

REQUEST FOR RESUME – FREQUENTLY ASKED QUESTIONS

1. Why procure the services of a project manager for an MITDP through an RFR?

A project manager can be procured expeditiously through the RFR process to assist with resource procurements to support the project, project planning and solicitation preparation for the solution.

2. Can I expect to receive responses for well-qualified and experienced resources?

Yes, even if you require a resource with specific domain knowledge and experience.

3. Generally dozens of responses are received in response to an RFR. Must all proposed resources be interviewed?

All susceptible proposals shall be technically reviewed and ranked.

In the event that more than 10 proposals are received, the TO Procurement Officer may elect to exercise the following down-select process in the RFR:

An initial evaluation for all submitted resumes and documentation will be completed. Based on this evaluation, the proposed candidates will be technically ranked highest to lowest for technical merit based on RFR Section 4 – Personnel Qualifications. Offerors who submitted the top 10 technically ranked proposals will be notified of selection for candidate interviews. The TO Procurement Officer will follow the Selection/Award Process in RFR Section 6.

4. A resource was procured through an RFR and the 6 month term is ending soon. Can the term for the RFR be extended or can the resource be retained through issuance of a new RFR?

No, under no circumstances can the term for a 6-month resource be extended. A new RFR can be issued, but in no way should directly target the incumbent resource. In addition, if the anticipated need for a resource would possibly exceed another 6 months, a TORFP should be issued instead of an RFR.

5. Can the Master Contractor awarded an RFR who was tasked with drafting a solicitation submit a proposal in response to the solicitation drafted by their resource?

No, a Master Contractor may not submit a proposal if they or the resource were involved in drafting the solicitation.

6. The services required do not fit into any of the labor categories on the CATS+ Master Contract. What are the Agency's options?

A different contract vehicle or procurement method must be considered, such as an RFP, if none of the labor categories in the CATS+ Master Contract can be adapted to the requirements for the resource.

7. Can the minimum qualifications for a CATS+ labor category be changed?

No; however, Agencies may add additional minimum qualifications to be more specific to the requirements for the resource. DoIT recommends that the additional minimum qualifications be referred to as preferred. Proposals submitted with a candidate possessing the preferred qualifications may receive a higher technical ranking.

8. How many calendar days must an RFR be open for responses?

Twenty-one (21) calendar days from the date of release of the RFR. Agencies may request a shorter response timeframe from DoIT with provision of sufficient rationale.

9. For a requirement for more than one resource, will separate RFRs have to be issued for each resource?

No, RFRs can be issued for up to 5 resources. Multiple awards can be made to up to 5 Master Contractors, if specified in the RFR, with one exception; only one project management resource may be procured per RFR for MITDP related project management services.

If an RFR issued for multiple resources specifically stipulates a single award will be made (e.g. procuring a 'team' of resources), then Master Contractors must submit a single proposal for all required resources, all of whom must be deemed qualified for the Master Contractor to be considered susceptible for award.

10. Are phone interviews allowed?

Interviews may be performed by phone or in-person. At the TO Procurement Officer's discretion, an interview via telephone or the web (Skype, GoToMeeting, WebEx) may be held in lieu of an in-person meeting. All candidates selected for an interview shall be interviewed in substantially the same manner.