



**Questions and Answers No. 1  
RFP 060B2490023-2016  
Consulting and Technical Services + (CATS+)**

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 on the State. 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 Offeror asking the question.

- 1) Attachment K refers to an equipment shelter layout and Attachment L-1 refers to tower loading plan etc. Are these the correct Attachments for the opportunity? Or am I missing something. Could you please clarify.

**RESPONSE: Yes, Attachment K and Attachment L-1 are the correct attachments.**

- 2) Is this the CATS+ expansion request? Our company is already an MBE/SBR on the CATS+ contract. Would we need to respond to this if we want to add functional areas, or will that be a different request?

**RESPONSE: This is the CATS+ Expansion RFP, the purpose of which is to provide prospective offerors with the opportunity for an award of a Master Contract under the CATS+ program.**

**Within the next several weeks, current CATS+ Master Contractors who were awarded a master contract in April of 2013 will receive a modification to their Master Contract that incorporates the terms and conditions of this Expansion Window RFP, issued June 30, 2016. Current Master Contractors will be required to agree to the terms of the modification to continue participating as a CATS+ Master Contractor even if they do not wish to add new functional areas.**

**Once the modification process is complete, an invitation to add functional areas will be issued to the current CATS+ Master Contractors. Master Contractors will submit their responses according to the instructions in the invitation and responses will be evaluated for qualification to add new functional areas to their Master Contract.**

- 3) My company is currently working as a sub contractor to a Master Contractor for a



CATS+ Contract. Does it count as state experience, if so should I put the main contact person as the Task Order Manager or the Master Contractor?

**RESPONSE: Yes, this does count as State experience. The main contact person is decided upon by the Offeror.**

- 4) We are already a CATS+ contractor, and we are not proposing/adding new functional area(s). How should we respond to this request?

**RESPONSE: See response to Question #2.**

- 5) We have received a copy of the CATS+ RFP released today, and quickly had a question regarding when the pre-conference for the RFP would be held. In the RFP document, it states:

1.8 Pre-Proposal Conference

A video will be viewable on the DoIT website at:

<http://doit.maryland.gov/contracts/Pages/CATSPPlus2016.aspx> by Thursday, July 6, 2016, 2:00 PM Local

Could you please clarify the date, since July 6, 2016 is Wednesday and not Thursday? Also, is this link just to view a video regarding the opportunity or will it be a webcast that we will be participating in?

**RESPONSE: See Amendment #1. The link is a video regarding the opportunity. The pre-proposal conference summary can be found on eMaryland Marketplace and the DoIT website.**

- 6) We have a question on the MBE requirement. Although we are a minority owned business, we are currently not certified by the DoT. We are in the process of pursuing the MBE certification.
  - a. Can we self-certify as a MBE for the purpose of the RFP response?
  - b. Can we update our business profile as a DoT certified MBE after a successful award?

**RESPONSE: The MBE certification process is provided by the Maryland Department of Transportation (MDOT). Should certification be granted after a proposal is submitted, it will be necessary for the Offeror to inform the CATS+ Procurement Officer, so that the correct designation can be shown in the event of award.**

- 7) Want to get your kind attention to the Pre-Proposal Conference Information is bit confusing.. It states "Video viewable at



<http://doit.maryland.gov/contracts/Pages/CATSPPlus2016.aspx> by Thursday, July 6, 2016 at 2:00 PM Local Time”

- a. Does it mean that this is not in-person ? or is it for those who couldn't attend in person, they can join by video?
- b. Link (URL) provided doesn't have any information yet.. Does it mean that the date is the deadline by which DoIT will upload the relevant information or would that be the actual date of Pre-Proposal conference?
- c. Is it Wed, 06 Jul 2016 or Thu, 07 Jul 2016?

**RESPONSE: See response to Question #5.**

- 8) I wanted to get some more clarification regarding the Reference Evaluation Sheet

When you state that " Modify the reference evaluation sheet by adding the Offeror's name and distribute to each reference"

Are we suppose to distribute them to our reference and collect their response and submit that with the response?

OR

Should we just add the relative information in the first section only?

**RESPONSE: The Offeror must include their name in the space provided on the Reference Evaluation Sheet, and distribute the sheet(s) to their reference(s) to complete. Upon completion, the Offeror must compile the references and submit with their proposal.**

- 9) In regards to the CATS+ RFP posted yesterday, if our firm is already a contract holder do we need to resubmit or are we good?

**RESPONSE: See response to Question #2.**

- 10) I logged onto the eMarketplace for this above mentioned bid that was sent to me at 3:25pm today. When I clicked on the bid number to review the solicitation, it informs me that there are no questions, or comments for this particular bid. Can you please assist please?

**RESPONSE: See RFP Section 1.9 – eMaryland Marketplace.**

- 11) In what exactly is this RFP for? Is it to join the CATS+ contract? Or is it for a specific project?

**RESPONSE: See response to Question #2.**



12) I am a small MBE firm out of Maryland since 2006, how can I become a CATSPlus Vendor?

**RESPONSE: To become a CATS+ Master Contractor Offeror must meet the requirements of the RFP.**

13) Can you please inform us if the bidders conference announced in the rfp documents for Cats+ onboarding requires pre registration?

**RESPONSE: No, the CATS+ pre-proposal conference does not require pre-registration.**

14) I received this notification below. Is the CATS+ now an RFP or is it still a DRFP?

**RESPONSE: The Consulting and Technical Services Plus (CATS+) is an RFP.**

15) Do we know how many awards will be made and if all awardees will see all of the roles or this is more a license to hunt contract?

I am really interested in understanding if Maryland works like SC and some of the other states we support in that every vendor sees every role. Or if it is like Florida and a handful of other that make 100-300 awards and only have to send a job to 3-5 companies out of the whole list.

**RESPONSE: Awards will be made to all responsible Offerors that meet the requirements of the RFP.**

16) We were an original CATS contractor, but due to business matters we did not participate in 2012 CATS Plus Response. Our question is will we be considered a new contractor with new rates or will we be expected to retain the pricing and limitations and those functional areas we originally proposed?

**RESPONSE: CATS Master Contractors will need to submit proposals for evaluation to become Master Contractors on CATS+. If you meet the RFP requirements and are a responsible offeror, you would be a new contractor under CATS+.**

17) We are in one of the current awarded vendor for this contract however we would like to know if we can rebid and revise our rates for the functional areas.

**RESPONSE: No, current Master Contractors may not rebid or revise their rates.**

18) Our company currently is a CATS Vendor with the state of Maryland. Do we need to bid on the above referenced RFP or this is for companies not currently under the CATS contract that would like to join?



**RESPONSE: See response to Question #2.**

- 19) Requirement to complete Attachment D-1A
- a. CATS+ RFP Page 93, Section 3.4.2.6 Required Submissions reads in part “2. Attachment D-1A – Completed, signed and unedited CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements Form.”
  - b. CATS+ 2016 Attachments A-T As Released Page 136 reads “The following Attachments D1-A through D5 are sample forms and do not need to be completed or submitted with the Offeror’s Response to this RFP.”
  - c. CATS+ 2016 Attachments A-T As Released Page 170-171 reads “Failure to submit Attachment D1-A will result in the State’s rejection of the Offeror’s Proposal to the RFP.”
  - d. Please confirm that offerors should submit Attachment DA - CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements Form and NOT Attachment D1-A - MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule

**RESPONSE: See Amendment #3. Offerors are only required to submit Attachment D-A.**

- 20) CATS+ RFP Page 39 indicates that Employee Theft Insurance and Automobile and/or Commercial Truck Insurance are included in Insurance Requirements “as required.” Our company has never been required to provide these forms of insurance. Please advise as to the circumstances under which the State of Maryland requires these forms of insurance. We do not believe that these forms of insurance apply to our company or the types of work that we do, but do not want to risk submitting a non-compliant response.

**RESPONSE: The pertinent requirements are as stated in RFP Section 2.7.**

- 21) Our reading of RFP Section 3 – Proposal Format, leads us to believe that no description of the technical approach or technical approaches that an offeror uses for a particular Functional Area is required. Please confirm that the only required submissions per Functional Area in the Technical Volume are (1) a single Past Performance statement and (2) Attachment T – Reference Evaluation Sheet.

**RESPONSE: The only required submissions per Functional Area in the Technical Volume are (1) a single Past Performance statement, (2) Attachment T – Reference Evaluation Sheet and the (3) Executive Summary.**

- 22) Please confirm that references should return Attachment T – Reference Evaluation Sheet to offerors for submission and that it need not be returned sealed.

**RESPONSE: Attachment T – Reference Evaluation Sheet must be completed by the reference(s) and returned to the Offeror to include with their proposal submission. The reference sheet does not need to be returned sealed.**



23) Standard Work Hours

- a. What is the standard number of work hours for the year for Department of Information Technology (DoIT) Time and Materials contracts?
- b. For Time and Material contracts, is there a maximum number of hours that contractor personnel can work each day? Specifically, are hours limited to eight (8) per day?

**RESPONSE: See RFP Section 1.3 – Abbreviations and Definitions, Normal State Business Hours.**

24) Should the existing CAST+ Master contractors (from 2013) submit a proposal again? Or what is the procedure?

**RESPONSE: See response to Question #2.**

25) Will all job postings or reqs be sent out to all awardees or just a smaller set number?

**RESPONSE: At the TORFP level, each Master Contractor in the selected Functional Area of the solicitation will receive notification by e-mail and may propose to the TORFP.**

26) How many awards do you anticipate?

**RESPONSE: See RFP Section 1.1.3.**

27) Is a VMS tool used to coordinate jobs, submittals, etc or is all this done via email?

**RESPONSE: See response to Question #25.**

28) I'm a bit confused by one of the items in the RFP request enumerated above, to wit:

My company is a 100% minority-owned enterprise (Asian Indian American) and certified as such by the National Minority Development Council, Chicago Chapter. As I look at the MBE requirements in the RFP, I'm curious as to whether the “**sub-goals for Women-owned of 8 percent, African American owned of 7 percent and Hispanic American-owned of 2 percent**” would apply to us, or if our minority status means that we meet the requirement.

**RESPONSE: To meet the MBE requirements, Offerors must be certified by MDOT. See Section 1.24 – Minority Business Enterprises of the RFP.**

29) We do not have currently have business insurance, but we are planning to obtain it within the next few months. If we do not provide a certificate of insurance during the solicitation process, will this hinder our offer from being accepted/awarded?

**RESPONSE: Yes, Offerors that do not provide proof of insurance will be considered to be not susceptible for award.**



30) As a start up, we have very low working capital. We currently have one contract with revenue of \$124,000 annually. We are currently working through the bank to secure a line of credit. Would not having an approval letter from the bank during the solicitation process hinder our offer from being accepted/awarded?

**RESPONSE: Yes, Offerors who do not provide documentation of their financial solvency will be considered to be not susceptible for award.**

31) If a provider has already been approved on the CATS+ Contract originally released in 2012, do we need to rebid on under this contract?

**RESPONSE: See response to Question #2.**

32) Does the Government or the Offerror send Attachment T to the Reference/Customer?

**RESPONSE: See response to Question #22.**

33) If the Offerror sends Attachment T to Customer/Reference, are we required to retrieve the completed Attachment T from the Reference/Customer and submit with the bid/proposal?

**RESPONSE: See response to Question #22.**

34) We have been looking into becoming a CATS+ Master Contractor. I am wondering if they allow companies that aren't coded as Minority Owned, Small Business, or Veteran Owned to become a Contractor?

**RESPONSE: Offerors are not required to be MBE, SBR or VSBE certified to become a CATS+ Master Contractor.**

35) We were just acquired in September, and I don't believe we would be considered a small business. Is there another way to become a Master Contractor?

**RESPONSE: See response to Question #34.**

36) A colleague of mine and I have tried to acknowledge our receipt of the Addendum online through the Maryland DoIT website, but we have been unable to do so. Is there another way to acknowledge our receipt of the Addendum, or is the option available only after the video is shown?

**RESPONSE: See RFP Section 3.4.1 – Transmittal Letter.**

37) The biggest question I have is about the eligibility requirements. We are a small start-up comprised of individuals with extensive IT & Consulting experience with Federal Contractors. We have verifiable Past Performance within the last 5 years for a



commercial company, but no State or Federal level Past Performance to speak of. Does this make ineligible for this contract vehicle?

If so, is this CATS+ Contract Vehicle similar to comparable Federal contract vehicles in which Teaming is allowed? Or is it a prime/sub only type of contract vehicle?

**RESPONSE: Section 3.4.2.4 Past Performance does not restrict past performance to State or Federal level.**

**Teaming is not allowed at the Master Contract level. You may propose to a TORFP as a prime and/or as subcontractor for another master contractor.**

38) We are a CAT+ contract holder. I wanted to confirm that this solicitation is an opportunity for additional firms to be added to the CATS+ IDIQ and not a new solicitation.

**RESPONSE: See response to Question #2.**

39) The title page to the Maryland CATS+ Bid requires the eMaryland Marketplace # (eMM#) to be on it , would it be " **Bid Solicitation: MDF5031027640** "?

**RESPONSE: No, the eMaryland Marketplace# is the Offeror's number.**

40) Is there a pricing sheet for products (e.g., software, hardware) offered in CATS+? Or just labor categories?

**RESPONSE: The price sheets are for labor categories only.**

41) I am not sure which Functional Area, if any, these services would fall under? Can you assist me in identifying the correct Functional Area in the CATS+?

**RESPONSE: The State cannot assist Offerors in their business decisions.**

42) How many years in the past can the Customer Reference work be? 5 years or 10 years or what

**RESPONSE: The RFP does not have a time limit for customer reference work.**

43) Does the government intend for the Offeror to provide evidence of its capabilities to provide service within the examples of a successful project in each proposed functional area? Does Government intend for the Offeror to provide a separate capabilities narrative from the example narrative?





**RESPONSE:** Yes, the Offeror shall provide evidence of its capabilities to provide the service outlined in Section 2.3 of the RFP for each functional area proposed, and provide an example of a successful project for each proposed functional area.

44) What percentage of work shall require routine travel?

**RESPONSE:** The percentage of work that requires travel is based on the requirements at the secondary level of competition, i.e., the task order level.

45) What percentage of work shall require non-routine travel?

**RESPONSE:** See response to Question #44.

46) The recommended awardee must provide a certificate of insurance with the prescribed limits set forth in Section 2.10 “Insurance Requirements,” naming the State as an additional insured if required, within five (5) Business Days from notice of recommended award.

Is the “prescribed limits set forth” located in Section 2.10 or Section 2.7?

**RESPONSE:** See Amendment #3.

47) Section 2.7 describes the following six (6) insurance requirements – which are being requested to meet the submission requirement(s) as described on page 93?

**RESPONSE:** The insurance requirements are as stated in Sections 2.7 and 3.4.2.5 of the RFP.

48) In reference to Attachment “E” – Frequently Asked Questions - Page 161: please verify the response to question #3, which states that “Rates must be provided for all labor categories for all 15 years of the contract, regardless of your ability to supply resources for that labor category.” Does this mean that a respondent has to provide a rate for every single labor category in “Attachment F-A1- Labor Rate Schedule”, even if we are only submitting from one Functional Service Area, and 95% of those rates have nothing to do with our FSA?

**RESPONSE:** See Amendment #2. Yes. To be considered for award, Offerors must provide rates for ALL labor categories to be compliant with the requirements of the RFP.

49) My company is a current CATS+ vendor and I wanted to find out if this is a rebid of the entire contract or just an open period for companies to join the contract if they are not on contract and add new categories?

**RESPONSE:** See response to Question #2.



50) My company and I are preparing to respond to the CATS+ package. We would like to know for startups will MD require the company to have business insurance and a line of credit before they pursue the CAT+? Please advise.

**RESPONSE: Yes, Offerors must provide proof of insurance and a Statement of Fiscal Integrity with their proposal.**

51) Per the Price Proposal years 1 through 12, is there a recommended or set maximum year over year price escalation?

**RESPONSE: No.**

52) With reference to the "Commission Only" abbreviation as defined in section 1.3, are contractors not to exceed a 35% profit margin on any TORFP, RFR, or project under this CATS Plus Master Contract?

**RESPONSE: The Commission percentage rate only applies to agreements whereby the exclusive payment to the TO Contractor is a percentage of monies owed to the State and actually recovered as a result of the TO Contractor's findings.**

53) Does Section [2.2.1.2](#): Delivery of COTS Software, imply that the State or Participating Parties/Customers can procure COTS products under this Consulting and Technical Services (CATS Plus) contract vehicle?

**RESPONSE: Yes, but there is a 49% limit for software that can only be procured when approved by the Contract Manager at the secondary level.**

54) If an offeror proposes for all 17 functional areas and only has qualifications for a fraction of the 17, will the State/DOIT still award a Contract to that offeror and approve the offeror to support those functional areas to which they have qualifications for?

**RESPONSE: Yes, a responsible Offeror that meets the requirements of the proposed Functional Area(s) will be awarded a contract.**

55) Per Section 3.4.2.4 Past Performance – With the understanding that one past performance example may be used for multiple functional areas - Is the offeror only required to submit one Past Performance reference as qualifications for a single Functional Area?

**RESPONSE: The Offeror may submit one or multiple references supporting their past performance.**

56) Referencing section 3.3 "Submission", does "unbound original" infer that the copy should be stapled or bound with a paper clip?

**RESPONSE: We will accept a clipped or rubber-banded proposal.**



57) Is DOIT looking for resume submissions to substantiate and offeror's qualifications for each Functional area?

**RESPONSE: Resumes are not required at the Master Contract level.**

58) Can we use our teams past performance to qualify under different functional areas in addition to the company's past performance?

**RESPONSE: Past performance must be met by the proposing entity.**

59) Attachment A - Item 1.4 principle. Are you referring to the principle address supporting this contract or Headquarters?

**RESPONSE: The requirement is as stated in the RFP.**

60) What certifications are accepted for a woman owned business?

**RESPONSE: Certification requirements and processes are available on the MDOT web site. See Section 1.24 of the RFP.**

61) Is there anyone in DoIT with a technical understanding of the Tasks under CATS+, who might be willing to speak to me? I am hoping to get an understanding and more detail of what kind of work might come out under a few of the Task Areas.

**RESPONSE: Please see RFP Section 2.10.**

62) What firms are currently listed on the Master Contract?

**RESPONSE: The complete list of Master Contractors is available on the CATS+ website.**

63) I have a small IT management consulting business. The size of my company is 1 (myself), at this time. Am I required to purchase workers' compensation insurance even though I do not have any employees at this time?

**RESPONSE: Yes.**

64) If we hand deliver the proposal, what is the address for us to deliver the proposal.

**RESPONSE: See Key Information Summary Sheet of the RFP.**

65) Should we send our "Reference Evaluation Sheet - Attachment T.docx" to our references or should we merely fill out the contact information and submit it as part of our proposal. Will you then be using that form to contact the references?



**RESPONSE:** See response to Question #8.

66) What is a Certified Financial Statement. Can we submit our Profit and Loss statements and the Balance Sheet.

**RESPONSE:** See Section 3.4.2.3 of the RFP – Offeror General Information.

67) Is it a requirement to obtain Dunn and Bradstreet rating given that we a Small Business that is privately held

**RESPONSE:** No, it is not a requirement to obtain Dunn and Bradstreet rating. See Section 3.4.2.3 of the RFP – Offeror General Information.

68) What documents will be required to show that we have had a "Successful financial track record"?

**RESPONSE:** See Section 3.4.2.3 of the RFP – Offeror General Information.

69) If we submit a proposal for multiple functional areas and if we don't qualify for one of the areas, will we be rejected for all areas?

**RESPONSE:** See response to Question #54.

70) Can a subcontractor's past performance be used to meet the functional area requirement(s)?

**RESPONSE:** Past performance must be met by the proposing entity.

71) Are there any expiration limitations for past performance contract ending date? That is should past performance be within 5/10 years of contract ending date or is it unlimited?

**RESPONSE:** See Response to Question # 42.

72) Should the client reference be enclosed with the proposal or sent directly to contract officer?

**RESPONSE:** See response to Question #8.

73) Please confirm that the MBE Goal requirements should be met at Task Order level.

**RESPONSE:** Yes. See Section 1.24 of the RFP – Minority Business Enterprises.

74) Page 136 States:



“The following Attachments D-1A through D-5 are sample forms and do not need to be completed or submitted with Offeror’s response to this RFP.”

But the following appears in the FAQ, answer to Question 14:

“...MBE Attachment D-1A 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.”

Is this a misprint? Is it Attachment D-A (as stated in the proposal body), not D-1A that is actually required with the response to this RFP?

**RESPONSE: See Amendment #3.**

75) Our firm is a Minority Business Enterprise, certified by the Chicago Chapter of the National Minority Supplier Development Council. Will additional certification be required to be a MBE for purposes of doing business with the State of Maryland, and, if so, will this certification be required by the RFP due date?

**RESPONSE: See response to Question #28.**

76) Please confirm the state address to be included in the insurance certificate. Is the following address correct?

**Department of Information Technology  
100 Community Place, Room 313  
Crownsville, MD 21032**

**RESPONSE: Yes.**

77) For "3.4.2.4 Past Performance", can we provide more than one past performance example for a Functional area

**RESPONSE: Yes.**

78) What should be the name and department and address on whom the Certificate of Insurance can be made as an Additional Insured.

**RESPONSE: See response to question #76.**

79) Please note that the following referenced link for the above mentioned RFP cannot be found:

2.2.3 Financial Accounting Solutions



The Master Contractor shall ensure that any financial accounting for fixed and capital assets or assets management performed under any TORFP, shall comply with Government Accounting Standards Board Statement No. 34 (GASB 34). See applicable accounting principles at: [www.gasb.org/repmodel/index.html](http://www.gasb.org/repmodel/index.html)

I have attempted to search the GASB website but to no avail for GASB 34.

**RESPONSE: See Amendment #2.**

80) Because we are a Professional Service organization, do we need to have a performance bond?

**RESPONSE: Section 2.3.13 specifies that Attachment N is only required for Functional Area 13 Offerors.**

81) We are certified by MDOT as a MBE. Do we have to propose an additional MBE in our proposal (page 134)

**RESPONSE: No, but Attachment D-A is required with your submission.**

82) Section 3.4.2.6 of the CATS+ RFP requires the submission of certain forms (page 93). One form listed is: **D-1A Completed, signed and unedited CATS+ Master Contractor (#2).**

In contrast, the RFP document entitled, CATS Plus 2016 Attachments A-T\_As Released COMPLETED.pdf, lists form **ATTACHMENT D-A – CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements** as required with submission. It also clearly states that form **ATTACHMENT D-1A - MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule** is only to be included with a TORFP or RFR Proposal.

Page 11 of the RFP indicates that **ATTACHMENT D-A – CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements** is to be submitted.

Would you kindly clarify this? Is it D-A or both D-A and D-1A?

**RESPONSE: See Amendment #3.**

83) Regarding Section 3.5 and Section 4.3, can you clarify the requirement to respond to (provide pricing) ALL labor categories? Do we just need to submit pricing for LCATs that correspond to the functional areas that we are responding to?

**RESPONSE: See response to Question #48.**

84) Does the prime or subcontractor requires MBE certification to submit a Bid on



CATS 2016?

**RESPONSE:** No.

85) We are a current CATS Plus prime. Are we required to respond to this RFP?

**RESPONSE:** See response to Question #2.

86) Past Performance - If we are a subcontractor on federal contract via a staffing agency, for the client reference can it be the staffing agency? If not, who would the reference be?

**RESPONSE:** See response to Question #3.

87) Also we need to acknowledge every bid amendment see below

A formal bid amendment notification request has been sent to you by Maryland Department of Information Technology . Please login using your login ID and password to the Maryland Department of Information Technology site at <https://emaryland.buyspeed.com/bsol/login.sdo> to acknowledge receipt of the amendment.

Once logged in, open formal bids are listed in the Open Bids section of the home page. Select the appropriate Bid # to view and acknowledge the bid amendment. **FAILURE TO ELECTRONICALLY ACKNOWLEDGE BID AMENDMENTS WILL RESULT IN YOUR QUOTE BEING REMOVED FROM CONSIDERATION FOR AWARD.**

**RESPONSE:** See response to Question #36.

88) For Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000"?", since we don't know the total value of the contract, how do we know that it will be less than \$500,000.

**RESPONSE:** See Section 1.2 of the RFP – Background.

89) The RFP Page 92 – Section 3.4.2.3 Offeror General Information Item 3 and Page 93 – Section 3.4.2.6 Required Submissions Item 2, state that “Attachment **D-1A** – CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements” is to be included. Within the Attachments A-T file, this form is referred to as Attachment **D-A** (see page 135). The next page (136) goes on to state that Attachments D-1A through D-5 are sample forms and do not need to be completed or submitted with Offeror’s response to this RFP. But the last page of Attachment D-1A (page 141) states “SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL”. Attachment D-1A requires the list of MBEs we intend to use for this contract.

Could you please clarify whether D-A **OR** D-1A is required with our proposal submittal?



**RESPONSE: See Amendment #3.**

90) Are current CATS+ Master Contractors required to submit proposals in response to RFP# 060B2490023-2016 in order to maintain our existing CATS+ Master Contract?

**RESPONSE: See response to Question #2.**

91) I have a question about the CATS+ RFP concerning the insurance requirements at the time of proposal submission. Suppose my firm has commercial liability insurance but, at the present time, does not meet the RFP-specified limit of \$3,000,000 aggregate for Liability and \$1,000,000 for Employee Theft. Obviously, there would be a cost to my business to upgrade the coverages for the purpose of meeting the proposal requirements with no certainty that my firm would be awarded a contract. Therefore, could the State consider allowing a bidder to submit a certificate of insurance with lower coverages with the understanding that the coverages must meet State minimum specified at the time of the award of the Master Contract? This would be at the same time that the State is requiring that the "State of Maryland" be named on the Certificate of Insurance.

**RESPONSE: No.**

92) We are incumbent on CATS+ contract and want to add few more functional areas in existing contract, what all we need to submit in response.

**RESPONSE: See response to Question #2.**

93) 3.4.2.4 Past Performance - How many projects are needed to show for each proposed functional area?

**RESPONSE: Each proposed functional area must be supported with an example of a successful project.**

94) We assume that Attachment T - Reference Evaluation Sheet needs to be submitted by our client reference to Department of Information Technology directly via Email, Please confirm.

**RESPONSE: See response to Question #8.**

95) Do we need too include copy of Attachment T in our proposal too in section 3.4.2.4

**RESPONSE: Yes.**

96) On page 93 of thr RFP it states the following are required forms

**3.4.2.6 Required Submissions**





1. Attachment B- Completed Bid/Proposal Affidavit
- 2. Attachment D-1A- Completed, signed and unedited CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements form.**
3. Attachment G – Completed Living Wage Affidavit
4. Attachment I - Completed Conflict of Interest Affidavit and Disclosure
5. Attachment S- Offeror Information Sheet
6. Attachment T- Reference Evaluation Sheet

However when I look at Attachments a-t under form D

on page 136 says

The following Attachments D-1A through D-5 are sample forms and do not need to be completed or submitted with Offeror's response to this RFP.

The forms are required to be completed and submitted after Master Contract award with Master Contractor's TORFP or RFR proposal pursuant to any applicable TORFP or RFR issued under this RFP.

My question is do we have to submit form d1-A or only form D-A

**RESPONSE: See Amendment #3.**

97) I have a question about the CATS+ RFP concerning the Reference Evaluation Sheet – Attachment T. Could you please be a little more explicit on which fields you desire the Offeror to complete? The form provided with the RFP indicates that the lines, "Date Submitted" and "Offeror Name" should be completed by the Bidder, but it seems that the State would require the "Business Providing Reference" and detailed "Point of Contact" information as well. It is my assumption that a State representative will reach out to the references provided and inquire about the projects provided in the Past Performance section of the Offeror's proposal. Correct?

**RESPONSE: See response to Question #8. Yes.**

98) We would like to add on some of the remaining categories if this RFP is a ramp-on. Would you kindly let us know if this RFP (060B2490023-2016) is a ramp-on or a re-compete?

**RESPONSE: See response to Question #2.**

99) Does a vendor need to be a certified MBE in Maryland in order to be considered for the DoIT Cats+ program. If so, where would I go to register?

**RESPONSE: See response to Question #34. See Section 1.24 of the RFP.**



100) Where would I find the eMM # for my organization on the eMaryland Marketplace website? I am already registered on the portal. Also, my company had previously submitted a proposal to the State of Maryland for similar services in 2009. I am trying to put my hands on a copy of the proposal we had submitted. Where would I need to go to obtain this?

**RESPONSE: See Section 1.9 of the RFP. To request a copy of a proposal, please contact the Service.Desk@maryland.gov.**

101) Are we allowed to use our TEAM experience to support the functional area's that the PRIME doesn't have experience within?

**RESPONSE: See response to Question #58.**

102) While talking about our experience, are we allowed to use experience we have, but we cannot provide a Past Performance write-up for?

**RESPONSE: Past performance experience must be validated.**

103) How is the Past Performance section scored if we are unable to provide a relevant write-up because this is not for an effort our current Contracts Officer will allow?

**RESPONSE: Past Performance will be evaluated for completeness and validity.**

104) If a vendor is already on the current CATS + contract, but wants to add a new Function Area, what is required for the submission?

I would assume that we would probably need to the following:

1. Letter of Transmittal stating that we are adding additional Functional Areas.
2. Past Performance for each additional Functional Area per 3.4.12.4.
3. Reference for each additional Functional Area
4. No other attachments would be required.
5. Since we already submitted a complete financial proposal for all labor categories, I would assume that a Financial submittal is not required.

Please confirm.

**RESPONSE: See response to Question #2.**

105) Do you count on only State of Maryland past performances or could include others agencies or states?

**RESPONSE: See response to Question #37. Other agencies or State experience is welcomed.**



106) Is bonding required for all vendors or for example technology company?

**RESPONSE:** See response to Question #80.

107) Is MDOT a requirement?

**RESPONSE:** The State does not understand this question.

108) We are an existing CATS+ Master Contractor. Do we need to respond to the CATS+ 2016 RFP in order to remain a CATS+ Master Contractor? Our read of the CATS+ 2016 RFP is that existing CATS+ Master Contractors only need to respond to this RFP if adding functional areas. Just wanted to confirm that our understanding was correct and we do not need to respond to this RFP in order to remain a CATS+ Master Contractor?

**RESPONSE:** See response to Question #2.

109) Please indicate the page limit for each task area response, and for the Technical Proposal as a whole.

**RESPONSE:** There is no minimum or maximum proposal page count.

110) Please clarify whether subcontractors' past performances count towards the prime offeror's response, or whether only the prime offeror's past performances are acceptable.

**RESPONSE:** See response to Question #58.

111) What was the total number of awardees for the current CATS contract?

**RESPONSE:** See response to Question #62.

112) When do you expect the Q&As to be published? Given that the offerors' teaming strategy may change depending on the response to question #2, would you consider granting a one-week extension for the proposal submission.

**RESPONSE:** See Amendment #3.

113) As a follow-up to my question yesterday about insurance coverages. I am just wondering... were these the same insurance requirements delineated in the original CATS+ solicitation and, if not, will the large mass of existing CATS+ Master Contractors be required to comply with the new/different requirements.?

**RESPONSE:** See response to Question #2.

114) 3.3: RFP states, "each package should contain an unbound original, so identified and two (2) copies of the volume being submitted." Should the two copies be unbound?



**RESPONSE: No, each package should contain two (2) bound copies of the volume being submitted and one (1) unbound original of each volume.**

115) On page 90 (3.3): RFP states, “each package should contain an unbound original, so identified and two (2) copies of the volume being submitted.”

On page 93 (3.5), it states, “the Master Contractor shall submit one unbound original, one copy, and an electronic version in MS Excel and signed PDF of the Financial Proposal.”

How many copies of the financial proposal should be submitted?

**RESPONSE: See response to Question #114.**

116) **Which Attachment D form(s) should be submitted?** Attachment D-1A is sometimes referenced with D-A’s title. Some references indicated D-1A is not required, others indicate it is.

**RESPONSE: See Amendment #3.**

117) Attachment D-A is titled “CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements”

Attachment D-1A is titled “MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule”

**RESPONSE: See Amendment #3.**

118) 3.4.1: Should the transmittal letter be included in the technical proposal or should it be a stand-alone document in the envelope?

**RESPONSE: The transmittal letter shall be included in the Technical Proposal.**

Thank you,

Alicia Baltimore  
Procurement Officer