

Questions and Responses Document No. 1
Request for Proposals (RFP)
Consulting and Technical Services (CATS) II
RFP #060B9800035
October 2008

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations contained in the following responses to questions by potential Offerors are not binding to the State, unless an addendum expressly amends the RFP. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor.

1. Can the State provide a listing of the CATS I Master Contractors?

Response: Yes, the list is on the DoIT web site.

2. Are there multiple Master Contractors under the CATS I Master Contract?

Response: Yes, there are a total of 216 Master Contractors.

3. Can the State provide a listing of the CATS I incumbents?

Response: See the response to Question #1.

4. Are any of the CATS I Master Contractors certified as a Maryland Minority Business Enterprise (MBE)?

Response: Yes, of the 216 Master Contractors, there are a total of 87 MBE firms.

5. What is the contract value for CATS I?

Response: The State has a spending authorization of \$350,000,000 overall for the CATS I Master Contract. Each award as a result of a TORFP will vary in value. For information concerning each TORFP award amount, the list is on the DoIT web site.

6. How many persons were employed through the CATS I Master Contract?

Response: This information is not available as the resources are provided through each individual task order.

7. Can the State provide specific information concerning the scope of work for each functional area?

Response: The scope of work for each functional area in the RFP Section 2.3 is only an example of the work that may be performed under a specific TORFP. Specifics concerning scope will be defined in each TORFP or RFR.

8. If an Offeror can provide services for some of the functional areas but not all can the Offeror still submit a response?

Response: Yes, Offerors may respond to one, several or all functional areas (see RFP Section 1.1.3).

9. Does the TORFP status spreadsheet include all contractors who do business with all Maryland State agencies?

Response: No, it only provides the Master Contractors who have received awards under the CATS I Master Contract.

10. If certain firms are not listed on the CATS I Master Contractor list, does this mean those companies were not awarded any opportunities under CATS I?

Response: No, they are not Master Contractors under CATS I.

11. There are companies in CATS I Master Contractors Contact/Pricing Information, but they are not listed on the TORFP status spreadsheet. Can the State explain?

Response: This would indicate that those companies never received a TORFP award.

12. Titan Systems Corporation is listed on the TORFP status spreadsheet but their financial proposal indicates L-3 Titan as their name? Can the State explain?

Response: When Titan Systems Corporation submitted their proposal under CATS I, they were called L-3 Titan. After award of CATS I and the posting of the financial proposals, they changed their name to Titan Systems Corporation.

13. Will this be a multiple award contract and if so, what is the minimum number of small businesses that can receive an award?

Response: There will be an unlimited number of awards for the CATS II Master Contract. There is no minimum or maximum number of awards that will be made to small businesses. Any business, even small business, that qualifies will receive an award.

14. Under what functional area would the following services be competed?

Document Production Onsite/Offsite Service
Document Conversion Service
Document Destruction Service
List Management Service
Litigation Reprographic Support Services
Records Management Services

Response: Functional Area 3 – Electronic Document Management.

15. Would the State please confirm that the MBE Attachment D-1 is required for submission with an Offeror's proposal?

Response: RFP Section 1.24 provides instructions to Offerors to submit Attachment D-1 Offeror (Offeror MBE form – Offeror Acknowledgement of TORFP MBE Participation Commitment) at the time the technical response to the RFP is submitted. This is again stated in RFP Section 3.4.3.6, Item 2 of Required Submissions. The form must in no way be edited. **Failure to submit Attachment D-1 Offeror (Offeror MBE form – Offeror Acknowledgement of TORFP MBE Participation Commitment) will result in the State's rejection of the Offeror's Proposal to the RFP.**

16. Will firms who hold a CATS II Master Contract be allowed to team together to jointly pursue a TORFP?

Response: Yes, but one firm must submit as a Prime while the others would be considered subcontractors.

17. If an Offeror is a Maryland Department of Transportation (MDOT) certified MBE, will that Offeror be required to meet the MBE participation subcontracting goal that is established by the Master Contract and any resulting TORFP or RFR?

Response: Yes, as required by law.

18. Attachment I "Living Wage Affidavit of Agreement", does an Offeror fill out the top or bottom portion of the Attachment?

Response: Both, however Attachment I is required at the TORFP level, not with an Offeror's response to the RFP.

19. Are Offerors required to submit resumes with their proposals in response to the RFP?

Response: No, resumes need to be submitted with proposals in response to a TORFP or RFR.

20. The RFP requires only one representative project for each functional area. If a project spans multiple functional areas, can the same project be used for more than one functional area?

Response: Yes, one project can be used as examples for multiple functional areas as long as the project is relative to the functional area.

21. What is the average period of performance on a task order for the Software Engineering functional area?

Response: The term depends on the services provided and will be specified at the TORFP level.

22. Is CATS II restricted to certain invited contractors, or may any qualified Maryland contractor propose?

Response: CATS II is an open procurement; any qualified contractor, in or outside of Maryland, may propose.

23. Page 10, 1.29 Verification of Registration & Tax Payment: We would like more information on what DoIT requires to demonstrate that a business is registered to do business in Maryland. What documents need to be included with our Technical proposal?

Response: No documentation is needed with the proposal. Prior to award, all recommended awardees are screened for compliance.

24. For approved vendors under CATS II, when responding to a TORFP are we to only propose resources and rates originally listed in the Labor Rate Schedule?

Response: Correct. The proposed Master Contract rates are ceiling prices.

25. Table F-1: Is an Offeror required to provide pricing for labor categories it does not provide or possess, such as a Licensed Master Electrician, etc.?

Response: Offerors are not required to submit pricing for all labor categories only those they feel qualified to provide. Labor categories are not part of the evaluation criteria at the Master Contract level. Additional labor categories may not be added under a Master Contract after the Master Contract has been awarded.

26. If an Offeror is not responding to Functional Area 8 – Application Service Provider, is the Offeror still required to provide pricing for Tables F-2 and F-3?

Response: No, pricing is not required.

27. If an Offeror is not responding to Functional Area 9 - IT and Telecommunications Financial and Auditing Consulting Services, is the Offeror still required to provide pricing for Table F-4?

Response: No, pricing is not required.

28. For the Financial Proposal hardcopy, are there any other requirements besides the completed Excel worksheet?

Response: There are additional price sheets for specific functional areas. If you are not proposing for these functional areas, then the Excel worksheet (all pages) is the requirement.

29. RFP Section 1.24, state that an Offeror must submit Attachment D-2, but in Section 3, there is no Attachment D-2 called out for a submittal in response to the RFP. Is Attachment D-2 only to be completed and submitted when responding to a TORFP?

Response: Only MBE Attachment D-1 (Offeror) is required with proposal submission in response to the RFP for the Master Contract (RFP Section 3). RFP Section 1.24, paragraph 3 refers to TORFP/RFR responses only.

30. Page 10, RFP Section 1.26 requires that the Living Wage Affidavit (Attachment I) must be filled out for each TORFP response. RFP Section 3.4.3.6(3), Attachment I is listed as an RFP response requirement. Is Attachment I for the RFP response or just for future TORFP responses?

Response: Attachment I must be signed and submitted in with the proposal in response to the RFP, as well as all subsequent TORFPs/RFRs.

31. RFP Section 2.3.8: Please provide a list of the applications in scope: operating systems (COTS or custom developed), platforms that are used, number of users, databases used, hosting locations, number of license owned, and modifications underway, that support the following areas: Finance; Human resources; E-commerce; Procurement; Materials management; Production; Order management and other legacy systems; Collaboration and automation tools; Web-hosting; Knowledge management; Back-office solutions; e-business and e-commerce applications; Data warehousing; and Information services (e.g., financial information, and legal research).

Response: That level of detail is only available as part of a specific TORFP, and only to the extent as it applies to the specific task or project described.

32. RFP Section 3.4.3.6(2) requires that attachment D-1 be submitted. This is also RFP Section 3.4.3.3(3) states the same requirement. Is the requirement to for Attachment D-1 in Section 3 (Offeror General Information), in Section 6 (Required Submissions), or in both sections?

Response: Section 3.4.3.6 serves as a reminder of all required attachments; you must insert once, preferably as described on page 82, RFP Section 3.4.3.6(2).

33. Financial Proposal Table F-3 For Software or Applications owned by the State and hosted by an Application Service Provider, the RFP requests user-based pricing for specific software or applications to be identified by the Offeror. Since specifics of the State-owned software are not known at this time, do Offerors have flexibility to provide a different structure for hosted services (e.g., price per computing resource consumed rather than user)?

Response: Offerors must NOT alter or change price forms.

34. RFP Section 1.11 Proposals Due (Closing) Date; what version of MS Word & MS Excel is acceptable for the Technical Proposal and Financial Proposal submissions?

Response: Any current version is acceptable

35. RFP Section 2.3 Functional Areas; will a TORFP or RFR ever apply to multiple functional areas?

Response: No; one functional area only.

36. RFP Section 2.8 Invoicing: what are the acceptable formats for submitting invoices?

Response: Invoicing is specified at the TORFP/RFR level by the requesting agency.

37. RFP Section 3.2 Proposals: Can the second copy of the Technical and Financial proposals be bound?

Response: There is no specific recommendation; we encourage the most economic approach.

38. RFP Section 3.4.3.4; is there a minimum/maximum number of successful project examples that must be provided?

Response: Only one is required per functional area; however, if you want to add several, please limit yourself to the most poignant ones.

39. What is Attachment "J" Soil Borings Typical and "K" Shelter Layout Drawing?

Response: These two attachments pertain to Functional Areas 13 and 14 only.

40. RFP Section 3.4.3.5 Insurance Submission should it reference RFP Section 2.7 and not 2.8?

Response: Correct; an amendment to the RFP will be issued to correct the error.

41. Is the office for receiving the proposals open on November 4, 2008 which is Election Day?

Response: No, please note that due date is November 5, 2:00 PM, the day after Election Day.

42. Reference: a) RFP Section 3.4 Volume I - Technical Proposal, b) RFP Section 3.4.2 - 3.4.31; the RFP jumps from 3.4.2 to 3.4.3.1; should there be a 3.4.3?

Response: The correct numbering should have been 3.4.2.1; an amendment to the RFP will be issued to correct the error.

43. Reference: a) Past Performance (RFP Section 3.4.3.4), what is the time frame for the past performance?

Response: No, but it should be considered "current" by any reasonable man.

44. Reference: a) Volume II Financial Proposal (RFP Section 3.5), b) Instructions: Volume II requires only Excel files for submission. Are only Attachments F-A, F-B, and F-C to be submitted for this volume without including a title page or a table of contents?

Response: Neither a title page nor table of contents is not required with submission of the financial proposal.

45. Can an Offeror deliver their proposal via hand carry; if so would the hand carried delivery be made to the same address in the RFP?

Response: Yes, Offerors may hand carry their proposals to the same address in RFP Section 1.6.