

Invitation to Add Functional Areas

**Consulting and Technical Services+
CATS+**

CONTRACT NO. 060B2490023



DEPARTMENT OF INFORMATION TECHNOLOGY

Issue Date: July 7, 2020

STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY (DoIT)
KEY INFORMATION SUMMARY SHEET

INVITATION TO ADD FUNCTIONAL AREAS TO MASTER CONTRACT

Master Contract Title:	Consulting and Technical Services+ (CATS+)
Master Contract Number:	060B2490023
Invitation Issue Date:	July 7, 2020
Send Questions (e-mail only) to:	DGS.Catsplus@maryland.gov
Response Due Date and Time:	Open and Continuous
Contract Manager:	John Walker
Send Responses via email to:	DGS.Catsplus@maryland.gov

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1.1 Summary Statement

- 1.1.1 The Department of Information Technology (“DoIT”) is issuing this Invitation to Add Functional Areas (“Invitation”) to allow **only current** Master Contractors under the CATS+ RFP No. 060B2490023 the opportunity to add functional areas to their Master Contracts.
- 1.1.2 DoIT invites Master Contractors who want to add functional areas to their current CATS+ Master Contract to do so by submitting the documentation required in Sections 1.7 and 1.8. In order to add a functional area, the Master Contractor must satisfy the requirements for the proposed functional area as set forth in CATS+ RFP No. 060B2490023- Version 1.4 (available at https://doit.maryland.gov/contracts/Documents/CATSPPlus2019/1-060B2490023-CATS%20Plus%20Expansion_Final.pdf), and be determined by the State to be qualified.

1.2 Background

- 1.2.1 Currently there are approximately 760 Master Contractors under CATS+. The remaining term of the Master Contract is approximately 8 years, expiring April 21, 2028. As described in Section 1.5 of the CATS+ RFP, existing Master Contractors will be invited to add functional areas to their Master Contracts.

1.3 Closing Date for Submission of Responses to Add Functional Areas

- 1.3.1 There is no closing date.
- 1.3.2 Responses may be modified or withdrawn by written notice received by the Procurement Officer.

1.4 Duration of Offer

Not applicable.

1.5 Functional Area Descriptions

The scope of this Invitation encompasses the following 17 functional areas:

- 1) Enterprise Service Provider
- 2) Web and Internet Services
- 3) Electronic Document Management
- 4) Geographical Information Systems
- 5) Software Engineering
- 6) Systems/Facilities Management and Maintenance
- 7) Information System Security
- 8) Application Service Provider
- 9) IT and Telecommunications Financial and Auditing Consulting Services
- 10) IT Management Consulting Services
- 11) Business Process Consulting Services
- 12) Tower Site Preparation
- 13) Tower Installation
- 14) Tower Equipment Installation and Services
- 15) Electronic Benefits Transfer

- 16) Media and Training Center Support
- 17) Documentation/Technical Writing

Master Contractors requiring detailed information regarding the scope and Master Contractor requirements for any of the 17 functional areas should review the RFP referenced in Section 1.1.2 above CATS+ RFP .

1.6 Response Submission

1.6.1 Responses shall be submitted to the Procurement Officer electronically via e-mail at DGS.Catsplus@maryland.gov. The subject line in the e-mail shall state “CATS+ – Response to Add Functional Areas” including the Master Contractor’s name.

1.6.2 The e-mail shall be sent with password protection provide the following attachments:

1.6.2.1 One attachment labeled “CATS+ – Response to Add Functional Areas Technical” containing the Technical Response contents (see Section 1.7 below), in PDF format.

1.6.3.2 A second attachment labeled “CATS+ – Response to Add Functional Areas Financial” containing the Financial Response contents (see Section 1.8), signed and in PDF format only for FAs 9, 13 and 14.

1.6.3.3 The State has established the following procedure to restrict access to Proposals received electronically: all Proposal documents must be password protected, and the password for the Technical Proposal must be different from the password for the Financial Proposal. Offerors will provide these two passwords to DoIT upon request or their Proposal will be deemed not susceptible for award.

1.7 Volume I – Technical Response

1.7.1 Transmittal Letter

A transmittal letter shall accompany the Technical Response. **The purpose of this letter is to transmit the response to add a functional area(s).** The transmittal letter should be brief and signed by an individual who is authorized to commit the Master Contractor for the added functional area(s). The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary”.

1.7.2 Format of Technical Response

The Technical Response shall include the following in this order:

1.7.2.1 Identify the functional area(s) for which it is proposing.

1.7.2.2 Past Performance – Must be provided for each functional area proposed (one example may be used for multiple functional areas; however, you must clearly list the functional areas that apply to that example).

This section shall include the following:

- a) Evidence of the Master Contractor’s capabilities to provide the services outlined in Section 2.3 of the Consulting and Technical Services+ (CATS+) 2016 RFP for each functional area proposed.
- b) Provide an example of a successful project (on time, within budget, within scope) in each proposed functional area. The example(s) shall include the project name, the services provided, and the objectives satisfied.
- c) For each example project provided, include a supporting reference with the following information:
 - i. Name of client organization; and
 - ii. Name, title, work email, and current telephone number of point of contact for client organization.

1.8 Volume II - Financial Response

The Financial Response shall include the following, as applicable, for each functional area proposed:

- 1.8.1 Functional Area 9 - IT and Telecommunications Financial and Auditing Consulting Services – Submit Attachment Audit F-A2 CATS Plus Commission Only Pricing.
- 1.8.2 Functional Area 13 – Tower Installation – Submit Attachment F-B
- 1.8.3 Functional Area 14 – Tower Equipment Installation and Services – Submit Attachment F-C

1.9 Determination for Approval to Add a Functional Area

Upon verification that the Master Contractor possesses the required experience and a satisfactory past performance for each functional area proposed, the Procurement Officer will modify the Master Contract, pursuant to Section 2.2, to allow for the addition of a functional area(s) to the Master Contract.

Financial Response Forms and Instructions

PRICING INSTRUCTION FORM - F-A2

In order to assist Offerors in the preparation of their price proposal and to comply with the requirements of this solicitation, Price Instructions and Price Forms have been prepared. Offerors shall submit their price proposal on the forms in accordance with the instructions on the forms and as specified herein. Do not alter the forms or the price proposal shall be rejected. The Price Form is to be signed and dated, where requested, by an individual who is authorized to bind the Offeror to all proposed prices.

Offerors are required to record the fully-loaded, all-inclusive prices they are proposing for each listed item, and compute the total. The price forms are used to calculate the Offeror's TOTAL PRICE.

- A) All Offeror Prices must be clearly typed with dollars and cents, e.g., \$24.15.
- B) All Prices must be the actual ceiling price the State shall pay per this RFP and may not be contingent on any other factor or condition in any manner.
- C) Functional Area 9 - On the Commission Pricing Only F-A2 spreadsheet, record the ceiling commission percentage for all 8 years.
- E) Except as instructed on the forms, nothing shall be entered on the forms that alters or proposes conditions or contingencies on the prices.
- F) It is imperative that the prices included on the Price Proposal Forms have been entered correctly. Any incorrect entries by the offeror will be treated as provided in COMAR 21.05.03E and 21.05.02.12.

The actual Price Proposal Form is an Excel spreadsheet attached as a separate file
<https://doit.maryland.gov/contracts/Pages/How-to-Get-a-Contract.aspx>

PRICING INSTRUCTION FORM F-B

FUNCTIONAL AREA 13 TASK ORDER SCENARIOS 1 THRU 5 Instructions

In order to assist Offerors in the preparation of their price proposal and to comply with the requirements of this solicitation, Price Instructions and Price Forms have been prepared. Offerors must submit their price proposal on the forms in accordance with the instructions on the forms and as specified herein. Do not alter the forms or the price proposal shall be rejected. The Price Form is to be signed and dated, where requested, by an individual who is authorized to bind the firm to all prices offered.

The State reserves the right, at its sole discretion, not to purchase any equipment or service for which are solicited under this RFP.

Offerors are required to record the prices they are proposing for each listed item, and compute the total. The price forms are used to calculate the vendor's TOTAL PRICE.

- A) All Unit/Extended Prices must be clearly typed or written in ink with dollars and cents, e.g., \$24.15 and all percentages must be typed or written in ink with no more than one decimal place, e.g., 15.5 %.
- B) All Unit Prices must be the actual unit price the State shall pay for the proposed item per this RFP and may not be contingent on any other factor or condition in any manner. All percentages must be the actual percentage reduction that shall be applied to the manufacturer's price lists supplied.
- C) All calculations that result in a fraction of a cent must be rounded to the nearest whole cent, i.e., \$1.025 would be rounded to \$1.03 and \$1.024 would be rounded to \$1.02.
- D) All goods or services required or requested by the State and proposed by the vendor at No Cost to the State must be clearly entered in the Unit Price and Extended Price with \$0.00.
- E) All goods or services required or requested by the State and Not Offered by the vendor to the State must be clearly typed in the Unit Price and Extended Price with N/O.
- F) Except as instructed on the forms, nothing shall be entered on the forms that alters or proposes conditions or contingencies on the prices or percentages.

Vendors must record the required information on each table as follows:

Specifications of equipment and/or services requested. Record the price per project line item in the price Column. Record the total of all the line item prices on the appropriate line, Total Price.

The actual Price Proposal Forms are in Word attached as separate files

<https://doit.maryland.gov/contracts/Pages/How-to-Get-a-Contract.aspx>

PRICING INSTRUCTION FORM F-C

FUNCTIONAL AREA 14 Instructions

In order to assist Offerors in the preparation of their price proposals, Functional Area 14 Price Proposal Forms (F-C) have been prepared for the following categories:

Category 1 - Antenna and Transmission Line Installation, Removal and Repair

Category 2 - Tower Lighting Systems Installation and Repair

Category 3 - Tower Inspection Services

Category 4 - Generator Maintenance

Category 5 - Tower Site Upkeep

Category 6 - Tower Site Audit and Documentation Services

Offerors must submit their price proposals on this form in accordance with the instructions on the form and as specified herein. Do not change or alter these forms.

Offerors must complete and sign the applicable Financial Proposal Form. The signature must be by an individual who is authorized to bind the firm to the prices offered. Complete all other lines on the form including the Offeror's Federal Employer Identification Number (FEIN).

Nothing shall be entered on the Price Proposal Form that alters or proposes conditions or contingencies on the proposed prices or offer.

All Unit Prices must be clearly typed with dollars and cents, e.g. \$24.15.

All Unit Prices must be the actual price the State will pay for the proposed item per this RFP and may not be contingent on any other factor or condition in any manner.

Individual Task Order Request pricing may offer a reduction in price from the pricing proposed in the Master Contract, but may never exceed Master Contract pricing.

Each item required by this procurement must be individually priced (i.e., priced per single unit) and where applicable, able to be ordered individually. Complete systems ordered may not require all options, and must be able to be ordered individually.

All pricing shall be F.O.B. destination.

As part of their price proposal, Offerors shall provide a standard fully-loaded, all-inclusive hourly crew rate and/or an emergency fully-loaded, all-inclusive hourly crew rate for "call out" services not previously scheduled by the State.

The standard hourly crew rate is Monday through Friday, 7:00 am to 7:00 pm.

The emergency hourly crew rates are broken down as follows:

1. Monday through Friday, 7:00 am to 7:00 pm
2. Monday through Friday, 7:00 pm to 7:00 am
3. Holidays and Weekends

The actual Price Proposal Forms are in Word attached as separate files
<https://doit.maryland.gov/contracts/Pages/How-to-Get-a-Contract.aspx>