

**CWS/CMS Maintenance and Operations Project Management Support
OSI RFP #17700**

Question and Answer (Q&A) Set #2, dated 8/30/07

Item	Page # and Section	Bidders' Questions/Comments	State's Response
2-1	Exhibit P	<p>Resumes are to be submitted in the format described by SOW Exhibit P. Please clarify what information is to be provided in the following sections of this template:</p> <ul style="list-style-type: none"> • Contract Goals/Objectives • Target Services • KSA (from Table 3) 	<p>Exhibit P provides background information on the proposed staff, including proposed subcontractor staff to validate the referenced personnel possess the minimum Knowledge, Skills, and Abilities (KSA). The sections for contract goals/objectives and target services provide information on the contracted services, where the proposed staff performed duties that meet the KSAs. The section for KSAs must identify the proposed staff experience in meeting the respective KSAs for PMS Manager and PM Support Staff, as outlined in Table 3. Team Skill Cross Reference (page 55).</p>
2-2	Page 6, §1.6	<p>Please clarify the business relationships with the prime vendor that create a conflict of interest.</p>	<p>This is a broad requirement on conflict of interest. However, it is intended to put Bidders on notice that it shall work independently and not collaboratively with the Prime Contractor (IBM Corporation/IBM Global Services) to complete the RFP proposal response.</p>
2-3	Page 37, §5.3.1	<p>RFP Section 5.3.1, Insurance Requirement, states that the Contractor shall furnish Worker's Compensation Insurance. Article 20, Insurance, under Exhibit A, Attachment 2, Contract, states</p>	<p>For the purposes of this RFP, there is no other insurance requirement. However, Bidders conducting business in the State of California shall comply with all applicable laws regarding</p>

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		<p>also that Contractor shall maintain all commercial general liability insurance, workers' compensation insurance and any other insurance the State deems appropriate under the Contract. Contractor shall furnish an insurance certificate evidencing required insurance coverage acceptable to the State. Upon request by the Buyer, the Contractor may be required to have the State shown as an "additional insured" on selected policies. What other insurance does the State deem appropriate (i.e., any other insurance required?)</p>	<p>insurance and shall be required to show evidence of compliance, if requested.</p>
2-4	Page 45, §6.6.1.4	Section 6.6.1.4, 6 th bullet item on page 45, references an Exhibit Q. This should reference Exhibit R.	An addendum will be issued to clarify this requirement.
2-5	Page 46, §6.6.2	Section 6.6.2 (page 46) indicates transition-in services will be no longer than 30 days. Section 6.6.5, Table 2, Task 6.6.2.3 (page 50) indicates transition-in services are due 20 days following contract award. How long is the transition-in period?	An addendum will be issued to clarify this requirement.
2-6	Page 51, §6.8	The staff qualification requirements in Section 6.8.2 and 6.8.3 do not match those in Section	An addendum will be issued to clarify these requirements.

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		<p>6.8.5, Table 3, Team Skill Cross Reference.</p> <p>Please identify which qualifications are to be used.</p>	
2-7	Page 53, §6.8.3	<p>The questions submitted to the State on July 9, 2007 included a question 1-23 that posed the following:</p> <p style="padding-left: 40px;">The RFP allows bidders to propose staffing configurations that “they believe” will be able to meet the RFP requirements, but there is no information in the RFP upon which to base an estimate. For example: How many proposed system changes are expected (para 6.6.3.1)? How many Work Orders are expected (para 6.6.3.2)? Without quantities, including complexity estimates, how can these tasks be estimated?</p> <p>The State responded to this question with the following answer:</p> <p style="padding-left: 40px;">The number of system changes and work orders are prescribed in the current Prime Vendor contract Amendment 23 through the year 2013. Please refer to this</p>	<p>Through the duration of Contract Amendment #23, the project has an annual budget of \$10.5 million and historically the project has deployed two major releases within the budget annually.</p>

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		<p align="center">document in the Bidder Library.</p> <p>In reviewing the State's answer regarding Amendment 23 Section 67, we determined that only the interim release schedule is specified. There is no schedule for major releases, in essence, those associated with the system change budget of \$10.5M annual. How many major releases are projected for the life of the contract?</p>	
2-8	Page 55, §6.9	This section contains verbiage with SHALL and MUST; which are mandatory requirements for this proposal response according to RFP Section 2.1 1. Mandatory Requirements. Which volume and where do you want this requirement addressed, since neither Table 4 nor Section 8 Proposal Format & Content address 6.9 Invoicing?	Section 6, Functional and Technical Requirements, will become the Statement of Work (SOW) and made part of the contract. Therefore, the invoice requirement will be incorporated into the SOW and made part of the Contract in Volume 2 – Completed and Signed Contract (STD. Form 213). (See Proposal Item #21 for more information).
2-9	Page 58, §8.2.1	There is an inconsistency between the description of proposal volumes layout information presented in Section 8.2.1 (page 58) and Section 8.3, Table 4, Cross Reference Checklist (page 59).	An addendum will be issued to clarify these requirements.

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		<p>Section 8.2.1 specifies the following layout:</p> <ul style="list-style-type: none"> • Volume 1 - • Volume 2 – Response to Technical Requirements • Volume 3 – Completed and Signed Contract (STD. Form 213) • Volume 4 – Sealed Cost Data <p>Section 8.3, Table-4 specifies the following layout:</p> <ul style="list-style-type: none"> • Volume 1 - • Volume 2 - Contract • Volume 3 - Technical Requirements • Volume 4 - Sealed Cost Data <p>Lastly, the documents specified for Volume 1 are inconsistent between Section 8.2.1 and 8.3 Table-4. The Cross Reference Checklist in Table 4 indicates that Exhibit D is to follow the cover letter; however Volume 1 within Section 8 Proposal Format and Content does not contain Exhibit D. Please advise where you want Exhibit D to be placed.</p>	

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2-10	Page 58, §8.2.1	Section 8.2.1 requests that a Past Experience summary be included with Volume One; however it is not mentioned anywhere else in the proposal and is not mentioned in the Cross Reference Checklist Table 4. Please advise if you want a Past Experience Summary written and if so, how will this be scored?	An addendum will be issued to delete this item (Past Experience Summary) from Section 8.2.1, Volume 1.
2-11	Page 63, §9.2	<p>Must PMS Staff be PMI certified if they are not going to perform project management tasks as specified by SOW Task Group 6.6.1? Which, if any, SOW tasks can be performed by PMS Support Staff that are not PMI certified?</p> <p>Section 6.8.3 Project Management Support Staff Experience, subsection 6.8.3.1 indicates that Staff assigned to the tasks in sections 6.8.3.2 and 6.8.3.5 in this contract must be certified as a PMP. Section 6.8.5 Table 7 Pass/Fail Staff Minimum Qualifications, PMS Staff, item 1 indicates that PMS "Staff assigned are certified Project Management Professionals (PMP)."</p> <p>RFP Section 6.8.3.2 indicates, "A minimum of</p>	The KSAs in Table 3. Team Skill Cross Reference (page 55) requires that all proposed staff must be PMP certified. Therefore, all tasks will be performed by PMP certified personnel.

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		<p>four (4) FTE years experience advising Information Technology (IT) projects in the use, acceptance, and implementation of commercial best practices and standards (e.g. IEEE, PMBOK, SEI, ITIL).</p> <p>RFP Section 6.8.3.5 indicates, "Minimum of four (4) FTE years experience (at no less than 0.5 FTE/yr) providing PM&SVV services according to IEEE 1012 standards for IT projects defined as: a large-scale software integration project with a total project cost (for system planning through final system implementation activities) of at least \$30 million and at least 5000 users."</p>	