



Questions and Answers No. 2
RFP 060B2490023-2016
Consulting and Technical Services + (CATS+)

Ladies/Gentlemen:

This list of questions and responses is being issued to clarify certain information contained in the above referenced RFP. The statements and interpretations contained in the following responses to questions by potential Offerors are not final or binding on the State. Nothing in the State's response 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.

- 119) Can the offeror provide services from more than one office location? If so, should all locations be referenced?

RESPONSE: Offerors must provide information from the proposed entity.

- 120) Will services normally be provided on-site at state agency locations or at offeror's facility?

RESPONSE: The service will be dependent upon the TORFP.

- 121) 2.2.5.1 In submitting a response to this RFP, Offeror representatives warrant that all services provided hereunder shall be performed in a professional manner or shall be corrected at no additional cost to the State.

- a. What is the warranty period?
- b. What are the warranty terms for custom software and data deliverables?

RESPONSE: There is no warranty period.

- 122) Section 3.4.2.4, sub-item 4, State of Maryland Experience: If applicable, the Offeror shall submit a list of all contracts it currently holds, or has held within the past five years, with any government entity of the State of Maryland.

- a. Should this include projects where the respondent was, or is, a subcontractor?



- b. Sub-item 4.g, if the offeror was/is a subcontractor and does not know the state employee contact person or their contact information, can the offeror provide the prime contractor's project manager and contact information?
- c. We are a multidiscipline firm and perform other services that are not related to this contract. Should 3.4.2.4. State of Maryland Experience contain only projects/contracts for the functional area(s) we are pursuing or should we include all contracts with the State of Maryland regardless of service type?
- d. In Section 3.4.2.4. State of Maryland Experience, should we provide contracts with Maryland state agencies only or Maryland state, city, and county agencies?

RESPONSE: For State of Maryland Experience, if the Offeror was/is a subcontractor for a project, the Offeror may include the experience. The contact person for State of Maryland Experience must be a State employee.

Only include State of Maryland experience that is relevant to the Functional Area(s) which is being proposed.

Please provide contracts with the State of Maryland only.

- 123) Sections 3.4.2.3.3 and 3.4.2.6.2 require bidders to submit Attachment D-1A with proposals. However, this attachment says, "The following Attachments D-1A through D-5 are sample forms and do not need to be completed or submitted with Offeror's response to this RFP." Please confirm that Sections 3.4.2.3.3 and 3.4.2.6.2 are in fact requiring completion of Attachment D-A and not D-1A.

RESPONSE: See Amendment #3.

- 124) What is needed to be understood is how awards will be distributed: Will there be one large award per functional area or will there be many awards of varying sizes awarded in each functional area?

RESPONSE: There will be an unlimited number of awards for the CATS+ Master Contract.

- 125) Can the Offeror use its MBE status to satisfy the 20%?

RESPONSE: See Section 1.24 of the RFP – Minority Business Enterprises.

- 126) Does the Offeror have to print the addendums and sign them to show compliance?

RESPONSE: No. See Section 3.4.1 – Transmittal Letter of the RFP.

- 127) Does the Offeror have to use a subcontractor to meet the MBE goals?



RESPONSE: Yes, at the TORFP level.

- 128) Section 3.2 “Proposals” states that “ Offers shall include a separate section for each Functional Area proposed describing what part of that Functional Area the Offeror has the ability to provide and how the Offeror qualifies to provide what is proposed.” Can this be included in the Offeror General Information section?

RESPONSE: See Section 3.4.2.4 of the RFP – Past Performance.

- 129) Section 1.24.2 of the Solicitation states that Attachment D-1A does not have to be submitted until after the contract is awarded, however, section 3.4.2.3 #3 states that Attachment D-1A is required. Is it supposed to be Attachment D-A that has to be submitted?

RESPONSE: See Amendment #3.

- 130) This is in reference to Section 2.7 Insurance Requirements. Our company meets most of the Insurance requirements now, and will upgrade our insurance to meet all the requirements as stated in the RFP. Do we need to upgrade our insurance now (at the time of submitting the RFP) or can we wait until the contract award? We can submit the certificate of Insurance with our current insurance now.

RESPONSE: The Certificate of Insurance must be submitted with the Technical Proposal and the State of Maryland must be named as an additional named insured prior to award.

- 131) Section 3.4.2.3 asks for corporation/organization size. How do you want us to describe the size of the company?

RESPONSE: Offeror’s proposal descriptions are at the discretion of the Offeror.

- 132) On Attachment T : Reference evaluation sheet - what information do we need to fill in ? Do we send this to our references to be completed for will it be sent by you .

RESPONSE: The Offeror must include their name on the Reference Evaluation Sheet, and distribute the sheet(s) to their reference(s) to complete. Upon completion, the Offeror must compile the references and submit with their proposal.

- 133) Section 2.1 – Order of Precedence: If there are specific requirements of an individual TORFP that dictate a modification to the terms and conditions contained in the RFP or contract; i.e., acceptance criteria for deliverables; specific warranties, etc..., can these new terms be incorporated into the resulting Task Order with language that allows them to take precedent over Exhibit A – RFP and Exhibit B – State Contract?

RESPONSE: No.



- 134) Would the State consider inserting a cure notice period, such as 30 days, into Section 18.6 Termination for Default of the Contract?

RESPONSE: The terms and conditions of the Master Contract will remain unchanged throughout the duration of the contract.

- 135) We are working to submit a response to become an approved vendor. Our company is a subsidiary of a parent company that already possesses an eMM#. We share the same tax ID number.

We prefer our subsidiary to be listed as the approved vendor. What is the appropriate approach to do so? Should we obtain our own eMM number using the same tax ID# or do we submit our response under the parent company's eMM and list us as the subsidiary?

RESPONSE: The subsidiary should be listed as the Offeror.

- 136) There is no separate file for the Reference Evaluation Sheet.. Please provide Reference Evaluation Sheets for Attachment T.

RESPONSE: See eMaryland Marketplace and the DoIT IT Bid Board website (<http://doit.maryland.gov/contracts/Pages/bids.aspx>).

- 137) Does the government require the unbound original proposal and copies to be three holed punched?

RESPONSE: No.

- 138) Will the government accept the following font sizes for the narrative portion, tables, and graphics? Narrative proposal 11pt and Times New Roman style? For Tables 10pt size? For Graphics 8pt size?

RESPONSE: There are no required font types or size to be used for the proposals.

- 139) Does the government have a page limitation for Volume I?

RESPONSE: There is no minimum or maximum proposal page count.

- 140) How many Evaluation Sheets are required?

RESPONSE: Offeror must provide a Reference Evaluation Sheet for each proposed functional area(s).



- 141) When is Attachment T due to the Government? Is Attachment T to be submitted with the proposal or emailed directly to MDoIT? If emailed, can you please provide the email address?

RESPONSE: Yes, Attachment T – Reference Evaluation Sheet must be submitted with the proposal.

- 142) If the Prime Offeror is MBE certified, are we still required to meet the 20% MBE subcontractor participation goal?

RESPONSE: Yes.

- 143) Can the government please clarify where to locate the eMM# is? Is this the same as the vendor number within our eMaryland Market account?

RESPONSE: Yes, the eMaryland Marketplace# is the Offeror's vendor number.

- 144) How/where can we obtain a list of the current incumbents and their pricing?

RESPONSE: The complete list of Master Contractors is available on the CATS+ website.

- 145) The Reference: Attachment T – Reference Evaluation Sheet
The Attachment T – Reference Evaluation Sheet appears to be a new requirement for the 2016 CATS+ RFP that was not required for the original set of bidders in 2012. It is proving difficult to obtain client references that are willing to complete the required forms, especially during the summer months when many are on vacation. This puts the 2016 bidders at a disadvantage as they may be unable to qualify for certain functional areas due to the inability to have client references complete the Attachment T. Considering this was not part of the initial 2012 CATS+ RFP, we respectfully request you remove the requirement to submit Attachment T and instead utilize the standard client reference call, similar to what was done during the 2012 RFP.

RESPONSE: Attachment T is a required submission under RFP 3.4.2.6.

- 146) Please consider granting a 2-week extension to the due date to allow time to complete required forms, as many clients are on vacation during the summer months.

RESPONSE: See Amendment #3.

- 147) In Section 3.3, Submission, the state asks for one original and two copies of Volumes I and II, however in Section 3.5, Financial Proposal, the state only asks for one original and one copy of Volume II. Please confirm that the state wants one original and two copies of both Volumes I and II.

RESPONSE: Yes, each package should contain two copies of the volumes being submitted and an unbound original of each volume.



148) Reference: Section 3.4.2.3, Item No. 3

In the referenced section, the state asks for bidders to complete and attach the Offeror MBE Form, Attachment D-1A. However, in the RFP Attachments, the corresponding form is noted as Attachment D-A (D-1A is to be submitted with task order responses). Please confirm that you want bidders to submit Attachment D-A with this proposal submission.

RESPONSE: See Amendment #3.

149) If a bidder bids several functional areas and is deemed unqualified for one or more, is the bidder's entire proposal disqualified or will the qualified functional areas be awarded?

RESPONSE: Offerors that meets the requirements of the proposed Functional Area(s) will be awarded.

150) On pages 92 and 93 of the solicitation, the directions state that the offeror is to submit form – Attachment D-1A – CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements. On Pages 11, 134 and 135 of the solicitation the form required to be submitted is identified as “Attachment D-A CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements”.

Please identify the correct form that must be submitted with this solicitation.

RESPONSE: See Amendment #3.

151) Please clarify the submittal of the Reference Evaluation Sheet – Attachment T. Specifically:

- a. Are offerors to send these to our references, get them back and include them with our proposals?
- b. If the reference is to return them, how shall they submit them?
- c. What date should be used for the date Submitted?
- d. What date should be used for the date Returned?

RESPONSE: See response to Question #132.

152) If we bid as a MBE Prime, can we also include our company in other RFP as a MBE Subcontractor?

RESPONSE: You may propose to a TORFP as a prime and/or as a subcontractor for another Master Contractor.



153) Will a list of current bidders/attendees be provided? Just like other meetings with the sign-in sheet

RESPONSE: No.

154) I own a startup firm that has been in existence for 11 months. Prior to owning the business, I worked as an employee. The business has recently been award MBE Certification. At this time, the business is me as I am the only full-time employee. The MBE Certification process is extensive making sure that both myself and the business is qualified. With Maryland MDOT MBE approval of my application, they have set precedence to accepting a startup firm who has limited firm experience, but extensive personal experience. I personally have 22 years working in technology & business support specializing in supply chain solutions. A niche and unique background.

If I am the business, and MDOT has setting precedence accepting my personal performance as the business performance for MBE certification, will MD-DOIT also allow exceptions to the Past Performance requirement for an MBE certified firm?

RESPONSE: Each Offeror must include evidence of past performance pursuant to RFP 3.4.2.4.

155) The State of Maryland answer to question 19 in Attachment E – Frequently Asked Questions within file CATS Plus 2016 Attachments A-T_As Released.pdf, refers to an address in RFP Section 1.6 to which proposals may be hand carried. RFP Section 1.6, however, does not provide an address.

May proposals be hand-delivered to the address provided in the Key Information Summary Sheet section listed on page iii of file “060B2490023-2016_CATS Plus 2016_As Released.pdf”? Department of Information Technology
100 Community Place, Room 313
Crownsville, MD 21032
Attention: Alicia Baltimore

If proposals may not be hand-delivered to this address, please provide the address to which proposals may be hand-delivered.

RESPONSE: Yes.

156) Please confirm our understanding regarding the MBE forms: we submit “ATTACHMENT D-A – CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements” with our proposal; and we only submit “ATTACHMENT D-1A - MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule” with a response to a Task Order RFP (TORFP). (Please note that our confusion is from page 92 of the RFP that requires the submission of “Offeror MBE Form – Attachment D-1A-



CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements” which is the number of one form with the name of another.)

RESPONSE: See Amendment #3.

- 157) Section 1.1.2 identifies the 17 primary functional areas and section 2.3 defines each functional area. The pricing proposal states the following:
“The Financial Proposal shall contain all cost information in the format specified in Attachment F-A1 for Functional Areas 1 through 12 and Functional Areas 15 through 17. Functional Area 9 only requires the submission of both Attachment F-A1 and F-A2. Functional Areas 13 and 14 require submission of cost information in the format specified in Attachments F-B and F-C. “

However, the Functional Areas are not identified on the Price Form. Please clarify the relationship between the Labor Category and the Functional Area? Which Labor Categories require the submission of both Attachment F-A1 and F-A2? Which Labor Categories require the submission of cost information in the format specified in Attachments F-B and F-C.?

RESPONSE: Offerors must provide rates for ALL labor categories to be compliant with the requirements of the RFP.

- 158) The State specifies that pricing must be provided for all labor categories. However, the State does not require respondents to respond to each functional area and we do not wish to respond to each functional area. Will the state please require that pricing be provided for all labor categories within a proposed function area so that we will only have to provide pricing for the labor categories assigned to a functional area?

RESPONSE: See response to Question #157.

- 159) In 3.4.2.4 Past Performance, Point 1, Page 92

The Offeror shall provide evidence of its capabilities to provide the services outlined in Section 2.3 of this RFP for each functional area proposed.

Please specify what information does the Department seek as "evidence of its capabilities to provide the services"?

RESPONSE: Please provide examples of the Offeror’s capabilities to provide the services in Section 2.3 of the RFP for each functional area proposed.

- 160) The Section 3.3 requires that "An electronic version (CD or flash drive) of the Volume I- Technical Proposal in MS Word and PDF format and the Volume II- Financial Proposal in MS Word and signed PDF format shall also be submitted with the unbound original technical or financial volumes, as appropriate."



Whereas Section 3.5 requires "...the Master Contractor shall submit one unbound original, one copy, and an electronic version in MS Excel and signed PDF of the Financial Proposal."

Please clarify the format for submission of Financial Proposal. Whether vendors use only the Attachment-F provided or do we also furnish a MS Word version of the Financial Proposal?

RESPONSE: See response to Question #147. Attachment F-A1 and F-A2 must be submitted in MS Excel and PDF. Attachments F-B and F-C must be submitted in MS Word and PDF.

161) Section 3.3 – Please clarify. Should there be 1 unbound paper original, AND 2 electronic files based on formats specified? Or, are you looking for 3 paper copies (1 unbound, 2 bound) and 2 electronic files (2 file formats)?

RESPONSE: See response to Question #147. The Offeror must also submit an electronic version of the Volume I – Technical Proposal and Volume II – Financial Proposal. See RFP Section 3.3 – Submission.

162) Section 3.3 – Volume II Financial Proposal indicates the electronic formats should be MS WORD and signed PDF. Do you mean MS EXCEL instead of MS WORD since the spreadsheet is currently in excel format?

RESPONSE: See response to Question #160.

163) Please confirm that the form required to be included with our proposal is Attachment D-A: CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements found on RFP § Attachment D – Minority Business Requirements, page 135.

RESPONSE: See Amendment #3.

164) Should our proposal include Reference Evaluation Sheets that have been completed by the reference contact and returned to us? Or should our proposal include the reference sheets with only the Date Submitted and Offeror Name completed?

RESPONSE: See response to Question #132.

165) Where should company financial information be placed in the proposal to be considered confidential? In the proposal body at the related section or in between the Title Page and TOC? If the content is in the proposal body, should there be a page that identifies the confidential information by page and section number in between the Title Page and TOC?



RESPONSE: See RFP Section 1.19 – Public Information Act Notice.

- 166) Please clarify if we need to complete and submit “ATTACHMENTS D-A through D-5: MBE Participation Forms now with our proposal response and also upon award of a TORFP or RFR?

RESPONSE: See Amendment #3. See RFP Section 1.24 – Minority Business Enterprises.

- 167) Please clarify if an offeror needs to include a copy of the Executive Summary with each response to a functional area or only provide once in our proposal?

RESPONSE: The Executive Summary should only be provided once in the proposal.

- 168) Please clarify if a separate Technical Proposal, Volume I needs to be provided for each functional area proposed as a standalone document with a transmittal letter, Executive summary, and Offeror General Information; or should we only provide one Technical Proposal, Volume I with all functional area responses included in our Section 3.4.2.4 response area?

RESPONSE: See RFP Section 3.3 – Submission.

- 169) Please confirm that this RFP is for consulting and technical services only and does not include COTS software for any of the 17 functional areas.

RESPONSE: This RFP is for Consulting and Technical Services.

- 170) Our company is an MBE (certified by MDOT).

Can we submit a proposal as a prime for the CATS+ RFP as well as be submitted as a MBE subcontractor for another vendor?

RESPONSE: See response to Question #152.

- 171) Page 90; Should Volume II have its own electronic media (flash drive) or be combined with Volume I?

RESPONSE: Yes, please submit a separate electronic copy of each Volume. Package and seal Volume I, Technical Proposal, with an electronic copy enclosed, separately from Volume II, Financial Proposal, also with an electronic copy enclosed.

- 172) Does DoIT require additional narrative detail for each Functional Area proposed which identify capabilities, certifications, people, methodologies, etc.? Other than providing Past performance information, there is not a clear section identified or designation if this information is desired for DoIT. If Yes, which section should the sub-sections be listed by Functional Area?



RESPONSE: No. The Offeror shall provide evidence of its capabilities to provide the service outlined in Section 2.3 of the RFP for each functional area proposed, and provide an example of a successful project for each proposed functional area.

- 173) Section 3.4.2.4 - Should Past Performance be segmented by Functional Area with 1 or more Past Performance examples OR a list of project examples with identification of each applicable Functional Area?

RESPONSE: Please provide this information in the clearest format possible. We will accept a clear list of the Functional Areas that apply to the example or a separate section for each Functional Area.

- 174) Should the completed Reference evaluation sheets be sent to DoIT (c/o Alicia Baltimore) directly by the Reference or included as attachments as part of the submission?

RESPONSE: See response to Question #132.

- 175) Should Attachment D-1 be included in both 3.4.2.3-3 Offeror General Information and 3.4.2.6 Required Submissions (item #2)? These appear to be the same form duplicated in both sections.

RESPONSE: All Attachments may be included in an Attachments Section at the end of your proposal.

- 176) We understand how to get our consulting services labor categories submitted. How do we also get our Software as a Service product on the DoIT Master Contract?

RESPONSE: See response to Question #169.

- 177) On Page 93 of the RFP, in bold it states, "Offerors must propose pricing for all labor categories to be considered for award." Does this mean we only complete the labor category line items that we are proposing? Or do we have to fill out each and every labor line item on FA-1.?

RESPONSE: See response to Question #157.

- 178) Regarding pricing for labor categories [RFP pp. 93-94, 3.5, 4.3]: When these sections state that "offerors must propose pricing for all labor categories listed in the financial proposal," does this include those labor categories not related to the functional area for which a bidder is submitting the proposal? Can you clarify if bidders may provide prices for only those labor categories relevant to their proposed functional areas?

RESPONSE: See response to Question #157.



179) Regarding proposal submission format [RFP p. 90, 3.2, Proposals]: This section states that “All pages of both Proposal Volumes shall be consecutively numbered from beginning (Page 1) to end (Page x).” Is the numbering to flow consecutively from one volume into the next, or is each volume numbered distinctly?

RESPONSE: No, each volume is numbered separately.

180) It has been made clear that all labor categories even if not proposed need to be responded to, how should we respond for the pricing? Do we need to offer a rate or something else?

RESPONSE: See response to Question #157.

181) Page 53 – Business Process Consultant does not have a number associated with it as it is under the Auditor, Staff category. Is this a mistake?

RESPONSE: See Amendment #4.

182) Can a response be made to functional areas where some or most of the requirements are satisfied but not all?

RESPONSE: A responsible Offeror that meets all requirements of the proposed Functional Area(s) will be awarded a contract.

183) Can past performance be taken into consideration where a subcontractor delivered part of the requirements included in the RFP description (i.e. we built the application but a partner delivered the solution to the client)?

RESPONSE: Past performance must be met by the proposing entity.

184) Is this a new CATS contract or is it an expansion window to the existing CATS contract for additional Master Contractors and new FAs for existing Master Contractors?

RESPONSE: This is the CATS+ Expansion RFP, the purpose of which is to provide prospective offerors with the opportunity for an award of a Master Contract under the CATS+ program.

Within the next several weeks, current CATS+ Master Contractors who were awarded a master contract in April of 2013 will receive a modification to their Master Contract that incorporates the terms and conditions of this Expansion Window RFP, issued June 30, 2016. Current Master Contractors will be required to agree to the terms of the modification to continue participating as a CATS+ Master Contractor even if they do not wish to add new functional areas.



Once the modification process is complete, an invitation to add functional areas will be issued to the current CATS+ Master Contractors. Master Contractors will submit their responses according to the instructions in the invitation and responses will be evaluated for qualification to add new functional areas to their Master Contract.

- 185) Our company is currently listed as a Master Contractor on DoIT's CATS contract Project Number #060B9800035 that expires April 2028. We do not wish to bid on any new or additional Functional Areas listed in the current RFP PROJECT NO. 060B2490023-2016 . Do we need to resubmit a bid for the functional areas that we are already approved for as a Master Contractor?

RESPONSE: See response to Question #184.

- 186) Functional Area 8

Is this requirement for hosted applications only in a remote environment, or does the state anticipate hosting some applications on-site, in the state data centers or agency designated locations?

RESPONSE: This will be decided upon by the agency at the TORFP level.

- 187) The requirement in Section 2.7.3 appears to be in contradiction with the requirement in Section 2.7.4-d that indicates that Employee Theft Insurance need only be provided if required. Will the State clarify that this insurance is not needed currently and that the offeror needs only to provide proof of coverage at time of award.

RESPONSE: The requirements are as stated in RFP Section 2.7.

- 188) State Inclusion on Insurance

The State shall be listed as an additional insured on the policies with the exception of Worker's Compensation Insurance and Professional Liability Insurance. All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the Contract Manager, by certified mail, not less than 45 days' advance notice of any non-renewal, cancellation, or expiration. In the event the Contract Manager receives a notice of non-renewal, the Contractor shall provide the Contract Manager with an insurance policy from another carrier at least 30 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State to do business and to provide such policies.

This sections requires Professional Liability Insurance, which is not specified elsewhere in this section. Will the State please confirm that the Offeror is not required to maintain Professional Liability Insurance.



RESPONSE: The requirements are as stated in RFP Section 2.7.

- 189) The In the file labelled: "CATS Plus 2016 Attachements A-T_As Released": ATTACHMENT D-1A is titled "MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE." The attachment titled: "CATS+ Master Contrator Acknowledgement of Task Order MBE Requirements" is Attachment D-A. Will the State please clarify the attachment numbers and titles? Also, will the State please clarify which attachment is to be submitted in response to the referenced requirement - 3.4.2.3 item #3?

RESPONSE: See Amendment #3.

- 190) Same as 3.4.2.3-item #3. Will the State please clarify which attachment is to be submitted in response to the referenced requirement - 3.4.2.6 item #2?

RESPONSE: See Amendment #3.

- 191) Attachment T state that Offerors are to provide one Reference Evaluation Sheet for each functional area; while Section 3.4.2.4 allows one reference per project provided that functional areas are clearly listed. Will the State please clarify that one Reference Evaluation Sheet for a project that includes multiple Functional Areas is permissible?

RESPONSE: Yes, one Reference Evaluation Sheet that includes multiple Functional Areas is permissible.

- 192) Section 3.5, "Offerors must propose pricing for all labor categories to be considered for Award."

We do not intend to bid on all functional areas. For the labor categories we do not intend to fulfill how would you suggest developing a rate for these roles where we have no competency or experience?

RESPONSE: See response to Question #157.

- 193) The Key Information Summary sheet contains an MBE Goal (20% with sub-goals for Women-owned of 8 percent, African American-owned of 7 percent and Hispanic American-owned of 2 percent).

Is the MBE Goal for informational purposes only, or are we required to have MBE partners at the time of our proposal submission?

RESPONSE: The MBE goal has been established for the aggregate of all Task Order Agreements. See Section 1.24 of the RFP – Minority Business Enterprises.



- 194) We respectfully request the State consider extending the proposal due date by one week (until August 8, 2016), as our primary concern is that references may take longer to return due to holidays and / or vacations.

RESPONSE: See Amendment #3.

- 195) Please confirm that Attachment D-A CATS+ Master Contract, Master Contractor, Acknowledgement of Task Order MBE Requirements is the only MBE form required to submit with our Technical Proposal.

RESPONSE: See Amendment #3.

- 196) The insurance requirements for offerors have changed since the original issuance of the CATS+ Master Contract in 2013. For many businesses responding, the insurance requirements for theft coverage may be onerous.

Please clarify if the \$1,000,000 minimum is 1st party or 3rd party theft insurance. Also, will the state consider amending the minimum from \$1,000,000 to \$250,000 with \$5,000 retainage?

RESPONSE: The requirements are as stated in RFP Section 2.7.

- 197) The If the State chooses to keep the theft insurance limit as written in Section 2.7.3:

Please confirm that the insurance requirements will apply to all contractors awarded Master Contractor status in 2013.

Also, please confirm that the 2013 Master Contractors will submit to DoIT the same insurance requirements (certificates, etc.) as described in Section 2.7.

RESPONSE: See response to Question #184.

- 198) Do the attachments required for “Section 3.4.2.6 – Required Submissions” need to be page numbered? May we put the attachments into our template or should we keep them in the State’s format?

RESPONSE: Section 3.4.2.6 – Required Submission does not need to be page numbered. The Attachment must be kept in the State’s format.

- 199) Pricing Proposal instructions read:

Except as instructed on the forms, nothing shall be entered on the forms that alters or proposes conditions or contingencies on the prices.



Is it acceptable to enter formulas in Attachment F – Price Proposal to calculate escalation year over year?

RESPONSE: Yes.

200) If we choose to use the same Past Performance for more than one Functional Area, may the same reference form (Attachment T) apply to each Functional Area, as well? If we use the same reference for more than one Functional Area, are we compliant if we note the additional Functional Areas on the form, or would the State prefer a separate form for each Functional Area?

RESPONSE: Yes, you may use the same reference form (Attachment T) for more than one Functional Area.

201) Can you please provide examples of exceptions that we might have to list in the Executive Summary.

RESPONSE: No.

202) Do we need to declare which MBE we will use upon submission of our proposal?

RESPONSE: No. See Section 1.24 of the RFP.

203) Are the Labor Categories mapped to a specific Functional Area? If so, will you provide the mapping?

RESPONSE: Yes, the labor categories are mapped to a specific Functional Area. See Section 2.10 of the RFP.

204) For the Volume I Technical Proposal, is the correct MBE form D-1A or MBE form D-A that needs to be completed and submitted?

RESPONSE: See Amendment #3.

205) What are the operative Enterprise Architecture standards relevant to Functional Area 10, IT Enterprise Architecture Development, delineated in Section 2.3.10 and its subparts? Following the DoIT Contract Policies website link, referred to in Section 2.2.2, yields a message: "Maryland's Enterprise Architecture (EA) and the Maryland Technical Architecture Framework (MTAF) are no longer active" @ <http://doit.maryland.gov/policies/Pages/EntArch.aspx>.

RESPONSE: See Amendment #4.

206) Would Project Oversight as described here <http://doit.maryland.gov/policies/Pages/ProjectOversight.aspx> be required for efforts



under Functional Area 1, Enterprise Service Provider? Specifically, are Professional Project Management and Independent Verification and Validation resources required for this Functional Area?

RESPONSE: See Section 2.3 of the RFP.

207) The Must offerer provide a rate for a labor category that is unnecessary to the Functional Areas actually being offered, notwithstanding the language (cited below) in Attachment F bidding instructions, "Offerors MUST propose to all labor categories..." ? For example, must a rate for Archeologist /Historic Preservation Specialist be provided if offerer is only interested in bidding Functional Area 1, Enterprise Service Provider, for which an Archeologist is almost certainly unnecessary?

RESPONSE: See response to Question #157.

208) The [Language from Attachment F:

"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) On the Labor rates F-A1 spreadsheet, record the hourly labor rate for all 12 years and all labor categories. Offerors MUST propose to all labor categories regardless of their ability to fill positions for that labor category. ..."]

RESPONSE: See response to Question #157.

209) The description for the Business Process Consultant (Senior) is missing a Section 2.10 number between 2.10.26 and 2.10.27 on page 53. Section 3.4.2 dictates that "In addition to the instructions below, the Offeror's Technical Proposal shall be organized and numbered in the same order as this RFP." How shall section numbering in the technical proposal be modified to account for this omission? Also, Auditor, Staff is partially specified. What are the Education and Specialized Experience required for this position?

RESPONSE: See Amendment #4. See Section 2.10.26 of the RFP.

210) If a vendor is already on the CATS contract and do not want to make any changes do they have to respond to this RFP? Or will their status simply carryover to this next 3 year period?

RESPONSE: See response to Question #184.

211) The In the document titled, "CATS Plus 2016 Attachments A-T_As Released", FAQ question 14, the State says that "Only MBE Attachment D-1A is required with proposal



submission in response to the RFP for the Master Contract (RFP Section 3). RFP Section 1.24, paragraph 3 refers to TORFP/RFR responses only.” However, MBE Attachment D-1A is the “MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule” that was specified in Section 1.24 paragraph 3. Did the State mean “Only MBE Attachment D-A is required with proposal submission.”? Please clarify if both Attachment D-A and D-1A are required with proposal submission for the Master Contract.

RESPONSE: See Amendment #3.

212) Attachment N, Performance Bond, is only listed as a requirement for Functional Area 13. Is Attachment N required when submitting a proposal response for the Master Contract if we are not responding to Functional Area 13?

RESPONSE: Section 2.3.13 specifies that Attachment N is only required for Functional Area 13 Offerors.

213) In section 1.20.1 of the RFP the State says that “All subcontractors shall be identified and a complete description of their role relative to the Proposal shall be included in the Offeror’s Proposal.” In response to question 32, of the FAQ section of the “CATS Plus 2016 Attachments A-T_As Released” document, the State indicates that subcontractors do not need to be lined up before proposal submission. Please clarify if subcontractors must be identified at the time of proposal submission for the Master CATS+ RFP.

RESPONSE: Subcontractors do not need to be identified at the time of proposal submission for the CATS+ 2016 RFP.

214) In section 1.26.5 of the RFP the State says “The Offeror shall identify in the Proposal the location from which services will be provided.” Is this requirement for responses to TORFP’s or for the Master contract? Please clarify if service locations must be identified at the time of proposal submission for the Master Contract.

RESPONSE: Attachment G – Living Wage Affidavit must be completed and submitted with the proposal, as well as all subsequent TORFPs/RFRs. See Section 1.26.3 of the RFP.

215) By submitting an initial proposal response in 2016, are we entering year 4 of 12 or 1 of 12 of the Master Contract? If year 4, do we leave years 1-3 blank in the pricing form?

RESPONSE: The Offeror must enter years 1 – 12 of the Master Contract on the pricing form.

216) Some subcontractors that we are considering proposing for TORFPs already have contracts with the State. Are we able to propose subcontractors who already have contracts in place with the State?



RESPONSE: Yes.

217) Our company serves an Internet Service Provider to several clients. Can you tell us which functional area this would fall under?

RESPONSE: The State cannot assist Offerors in their business decisions.

218) Are Joint ventures allowed to be on CATS+?
a. If so does the JV also have to have existed for more than 2 years?
b. Would all the members of the JV have to have been in business the required 2 years ?

RESPONSE: Teaming is not allowed at the Master Contract level. You may propose to a TORFP as a prime and/or as subcontractor for another master contractor.

219) Will the Request for Proposal *MDTA 3rd Generation Electronic Toll Collection Systems – Tolling Contract MA-2257* be issued under the CATS+ Program? If not, will a Contractor who has been awarded a CATS+ Program Master Contract be restricted from bidding on the *3rd Generation Electronic Toll Collection Systems RFP* or any other Maryland DOI procurements to be awarded outside the CATS+ Program based on conflict of interest or otherwise?

RESPONSE: No.

220) Section 3.4.2.3 #3 on page 92 – This entry states that Offeror MBE form Attachment D-1A for the Acknowledgement of Task Order Requirement. I assume it means it needs the completed form. (not written clearly) However, the form in the Attachments document has the document as D-A and not D-1A. Please clarify.

RESPONSE: See Amendment #3.

221) We are partnered with a subcontractor who has an MBE/WBE certificate in DE, PA, and WV and is working through the process to get MBE/WBE certified in MD. Is a certificate from another state acceptable while we await the MD certificate for our subcontractor or do they need to have the certificate before the 1 Aug deadline for the RFP response?

RESPONSE: Offerors must be certified by the Maryland Department of Transportation (MDOT). Should certification be granted after a proposal is submitted, it will be necessary for the Offeror to inform the CATS+ Procurement Officer, so that the correct designation can be shown in the event of award.

222) In section 3.4.2.6, item #2, on page 93, “Attachment D-1A” is specified for inclusion with the response. After reading the attachments, it appears that this should be “Attachment D-A”. Please confirm.



RESPONSE: See Amendment #3.

223) We are a minority firm certified with Maryland DOT, and a Federal 8(a) – will this fulfill the State of Maryland’s minority requirements, or do we need to recertify?

RESPONSE: See response to Question #221.

224) Can the state publish the previously selected vendors from the last round of CATS+ ?

RESPONSE: The complete list of Master Contractors is available on the CATS+ website.

225) As a minority firm, do we need to fulfill the other minority subcategories (i.e. woman-owned, African-American owned, etc.)?

RESPONSE: See Section 1.24 of the RFP – Minority Business Enterprises.

226) On page 92 of the RFP, Item 3 indicates that Offeror MBE Form – Attachment D-1A CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements is to be included in the Section entitled Offeror General Information (3.4.2.3). Page 93 Indicates that Attachment D-1A – Completed, signed and unedited CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements form is to be included in the Required Submissions Section (3.4.2.6). Page 135 of the file entitled CATS Plus 2016 Attachments A-T appears to be Attachment D-A CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements. Page 136 of the same file states “The following Attachments D-1A through D-5 are sample forms and do not need to be completed or submitted with Offeror’s response to this RFP.”

Please confirm that Attachment D-A is the correct form to be submitted and that D-1A through D-5 are not to be submitted in response to this RFP. Also please confirm in which section you would want Form D-A to be included (i.e., Offeror General Information or Required Submissions).

RESPONSE: See Amendment #3 and Section 3.4.2.6 of the RFP – Required Submissions.

227) For the Reference Evaluation Sheet – Attachment T, it is our understanding that we complete the top portion of the form and submit it with our proposal and that DoIT staff will then contact the point of contact at the business providing the reference for the answers to the questions. Is this the correct procedure?

RESPONSE: See response to Question #132.

228) Section 2.2.1.3, Custom Software, states that if a Master Contractor merges with another company it shall convey to the State all rights, title, and interest in all customer



software, licenses, software source codes, and all associated Software Source Code Documentation. Please confirm that this clause would not apply if a Master Contractor was to merge with its parent company or affiliated subsidiary.

RESPONSE: The requirement is as stated.

229) The Section 3.4.2.6. mentions Attachment D-1A - Completed, signed and unedited CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements form as a required submission for this RFP.

Can you please confirm that the Master Contractor Acknowledgement of Task Order MBE Requirements form referenced above is actually Attachment D-A?

RESPONSE: See Amendment #3.

Thank you,

Alicia Baltimore
Procurement Officer