

Question and Responses Document No. 2
Request for Proposals
Consulting and Technical Services (CATS) II
RFP #060B9800035
October 16, 2008

46. We plan to bid as a prime. Can we also team up as a sub with other prime(s) (one or more) on this RFP?

Response: At the Master Contract RFP level, there is no partnering (sub-contracting). However, a Master Contractor may be a sub-contractor to another Master Contractor at the TORFP/RFR level.

47. Can we be a sub to more than one prime?

Response: At the TORFP/RFR level, there is no limitation to the number of subcontracting opportunities a company may pursue; nor is there a limit to the number of Master Contractors with whom a company may sub-contract.

48. We are a Maryland certified MBE. If we bid as a prime, do we require a sub that is an MBE? If we, as a prime, win the master contract and will do more than 35% of the work, will we be considered to have achieved the MBE participation goal of 35%?

Response: An MBE goal can only be satisfied by subcontracting; even an MBE prime must subcontract with an MBE (see Response to Question 17, Q&A Document #1).

49. There are two attachments labeled D-1. Which of these does an Offeror submit with the technical proposal?

Response: See response to Question 15, Q&A Document #1.

50. There appears to be a lack of consistency in the education requirements for many of the defined labor categories. Can Substitution of Experience for Education be considered, if not explicitly stated in the labor category description? What education requirement variables are at the State's discretion? Will the state consider adjusting education requirements in the document to address these consistency issues?

Response: We have addressed the inconsistencies in Amendment #1. Consideration of substitution of experience for education is addressed at the RFR/TORFP level.

51. Are there any restrictions for firms located outside of Maryland to bid on CATS?

Response: There are no restrictions.

52. I'm interested in becoming a Master Contractor; can you please advise and/or forward the necessary documents?

Response: Please see Section 3 of the RFP for specific submission instructions.

53. In the electronic versions of the submittals, do we have to digitize and include the required attachments described in RFP Section 3.4.3.6

Response: Yes.

54. I am looking on the Maryland.gov website to find a completed labor rate chart for the CATS I as an example and to better understand the CATS II requirement. Would you please direct me to the best way to find (search for) such an example?

Response: This information is only available on the Department of Information Technology web site <http://doit.maryland.gov/contracts/Pages/CATSHomepage.aspx> , not the general State of Maryland web site

55. It is not clear how you prefer the pages of the proposals held together. It is clear that no binding of the original and copy is allowed but can they be stapled, clipped or rubber banded? Can the State please clarify?

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

56. RFP Section 3.4.2 - it is stated that the Technical Proposal "shall be organized and numbered in the same order as this RFP" We can organize our response so DoIT can follow easily but we cannot find the order numbering system being referred to in this section of the RFP. Examples: Does it mean that in our Proposal the Section on Past Performance must have the number 3.4.3.4 and Offeror MBE Form (D-1) must be included under 3.4.3.3 Offeror General Information after Statement of Fiscal Integrity? Simply put, we want to know whether there is flexibility in the order and numbering of the proposal information because we do not understand the suggested order numbering system mentioned in the RFP.

Response: Yes. The Technical Proposal must mirror the numbering in the RFP.

57. In RFRs/TORFPs, how will the State ensure competition for project manager resumes?

Response: RFR/TORFP will be sent to all eligible Master Contractors of the one functional area specified.

58. For the RFP, what are the requirements that will ensure competition?

Response: At the RFP/Master Contractor level, Offeror's are not competing against one another; rather they are qualifying to be a Master Contractor. However, at the TORFP/RFR level, each Master Contractor in the Functional Area selected for the solicitation will receive, and may propose to, the TORFP/RFR.

59. What are the criteria that cause elimination selection as an MC?

Response: Failure to present appropriate past performance in the Functional Area/s being proposed; failure to receive a positive reference on the past performance provided or failure to properly complete and submit Attachment D-1 Master.

60. What are the 'due date' criteria?

Response: See page iii, and Section 1.11 of the RFP.

61. What are the Service Disabled Veterans Small Business goals?

Response: There are not specified Service Disabled Veterans Small Business goals on the CATS II contract, since such goals only apply to the Small Business Preference Program for procurements issued through the Department of General Services and the Maryland Department of Transportation.

62. Will a project manager hired through the RFR process be asked to evaluate proposals submitted in response to a TORFP?

Response: Usually a project manager may be tasked with providing assistance to an agency when evaluating proposals. Please note that in order to provide this assistance or evaluate proposal, the project manager and/or the Master Contractor providing the project manager must be in compliance with RFP Section 1.34 Conflict of Interest.

63. Is the State accepting any/all labor rates?

Response: Yes.

64. Does the MBE goal apply to an RFR?

Response: An RFR may have a specific MBE goal.

65. How does an MBE identify MCs?

Response: A list of CATS II Master Contractors will be posted on the CATS II web site, once awards have been finalized (see CATS I web site for examples).

66. If a company has no past performance, but has capabilities, is the company likely to attain award?

Response: No. Company past performance of two years minimum is required.

67. What is the role of, and process for, oral presentations?

Response: There are no oral presentations for the Master Contract RFP. Instructions for oral presentations for TORFP/RFRs will be provided on the CATS II web site.

68. Is a mark up for profit allowable (RFP, RFR, TORFP)?

Response: The price proposal shall contain fully loaded rates (see RFP for definition). Mark ups may be reflected in a fixed price contract.

69. Does the State use a point system for Veteran Owned business?

Response: No.

70. Is there a performance bond requirement for FA 13 Tower Installation?

Response: No there are no bonding requirements in the RFP.

71. Can I use personal work experience as an employee to qualify as a Master Contractor?

Response: Only established companies with a minimum of two years' experience may propose to become a Master Contractor.

72. Does the State have a web site where I can locate an MBE?

Response: See RFP Section 1.24.

73. Is there a minimum or maximum proposal page count?

Response: No.

74. If an Offeror proposes for 10 FAs, and the past performance does not adequately support one of the 10 FAs proposed, will the Offeror receive an award for the 9 FAs for which it qualifies?

Response: Yes, an Offeror will have the opportunity to cure a deficient proposal, and if this is not successful, the Offeror will be awarded the remaining functional areas.

75. Is there a line of credit minimum?

Response: There is no requirement in the RFP for a line of credit.

76. Is the 35% goal for an individual TORFP or is it aggregated?

Response: 35% is the aggregate MBE goal for the CATS II Master Contract overall; individual MBE goals at the RFR and TORFP level will be set as appropriate.

77. Is there a limit to profit escalations over the years?

Response: Price proposals are to be submitted for each contract year, and reflect annual profit escalation.

78. Can I propose a 'hold back' instead of a bond?

Response: There are no bonding requirements in the RFP.

79. Could the State define "current" experience - suppose my company's FA experience was more than five years ago?

Response: We will evaluate your experience as presented.

80. Should I do a lot of work to define a ceiling on labor rates, or should I just hazard a guess?

Response: The State does not presume to dictate how you arrive at your business decisions; the State will hold you to the rates quoted.

81. Is travel included in the labor rate ceiling?

Response: See RFP Sections 1.3.1 and 2.2.4.

82. Does the State measure MC 'no bid' responses?

Response: The State evaluates every feedback response for statistical and educational purposes; it affords the State the opportunities to improve the RFP, TORFP and RFR processes.

83. What would cause the State to remove a Master Contractor from the Master Contract?

Response: If a Master Contractor is no longer in business or if DoIT is notified that a Master Contractor has been debarred or is otherwise prohibited from doing business in the State. There may be additional similar circumstances.

84. What are the MBE reporting requirements for a Master Contractor?

Response: See RFP Section 1.24 and Attachment D.

85. Are there limitations on the use of non-SBR subcontractors in SBR TORFPs?

Response: No.

86. Does work as a subcontractor through CATS I qualify as a past performance?

Response: Two years of experience as a business providing the services in the FAs to which the Offeror is proposing is required, regardless of whether that work was provided as a prime contractor or a subcontractor.

87. Can I use the team experience of my CATS I subcontractors?

Response: If the Offeror is a Master Contractor on CATS I and had prime contracts under CATS I that the Offeror wants to use as past performance and that past performance contract used subcontractors, then the CATS I Master Contractor may use that contract as past performance for CATS II.

88. What are the certifications requirements to become a Maryland certified MBE?

Response: Certification requirements and process are available on the MDOT web site. See RFP Section 1.24.

89. Can an MBE subcontractor have MBE subcontractors (several levels)?

Response: There is no subcontracting at the Master Contract RFP level. However, MBE Master Contractors must subcontract with MBE subcontractors in order to meet any MBE goal on a TORFP/RFR. There is no prohibition against the MBE subcontractor from further subcontracting.

90. Can a vendor replace another vendor who has been eliminated from the list of approved MCs?

Response: No. Once the award process has been finalized, no contractors may be added throughout the life of the contract, regardless of number of master contractors remaining.

91. Does the State have a feel for the level of success of CATS I?

Response: CATS I performance is posted on the CATS I web site.

92. What are the winning qualities of an oral presentation?

Response: Meeting the requirements of the oral presentation established in the TORFP/RFR.

93. Are orals held at the master contract level?

Response: No.

94. Are there U.S.-made steel requirements?

Response: Specific requirements are addressed at the TORFP level.

95. Is it mandatory to give equal amounts of work to subs?

Response: No.

96. Is there a timeline for the CATS II RFP process?

Response: We expect to have the new contract in place in spring of 2009.

97. Does the State compare labor rates during evaluation?

Response: Financial proposals/labor rates, are not evaluated at the Master Contract level.

98. Will DoIT provide feedback to unsuccessful proposers after the award?

Response: Yes, unsuccessful Offerors are entitled to a debriefing, if so requested.

99. What do I do if I performed really well but the client's branch no longer exists?

Response: Submit ancillary information.

100. How do I represent my company's status if we have applied for MBE certification but the certified has not yet been granted by the proposal due date?

Response: A designation as an MBE contractor cannot be complete until certification is complete. Should certification be granted after a proposal is submitted, but prior to the RFP award, it will be necessary for the Offeror to inform the CATS II Contract Manager, so that the correct designation can be shown on the contract.

101. Does teaming with other companies make sense at the MC level?

Response: No.

102. Does a company have to qualify under at least one FA to be included in the award?

Response: Yes.

103. Do I need to line up subcontractors before I submit my proposal?

Response: No.

104. If my company has been in business for more than two years but we did not perform work until last year, would we still qualify?

Response: Yes.

105. My company's experience is limited to government. Must we also have private sector experience?

Response: No.

106. Is my company's financial viability treated confidentially?

Response: Yes. See RFP Section 1.19.

107. Functional Area 13, paragraph B.4 states that the tower shall be required to meet or exceed the latest EIA 222-F standards for this type of tower with the *State supplied loading design*.... Can this loading design be provided to contractors for each tower and monopole?

Response: Tower loading is dependent on tower size and agency requirements. The State will issue loading requirements based on the individual task order.

108. Functional Area 13, paragraph D.2 states that the TO Contractor is to *assume normal soil conditions*, however, Attachment J contains a soil report. Are we to base the tower/monopole foundation design on normal soil conditions or the soil report in Attachment J?

Response: Attachment J is a typical soil report and has been provided for illustrative purposes only. Detailed soil reports will be furnished for each task order to insure all vendors have information sufficient for foundation design.