

Vendor Questions and DLLR-OIT Responses

**General**

Are there any existing contracts related to the support of the current system? **No, there is no existing contract. It is currently handled in-house by DLLR-OIT.** If so, could you please identify the contractor and the dollar value of the contract? **N/A.** If not, what level of resources does DLLR commit to supporting the current system? **One staff member is committed to supporting the system, but they will have other responsibilities that are not related to this project.**

How much funding has been budgeted for this project? **DLLR does not divulge this information. As stated in the TORFP, Section 4.2, the Technical Evaluation shall have greater weight, but Offerors are encouraged to submit the lowest reasonable bid to complete the project according to the requirements outlined.**

Is it DLLR's intent to continue operating the current system during the transition to the new system with resources now in place? **YES, DLLR plans to run for a short period with both systems simultaneously in order to validate the accuracy of the new system. However, the old system will eventually retire and cease to exist.**

The TORFP indicates that this project is being done under the auspices of Maryland DLLR, Division of Unemployment Insurance, Contributions Unit. However, the proposal relates solely to the field audit system now in place and used by tax auditors. Can you please describe the relationship between Maryland's Unemployment Insurance program and this project? **The Division of Unemployment Insurance has three primary units: Contributions (sometimes referred to as Tax), Benefits, and Appeals. The Tax Field Audit project is within the Contributions Unit. Maryland Unemployment Insurance is the division for which the auditors work. The auditors use the Field Audit System to conduct the audits, and it's this Field Audit System that needs to be replaced. The Field Audit System helps the auditors to determine if employers have misclassified workers for whom they are not paying unemployment insurance.** Further, is knowledge of any other information technology systems used in the administration of Maryland's UI program required when developing a solution to this RFP? There is a reference to a sharing of data with a mainframe-based system. **It would be beneficial for the vendor to have an understanding of the structure of databases for optimization of information processing, and it would also be beneficial for the vendor to understand how to best process a flat file via FTP or other comparable means.**

**Specifications**

2.8 Project Goals/Objectives: Please clarify the intent of "electronic signatures". For example: does storing the user id of the auditor and approver(s) along with their approval actions satisfy this requirement? **DLLR desires to maintain an actual copy of the auditor's signature along with the time and date of the signature in order to meet this requirement. No, recording the user id along with an approval action is not sufficient at this time to meet this requirement. However, this could change if the federal requirement were to change.**

2.8.1.8, 2.8.1.37 and 2.8.3.8: Are there standard APIs or interface mechanisms in place today to retrieve the required data from these data sources? **This data will be transmitted via flat file.** Will DLLR staff be responsible for creating and maintaining the data access processes, or will

the Offeror be responsible? **The Offeror is responsible for importing the flat file data. The product shall perform data retrieval, processing and final storage on data store.**

2.8.1.10: Is it DLLR's intent that the future Tax Audit System perform the audit selections against the entire employer file, or will this determination of audit samples execute against an "audit pool" created annually by a process within the DLLR Tax System? **It is DLLR's intent to have the ability to select an audit from the entire employer file. The decision to perform/conduct an audit remains within DLLR's discretion. DLLR retains the ability to cancel an audit that was selected, halt an initiated audit, or even not conduct an audit that was originally pulled due to a change in audit focus.**

2.8.1.22: Please clarify if the requirement for the audit package including letters and other correspondence. Is it DLLR's requirement that the future Tax Audit System generate the correspondence items that are sent to the employer or does it need to allow the auditor to attach copies that are generated external to the audit system? **Please refer to the requirements 2.8.1.50; 2.8.1.50.1; and 2.8.1.50.2.**

2.8.1.35: Can DLLR please provide Exhibit D, "List of Data Elements"? **Yes.**

#### **From the Pre-Bid Transcript**

Page 30, Lines 9-18 / In the similar systems that I [the vendor] have seen, generally every request that comes in gets moved into the new, electronic, paperless system and is stored there for security purposes. Is the only information that's going to come into this new system going to be just audits selected by DLLR? **Please refer to requirement 2.8.1.5.1.**

Page 32, Lines 9-11 / What are the specs for the laptops that the auditors are currently using? **The following lists the minimum specifications of the laptops: Windows 7, 8 GB RAM, 500 GB HD, Dual Core Processor.**

Page 34, Lines 10-14 / Is DLLR requesting a Windows 7-based solution? If so, will DLLR provide the testing environment? **DLLR will provide the laptops and a test environment for the database repository.**

Page 36, Lines 7-14 / Does the vendor's work start after the file is received on the laptop? **No. The vendor shall provide the ability to retrieve and import data.** If so, does this mean that no changes are implied to the database itself, thus no changes to the mainframe? **No changes will be made to the mainframe.** Is this project for data processing only? **The project is for data retrieval, processing, and final storage on data store.**

Page 36, Lines 18-21 & Page 37, Lines 1-2 / During the course of the project, can the awarded vendor suggest—and perhaps implement—changes that improve the process? [Also, would there be financial consideration for doing so?] **Vendors shall respond to the requirements laid out in the TORFP.**

Page 40, Lines 1-9 / Because some of the deliverables required involve intellectual property, would a response that indicates a summary level of detail be acceptable? [If not, how will the State ensure that an Offeror's intellectual property is protected?] **A COTS product may provide a summary level of detail in order to safeguard intellectual property. A developed solution shall be maintained by the DLLR-OIT staff, and detailed documentation must be provided in order to ensure sufficient knowledge transfer to the State of Maryland.**

Vendor Questions and DLLR-OIT Responses – Round 2

**2.8.1.10**

Is it DLLR's intent that the future Tax Audit System perform the audit selections against the entire employer file, or will this determination of audit samples execute against an "audit pool" created annually by a process within the DLLR Tax System? **It is DLLR's intent to have the ability to select an audit from the entire employer file.**

Is the entire DLLR "employer file" with all of the data fields required for the audit selection requirement included in the flat file(s) that will be transmitted to the tax audit system so that the audit selection process can perform this task? **Yes.**

If so, how often will the entire employer file data set be transmitted to the tax audit system? **The data from the mainframe is transmitted to the PC system daily. The PC system uses the flat files on an as needed basis.**

Is all of the data that will be required from the VSAM/SQL Server/Oracle DLLR databases for ANY of the requirements of the TORFP going to be provided via Flat File transmission to the audit system? **The flat file method of transmission only refers to the mainframe VSAM data. The SQL Server and Oracle databases need to be accessed using industry standard data access methods. The vendor is not responsible for mainframe data access. The vendor is responsible for the Oracle and SQL Server databases.**

**Pre-bid transcript, page 47, lines 8-20**

Please confirm that the contractor does not need to provide the level of staff for non-key positions due to the fixed price nature of the task. **The TORFP does not differentiate between key and non-key personnel. However, DLLR has reassessed the General IT Experience Requirement and it now requires five (5) years of General IT Experience instead of ten (10).** (Please refer to Addendum 2.)