# Q&A for CATS+ Kickoff

Last update: 2/27/17

| # | Question | Answer |
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| 1 | When will new master contractors begin receiving invitations to participate? | Once your firm is uploaded into the CATS+ matrix online - about 3 weeks after the Board of Public Works approval. |
| 2 | When will new master contractors receive user password for CATS+ Master Contract Admin system ? | You should receive login information for your Master Contractor page about 3 weeks after the Board of Public Works meeting where your company is approved. |
| 3 | Where are TORFPs and RFRs posted for viewing? | Visit the CATS+ TORFP Status Page at http://doit.maryland.gov/contracts/Pages/CATSPlusTORFPStatus.aspx |
| 4 | Will a master contractor receive more than one TORFP notification per TORFP release? | No – Master Contractors are directly emailed once by the issuing Procurement Officer based on the contact information on your MC page, stemming from the loaded matrix. |
| 5 | Will agencies forecast a TORFP before release? | No – The State cannot show TORFPs to Master Contractors prior to release. |
| 6 | As an MBE master contractor, does my participation count towards meeting the MBE goal? | Yes – but firms must still meet subcontracting goals. Note that primes can now receive up to 50% for MBE subcontracting goals, and up to 100% of a VSBE goal. If the amount is distinct, the prime may fulfill both MBE and VSBE maximum amounts to the contract (i.e., no "double counting" of the same funds). |
| 7 | For RFRs, will requirements be fine tuned or general? | RFRs for PMs will be specific; Master Contractors should conform to State needs when submitting resumes. If unsure, direct questions to the RFR Procurement Officer before submitting proposals. |
| 8 | For RFRs, can an interview be held over the phone? | RFR Interviews are mostly in person, but if an Agency is willing, then they can be performed by |

| | | phone. Webex/Skype are considered equivalent to in-person interviews. |
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| 9 | What is the State TORFP evaluation process? | TORFPs generally follow COMAR processes. Oral presentations are the first time offerors meet the evaluation committee. Every evaluator reads every proposal and the evaluation committee meets as long as it takes to agree on ratings and rankings. |
| 10 | What is the IT change management process? | Changes will be made only within scope and must be used for any change in Total Task Order/RFR value. Change Orders must be approved in writing by both Master Contractor and the State. |
| 11 | Are RFRs distributed centrally by DoIT or individually by State agencies? | Individually by State agencies |
| 12 | Where can I find a list of all the CATS+ labor categories? | Labor categories can be found in the CATS+ master contract RFP at http://doit.maryland.gov/contracts/Documents/CATSPlus/CATSPlusRFP.pdf |
| 13 | Are incumbents favored for award? | No - not favored |
| 14 | Can a master contractor be a subcontractor? | Yes |
| 15 | Are all State agencies required to use the CATS + contract? | CATS+ is not a required-use contract; use is up to Agencies. |
| 16 | What is allowable marketing by master contractors? | None except oral presentation during a specific TORFP, otherwise may jeopardize contractor participation. Note that a master contractor cannot draft requirements or a TORFP/RFR and then subsequently bid on it. Master Contractors may market their award of CATS+ in press releases. |
| 17 | Can a master contractor attend a pre-proposal conference by phone? | Yes – agencies may arrange contractor attendance by phone |
| 18 | In TORFPs, are requirements found in only one location of the document? | No – requirements may even be found in attachments – read carefully |

| 19 | Must SBR-certified master contractors meet MBE goals? | Yes |
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| 20 | Will RFRs be more quickly/timely processed? | Yes – RFR should be a briefer process |
| 21 | How is award calculated? | Rankings represent the best value for the State and award is the offer that is most advantageous to the State |
| 22 | How are master contractors selected for oral presentations? | All submitters are included except those proposals that do not meet minimum qualifications (if any), or are so poor that the proposals cannot be brought up to a competitive level, or other standard procurement assessment of responsiveness and responsibility. **At this time, improper completion of MBE forms can eliminate an otherwise competitive firm from further consideration.** |
| 23 | Will CATS+ master contractors have access to information on agency awards? | Agency award information is updated periodically and posted on the CATS+ web site http://doit.maryland.gov/contracts/Pages/CATSPlusTORFPStatus.aspx |
| 24 | What is the State invoice/payment process? | The invoice/payment process is found in the CATS+ master contract RFP and individual TORFPs/RFRs. Ask the Task Order Manager for a particular TORFP.RFR if you have questions. |
| 25 | Should a master contractor market beyond the TORFP requirements? | No – proposal must be within scope of TORFP |
| 26 | For a single RFR, is the State looking for just one resume? | Yes. |
| 27 | Should I submit the name and company logo for an RFR resume? | Yes – must include offeror's name and company name |
| 37 | Can a non-MBE master contractor meet the MBE goal by hiring an MBE subcontractor? | Yes – as long as subcontractor is an MBE certified with the State of Maryland |
| 28 | What is the MD MBE or SBR renewal process? | It is the master contractor's responsibility to notify the State of changes in MBE or SBR status, |

| | | including updating the master contractor's information displayed on the CATS+ vendor list. |
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| 29 | What happens if the person whose resume was submitted for an RFR or TORFP is no longer available? | Notify the procurement Officer if before the award. Limited substitution allowances exist, but never for *subcontractors, temporary staff or 1099 contractors.* See http://doit.maryland.gov/contracts/Pages/catsplus-substitution.aspx |
| 30 | How much business can I expect? | Look at the statistics for CATS+ awards to get a sense of volume under the contract for the functional area(s) you have been awarded. |
| 31 | If a certified Small Business Reserve (SBR) is awarded a Task Order via a "SBR only" Task Order solicitation, can that SBR team with a non-SBR business partner to complete the Task Order? | Yes |
| 32 | What is the typical period of performance for a TORFP?  An RFP? | A TORFP may be for any length of time, up to a total of five years considering both base period and any renewal options.<br><br>An RFR for a Project Manager on a Major IT Development Project (MITDP) may be for a period of up to five years.<br><br>An RFR for any other role, including project managers for non-MITDPs, may be for a maximum of six months. |