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**May 2, 2012**

**Questions and Answers #2  
Web Development, Maintenance and Support  
CATS II TORFP # T00B2400001**

1. **Question:** Business Solutions Group (BSGI) is a small MBE certified firm and we have all qualifications to bid this opportunity as a prime. However, all Geographic Information Systems (GIS) labor categories requirements will be satisfied by our subcontractor. Under the CATS II contract we do not have any GIS labor category rates listed, but our subcontractor (also CATS II contract holder) does have GIS Labor Categories rates. Under these circumstances is BSGI eligible to bid as a prime?

**Answer:** Yes, your company is eligible to submit a proposal.

2. **Question:** With reference to Page 6, Section 1.5 Oral Presentations, RFP states: " All master Contractors and proposed staff...". Please clarify – Will each and every proposed staff member be required to make an oral presentation?

**Answer:** Only the key personnel should attend and make an oral presentation.

3. **Question:** With reference to Page 25, Section 3.2.1 E 2) TORFP states: "Provide up to three examples of projects or contracts the Master Contractor has completed that were ...." As I understand, DBED panel's response was: The examples projects could be the work done by either the master contractor, or the subcontractor, or the proposed staff (as part of the projects undertaken by them).

**Answer:** Master contractor must provide up to three examples of projects or contracts the Master Contractor, Subcontractor, or Personnel that are part of the proposal have completed that were similar to Section 2- Scope of Work.

4. **Question:** Page 22, Section 2.9 states:  
"The Master Contractor shall outline and demonstrate, in its proposal, that it possesses such expertise in-house or has fostered strategic alliances with other firms for providing such services. The qualifications are as follows:  
1. Minimum of 10 years of work with Internet/Intranet web application maintenance and support.  
2. Minimum of 5 years of work with 2.4.7 Section 508 and related non-visual access analysis and remediation  
3. Minimum of 2 years of work on extranet development and support "

With reference to the above, even if an SBR CATS II Master Contractor alone does not possess the above stated qualifications, it can bring a Non-CATS II Sub (with above stated qualifications), as alliance partner along with other minority subs (to satisfy the minority requirements) as part of the team and thus will satisfy the above stated experience related qualifications – Please confirm?

**Answer:** The CATS II Master Contractor alone is not required to have all of the minimum qualifications as outlined in Section 2.9. However the Master Contractor’s project team members inclusive of any subcontractors must possess all minimum qualifications collectively and this must be fully demonstrated within the resumes of the TORFP proposal submittal.

5. **Question:** With reference to MBE participation: If a Master Contractor, in spite of its diligent efforts (which can be documented) is unable to find qualified MDOT certified MBEs (Subcontractors) , can the requirement for MBE participation be waived?

**Answer:** See page 30 Attachment 2 – Form D1- Item #1 for full explanation of MBE waiver requirements under this TORFP.

6. **Question:** What has been or what is the anticipated turnaround between project request form submittal (between the TO Manager and TO Contractor) and sign-off by the Task Order Manager as described in Section 2.5 of the RFP?

**Answer:** DBED is a smaller agency, depending on sponsor availability turnaround from DBED on project request averages 1 or 2 business days

7. **Question:** Will the Department of Business and Economic Development (DBED) consider an extension of the proposal due date from May 7, 2012 to May 11, 2012?

**Answer:** Due to the limit amount of time on the CATS II TORFP, DBED does not anticipate an extension.

8. **Question:** Can the Department of Business and Economic Development (DBED) provide historic data on the number of hours and the labor categories used in the prior contract?

**Answer:** The specific hours are not know at this time. We are a Microsoft shop with websites (Internal, External) on the SharePoint platform. We also have a strong GIS component to our efforts. It would be a good assumption that the labor categories used the most are the one’s required to assist us with our current platform.

9. **Question:** Can DBED provide a projection on the number of hours expected to be used in each labor category? Are there any labor categories listed in Page 27 of the RFP that would be used less than other labor categories?

**Answer:** See #8

10. **Question:** In the answers to questions distributed at the Pre-bid conference, DBED indicated that the resources can work remotely. How will hours be tracked if the contractor’s personnel is working remotely?

**Answer:** The invoice procedure is outlined in section 2.13 and please refers to deliverable 2.6.2.1 (Weekly report) for a tracking of hours. The TO manager is ultimately responsible for reconciling hours with amount of work produced. But most of the PR'S performed during the current contract were performed remotely, and both sides integrity was never questioned.

11. **Question:** If 35% of this solicitation is for a MBE with 7% African American, 8 % Women Owned, what's the requested percentage for Hispanic and Asian?

**Answer:** The only sub-goal requirements within the total 35% MBE goal are 7% African American and 8% woman owned. There are no other ethnic sub-goal percentage requirements.