



Q&A #1
CATS+ RFP
PROJECT NO. 060B2490023
July 12, 2012

Ladies/Gentlemen:

This list of Questions and Answers #1, questions #1 through #20, is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential Offerors, are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses 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 asking the question as to what the contract does or does not require.

1. **Question:** We are registered in Tampa FL. Are we eligible to respond to this RFP?

Answer: Yes. However, you must be registered to business in Maryland prior to award. Please contact the Department of Assessment & Taxation at 410-767-1330.

2. **Question:** Are there any registrations of the state that have to be met?

Answer: See Question 1 above.

3. **Question:** Would we be at a disadvantage to any local vendor?

Answer: All qualified Offerors will receive an award and be eligible for TORFPs and RFRs issued on the CATS+ Master Contract.

4. **Question:** Is there any set-aside for minority companies?

Answer: TORFPS/RFRs may be issued with a Maryland Minority Business Enterprise (MBE) goal. To qualify as an MBE subcontractor, your company must be registered as an MBE with the Maryland Department of Transportation. Please visit the MDOT website for registration information.

<http://www.mdot.maryland.gov/Office%20of%20Minority%20Business%20Enterprise/HomePage.html>

5. **Question:** Do we have to submit the proposal for all the functional categories or we can submit for a select few?

Answer: Offerors may propose to one, several or all functional areas.

6. **Question:** Do we have to submit Attachment B & C pricing forms even though we are not bidding in those functional categories?

Answer: Please see instructions in Section 3.5 of the RFP.

7. **Question:** Do we have to have MBE partners identified at this time or after award on a task order basis?

Answer: No. MBE partnerships do not apply at the Master Contract level. Do not submit partnership information with your CATS+ RFP response.

8. **Question:** Section 3.5 states “Offerors must propose pricing for all labor categories to be considered for Award” – do we have to quote prices for labor categories that we are not offering services / providing services?

Answer: Yes. To be considered for award, you must propose maximum pricing for **all** labor categories for **all** 15 years of the contract.

9. **Question:** Section 3.4.2.3 – sub section 2 – Is D&B report good enough for this?

Answer: Please submit any of the documentation listed in Section 3.4.2.3 (2) of the CATS+ RFP.

10. **Question:** We find the Questions Due Date as 7/23/2012, how does DOIT expect us to respond your RFP by 8/1/2012 with short time window?

Answer: All questions must be received no later than July 23, 2012 at 9:00 AM EST. Questions and Answers will be released periodically with the final document available by the close of business on July 25, 2012.

11. **Question:** We find that you included some templates to respond to your RFRs in your CATS II. Will you provide us a template with pre-defined section numbers/headings/fonts to submit our RFP? It will help your team to review/map the RFP efficiently.

Answer: Please follow the proposal instructions outlined in Section 3 of the CATS+ RFP.

12. **Question:** Are you expecting us to follow some font standard in our response?

Answer: No.

13. **Question:** We find most agencies are doing e-responses instead of paper-based responses. You are asking us to submit in paper copy and CDs. Can you tell us, why are you not providing e-submission option instead of paper-based/CD submission?

Answer: Proposals must be submitted as instructed in Section 3 of the CATS+ RFP.

14. **Question:** Are you expecting us to deliver Volume I - TECHNICAL PROPOSAL and Volume II - FINANCIAL PROPOSAL in two distinct sealed packet of delivery or enclose the individually sealed Volume I and Volume II in one packet delivery?

Answer: Either, as long as Volume I and Volume II are sealed separately from each other and marked as required in Section 3 of the CATS+ RFP.

15. **Question:** Is it OK to submit one CD that contains Volume I - TECHNICAL PROPOSAL and Volume II - FINANCIAL PROPOSAL?

Answer: No. Please submit a separate CD for each Volume. The Volume II CD must be sealed with the Volume II Proposal.

16. **Question:** We are a MBE and SBR. . Do we need to submit Attachment D-1A?

Answer: Yes. An MBE Prime must still meet MBE subcontracting requirements as identified in a TORFP/RFR.

17. **Question:** Where could we specify in RFP our SBR status?

Answer: Please include this information on your cover page and Attachment N – Offeror Information Sheet.

18. **Question:** The RFP has clear instructions regarding submission of proposal; i.e. an unbound original, a copy and an electronic version on a CD to be submitted to the office in Annapolis. However, on the CATS+ RFP page of eMaryland Marketplace web site, the option "Allow Electronic Quote" is stated as "Yes". Can you please clarify what this means?

Answer: Electronic submissions will not be accepted.

19. **Question:** Section "3.4.2.5 Insurance Submission" states "Provide proof of insurance described in Section 2.7 ". Are the copies of insurance certificates required to be submitted along with the proposal?

Answer: Yes. See Section 3.4.2.6 Required Submissions of the CATS+ RFP.

20. **Question:** I have several trusted partners I work with who I normally submit as subcontractors to my firm on other procurements to Maryland agencies. Can I include these partners in my proposal for my response to the CATS plus RFP, or must I respond only with my firm's qualifications?

Answer: Please see Question 7 above.