



Office of Purchasing
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February 8, 2023

Addendum 1

To: Interested Parties

Re: Questions and Answers, Solicitation #067.23.B5, Senior Solutions/Business Intelligence Architect

From: Howard County Public School System

Question 1: What is the project that this Senior Solutions/Business Intelligence Architect would be working on?

Answer 1: Please refer to Section 3.5, a. of the solicitation.

Question 2: What suite of technologies does this person need to be familiar with?

Answer 2: Please refer to Attachment A, Position Description.

Question 3: How long will this project be?

Answer 3: Per Section 3.6.1, this will be a one-year contract with five, one-year renewal options.

Question 4: What are the directions to respond to this solicitation?

Answer 4: Directions for response to this solicitation can be found throughout the solicitation. Please be sure to read the solicitation in its entirety for all directions.

Question 5: Where can interested parties find proof that we are not listed on the Excluded Parties Listing System (EPLS) Federal Registry?

Answer 5: Please follow this link: [Excluded Parties List System: Suspended and Debarred Businesses and Individuals Improperly Receive Federal Funds | U.S. GAO](#)

Question 6: Please explain the requirement on page 14, B. Company Profile, (i).

Answer 6: This states that the Contractor may not be listed on the Excluded Parties Listing System (EPLS). Most vendors are in SAM, but should not be on the excluded parties listing. The Excluded Parties Listing System (EPLS) is an electronic directory of individuals and organizations that are not permitted to receive federal contracts or assistance from the United States government. Any company doing business, or hoping to do business, with the United States government or federal agencies must assure that it has no affiliation with these excluded parties.

Question 7: Please provide additional project details.

Answer 7: Please see Attachment A, Position Description

Question 8: Please provide the maximum number of submissions.

Answer 8: Interested parties may submit up to seven positions.

Question 9: Please confirm the work location for this position.

Answer 9: The work location for this position will be 10910 Clarksville Pike, Ellicott City, MD 21042.

Question 10: Attachment A refers to “development teams” that will need to be led by this position. Can you provide more information about these development teams? Are these HCPSS IT employees? How many are there? Where are they based? What skills and responsibilities do they have, and how are they expected to collaborate with the position being requested?

Answer 10: The team can be composed of HCPSS staff, contractors, and/or vendors.

Question 11: The solicitation references “ad hoc reporting requests” that will need to be responded to as part of this engagement. Do you have additional clarity on the frequency and number of requestors for these reports? Is it anticipated that ad hoc requests could be conceivably received on a daily or weekly basis? Is it expected that requests and other needs could come from any of the 77 schools across HCPSS, or will this function be consolidated and managed via a smaller number of identified business owners?

Answer 11: Requests are centralized and prioritized.

Question 12: Are you able to provide additional detail around the technical environment and key technology platforms that are currently in place to support these efforts (i.e., Tableau, Power BI)?

Answer 12: Please refer to the Skills and Scope sections.

Question 13: Are you expecting the Offering firm to manage the security of the database and end-user environments that will be developed and maintained as part of this initiative, including the need to leverage the provider’s servers, computers, and other resources to do so? Or, will this position be working entirely within an HCPSS-maintained environment, working on HCPSS issued equipment, servers, computers, laptops, etc.?

Answer 13: Resources will work within an HCPSS-maintained environment.

Question 14: Do “foreign” (i.e. non-Maryland based) offerors need to become fully registered with the State in advance of the RFP submission date, or is it acceptable to do so at least prior to the anticipated start of the project, if selected?

Answer 14: All requirements in Section 3.3, Technical Response, must be included in proposals.

Question 15: Section 3.1 of the RFP states that interested vendors are encouraged to provide a detailed project plan, outlining the approach and services that may be offered to HCPSS for this project. Can you provide the scope of work, requirements, deliverables, etc. for this project?

Answer 15: The project plan can be generic and outline the steps the firm uses to provide services.

Question 16: Sections 1.6 and 5.28 state that subcontractors will not be accepted for this solicitation, however throughout the RFP there are references to subcontractors and associated requirements and regulations. Is subcontracting allowed if we are subcontracting another small business?

Answer 16: Subcontractors will not be accepted for this solicitation. Any language in the RFP referencing subcontracts does not apply to this solicitation.