

### CATS+ RFR Template Instructions

<b>Section 1 – General Information</b>	
RFR Number	Enter ADPICS Reference BPO # (create from the CATS+ BPO #060B2490023)
Functional Area	RFR can only be issued under one Functional Area which can be found at: <a href="http://doit.maryland.gov/contracts/Pages/CATSPlusFuncAreas.aspx">http://doit.maryland.gov/contracts/Pages/CATSPlusFuncAreas.aspx</a>
Labor Category/s	An RFR is limited to only labor categories defined in the CATS+ RFP which can be found in RFP Section 2.10 of the CATS+ RFP at: <a href="http://doit.maryland.gov/contracts/Documents/CATSPlus2016/060B2490023-2016CATSPlus2016RFP.pdf">http://doit.maryland.gov/contracts/Documents/CATSPlus2016/060B2490023-2016CATSPlus2016RFP.pdf</a>
Anticipated Start Date	The planned start date for the resources/s. Start dates are subject to adjustment upon RFR award through mutual agreement between the Requesting Agency and TO Contractor.
Duration of Engagement	Enter the duration of the assignment/s.
Designed Small Business Reserve?	Enter yes or no.
MBE Goal	Enter the percentage.
Issue Date	RFR release date.
Due Date	RFR due date for responses.
Time	Time deadline for submitting responses on the due date.
Place of Performance	Enter the location including and street address where the resource/s will be working.
Special Instructions	In addition to the language already stated, describe any special instructions or attachments for the RFR.
Security Requirements	Enter any specific requirements beyond the language already stated in the template.
<b>Section 2 – TO Procurement Officer Information</b>	
TO Requesting Agency Name	Requesting agency name
TO Procurement Officer	Issuing Procurement Officer
TO Procurement Officer's email address	Issuing Procurement Officer email address
TO Procurement Officer's mailing address	Issuing Procurement Officer mailing address
TO Procurement Officer's phone number	Issuing Procurement Officer phone number
<b>Section 3 – Scope of Work</b>	
Background	Requesting agency's background, <u>why</u> the resource/s are needed. Describe any projects, systems / applications, operational programs, business processes, in which the resource/s will be involved.
Job Description/s	Enter Labor Category/s from RFR Section 1, provide duties/responsibilities for each required resource.
<b>Section 4 – Personnel Qualifications</b>	
Preferred Experience/Qualifications/Knowledge/Skills	Enter preferred qualifications beyond those that are provided in RFP Section 2.10 of the CATS+ Master RFP. If there are no preferred qualifications necessary leave blank.
<b>Section 5 – Required Submissions</b>	
This section provides response requirements to the Master Contractors. No input is needed unless additional forms or documentation is required with the proposal that is not listed in the RFR template.	
<b>Section 6 – Selection/Award Process</b>	
This section provides the selection/award process. Evaluation criteria should be tailored by the requesting agency.	
<b>Section 7 – Invoicing Instructions</b>	
This RFR Section 7 provides invoicing instructions to the Master Contractors, the requesting agency needs to complete RFR Section 7, item #3 indicating the address of the TO Manager for submission of invoices.	

**CATS+ RFR Template Instructions****ATTACHMENTS**

<b>ATTACHMENTS</b>	
Attachment 1 – RFR Resume Form	TO Requesting agency inserts RFR # (ADPICS Reference BPO Number) and completes requirements column as instructed in the Labor Category Personnel Resume Summary, Master Contractor to complete the resume form and submit as required in RFR Section 5.
Attachment 2 – Price Proposal	TO Requesting agency enters the RFR # (ADPICS Reference BPO Number) and number of Evaluation Hours in column B, Master Contractor to complete and sign Attachment 2 and submit as required in RFR Section 5.
Attachment 3 – Certification Regarding Investments in Iran	To be completed by the Master Contractor and submitted as required in RFR Section 5.
Attachment 4 – Conflict of Interest Affidavit and Disclosure	To be completed by the Master Contractor and submitted as required in RFR Section 5.
Attachment 5 – Non-Disclosure Agreement TO Contractor	To be completed by the Master Contractor upon notification of award of the RFR.
Attachment 6 – Living Wage Affidavit	To be completed by the Master Contractor and submitted as required in RFR Section 5.
Attachment 7 – Criminal Background Check Affidavit	To be completed by the Master Contractor if awarded the RFP prior to issuance of the NTP.