Price Proposal.
15. **Question:** The IV & V final finding is due in 91 days after the NTP and the corrective action plan due in 105 days after NTP. Would JIS expect the vendor to stay beyond to help with the Corrective actions to be executed? The RFP states that the contract may be extended beyond

the 105 day period. Would that be for the IV & V contractor to help implement the corrective action plans recommended? **Response:** see Response #6

16. **Question:** Is there any problem or issue with the present ERP implementation process that has been going on for the past 2 years or so? Is something not going satisfactorily? **Response:** No, all according to expectations.
17. **Question:** In our response, do we need to identify our entire IV & V team or the Vendor Project Manager? Would JIS want to see resumes of the players? **Response:** Please submit resumes of key personnel.
18. **Question:** When is the project scheduled to start? Is there a tentative schedule already set for the objective of this project? **Response:** We expect to award the contract by early to mid April.
19. **Question:** The implementation projects occur over two plus years, but the period of performance for IV&V is 18 months. Further, the base period for IV&V spans Phase I and II of the implementation work. What is your vision of how the IV&V work should transpire relative to the implementation phases? **Response:** The IV&V tasks in this solicitation only refer only to Phase I activities plus the incorporation of Hyperion into the schedule of the remaining phases.
20. **Question:** Will the State accept a team approach for this project, or is an individual required to this work? **Response:** Team approach is acceptable; there is no requirement for Contractor to work on-site.
21. **Question:** Will the IV&V have its own environment? If so who would be responsible for maintaining them. **Response:** The tasks included in this IV&V do not require a technical environment. Tasks associated with automated testing are limited to assessment only and do not include implementation of an environment or tools.
22. **Question:** Are you planning to implement OFSAA (Oracle Financial Services Analytical Applications) etc and expect the IV & V team to do research? **Response:** This is not within the scope of the base tasks of the IV&V. Should the AOC desire this, it will fall under optional services.
23. **Question:** Is OUM (Oracle Unified Method) being used to implement PeopleSoft? **Response:** No.
24. **Question:** Is OATS (Oracle application Testing Suite) being used for testing, if not what other automated testing tool you plan to use in house? **Response:** No automated testing tool is planned for use in Phase I. Assessment of tool feasibility and advisability is a task of this IV&V.
25. **Question:** What is the level of customization expected ie easy, moderate, difficult, a rough number would be helpful. **Response:** This aspect of the project can be explored with the selected Contractor as needed to fulfill the deliverables on the IV&V.
26. **Question:** What is organizational structure and readiness? **Response:** An assessment of this is the first task of the IV&V.

General observations:

- This IV&V is to address Phase I (Financials) only
- This IV&V does not request any day-to-day project oversight
- Hyperion addition is not part of Phase I – we are looking for best timing and impact analysis
- We are looking for recommendations on improved acceptance testing for the future (not selection of tool)

Gisela Blades, Procurement Officer