



**Questions and Answers Document #2
Consulting and Technical Services Plus (CATS) – Expansion Window #2,
RFP #060B2490023**

**CATS+ Expansion Window #2
May 15, 2018**

83. Attachment E questions and answers references Section 3.4 and subsections. 3.4 is not provided in the solicitation. Please provide this section 3.4

Response: There is no Section 3.4. Please disregard reference to Section 3.4.

84. Statement of Financial Integrity - which Dunn and Bradstreet rating are you referring to under 3.2.2.3-2(c)?

Response: The State is referring to the Overall D&B Rating that is based on your balance sheet information.

85. Good Afternoon. At the Pre-proposal Meeting on 18 April, a question was raised that if an offeror needed a partner to fulfill ALL the requirements in a specific functional area, should it be addressed in the proposal response? It was my understanding that you indicated that partnering was not expected to be addressed/necessary in this proposal. Please understand that there may be areas where we would consider partnering with another company to better fulfill all key skills within a functional area's requirements. My original take away from the meeting was that essentially, this would be something to worry about at the TORFP level.

However, upon re-reading the RFP, I see in section 1.20.1 where it's stated that subcontractors should be identified. Would this be at the TORFP secondary level? Or should subcontractors/MBE be addressed in this expansion response? I've included section 1.20.1 below:

1.20.1 The successful Offeror(s) shall be responsible for rendering products and services for which it has been selected as required by this RFP within the functional area proposed. All subcontractors shall be identified and a complete description of their role relative to the Proposal shall be included in the Offeror's Proposal. If applicable, subcontractors utilized in meeting the established MBE or VSBE



participation goal(s) for this solicitation shall be identified as provided in the appropriate Attachment(s) of this RFP (see Section 1.24 “Minority Business Enterprise Goals” and Section 1.37 “Veteran-Owned Small Business Enterprise Goals”).

Response: See response to Question 10.

86. Does contractor need to submit Document Passwords (Technical Proposal & Financial Proposal) at the time of Proposal Submission.

Response: No. See response to Questions 23.

87. Does contractor need to provide personnel resumes with the proposal response in terms of complete proposal response?

Response: No.

88. Does contractor need to provide completed Reference Evaluation Sheet in terms of complete proposal response.

Response: Yes.

89. Concerning delivery of the submission, Section 3.1.3 states:

3.1.3 Offerors may submit Proposals by electronic means as described

A. Electronic means includes e-mail to the Procurement Officer address listed on the Key Information Summary Sheet.

B. Any Offeror wishing to deliver a hard copy (paper) Proposal shall contact the Procurement Officer for instructions.

However, section 1.11.4 states:

1.11.4 Proposals may not be submitted by e-mail or facsimile.

And section 1.36.5 states:

1.36.5 The following transactions related to this procurement and any Contract awarded pursuant to it are *not authorized* to be conducted by electronic means:

- a. submission of initial Proposals;
- b. filing of protests;
- c. filing of Contract claims;



- d. submission of documents determined by the Department to require original signatures (e.g., Contract execution, Contract modifications); or
- e. any transaction, submission, or communication where the Procurement Officer has specifically directed that a response from the Contractor or Offeror be provided in writing or hard copy.

Can we safely disregard instructions in 1.11.4, 1.36.5 and any other instructions requiring a physical submission and prohibiting an electronic submission?

Response: See Amendment #4.

- 90.** Section 3.3, Volume II -Financial Proposal: “Offerors must propose pricing for all labor categories to be considered for Award.”

This statement implies that we need to propose rates for roles we do not offer in order to be awarded for the functional areas / roles that we do offer. Can the state offer guidance on pricing they would expect to see for roles we do not provide? For example, would it be acceptable to propose a rate of \$1 / hour for a role we do not provide, or is it more appropriate to propose a rate of \$1000 / hour so that we do not get awarded for that role? What method will the state use to score the Financial Proposal?

Response: See response to Question 60.

- 91.** Regarding Attachment F, Table F-A2: Is the vendor required to provide Commission Only percentages in this table if we have completed Table F-A1 for all roles and are not seeking award for Auditor roles? If so, does the state have a recommendation regarding what percentage is acceptable or expected, given that we are not seeking award in this area?

Response: No the State will not make recommendations regarding acceptable responses.

- 92.** Section 3.3, Volume II -Financial Proposal: “Offerors must propose pricing for all labor categories to be considered for Award.”

This statement implies that we need to propose rates for roles we do not offer in order to be awarded for the functional areas / roles that we do offer. Can the state offer guidance on pricing they would expect to see for roles we do not provide? For example, would it be acceptable to propose a rate of \$1 / hour for a role we do not provide, or is it more appropriate to propose a rate of \$1000 / hour so that we do not get awarded for that role? What method will the state use to score the Financial Proposal?

Response: See response to Question 60.



93. 2.1.2.1 Physical Delivery – what happens if physical delivery is beyond 3 business days? Is expedited shipping a requirement?

Response: The Department reads your question with reference to RFP Section 2.2.1.2.1. The Contractor is expected to deliver within the time specified.

94. 3. -2.2.1.2.1 Physical Delivery – if the State requires expedited shipping, who is responsible for the additional cost?

Response: See Section 2.2.1.2.1A.

95. Does the Executive Summary count towards the page count?

Response: There is not a page limit for this RFP.

96. Is there a page length for the Past Performance section?

Response: See response to Question 95.

97. Under Financial Criteria: the offerer has to provide pricing for all labor categories for all functional areas even if they are not submitting a proposal for them? Or just the labor cats for that functional area?

Response: See response to Question 60.

98. Page 18 – Item 2.2.1.1 – Please confirm that any material, parts, components or software the Master Contractor provides to meet the specific requirements of a State contract must be sold to the State at cost and cannot contain any additional fees or markup.

Response: See RFP Section 2.2.1.1.

99. We are not Maryland certified Minority Business Enterprise firm, are we still eligible to submit the response?

Response: Yes.

100. Can we use subcontractor MBE certification, as we are not MBE certified vendors from the MARLAND?

Response: MBE certification is not a requirement to submit a proposal

101. In Page no. 8 under section (3.2.2.3 Offeror General Information) point no. 2 mention the following



Statement of Fiscal Integrity for the most recent two (2) full years. Documentation that addresses the Offeror's financial solvency may include, but is limited to, one, some or all of the following:

- a. Current balance sheet,
- b. Certified financial statement,
- c. Dunn and Bradstreet rating,

So my question to the government is that mandatory to provide the above described information because we do not have audited financial report but we do have the GAAP FORMATTED Financial statement will that suffice in pertains to the evidence that government required?

Response: Yes.

102. Is it Mandatory to have the STATE of MARYLAND experience

Response: No.

103. Can you please provide us the existing vendors list, if there is any?

Response: Yes, please refer to the following link for a complete list of all CATS+ Master Contractors:

<http://www.doit.state.md.us/itmc/mcontractors.aspx?smc=15>

104. What is current spending on this project?

Response: Refer to the following link to the CATS+ TORFP Status Page to view Awards to the CATS+ Master Contract.

<http://doit.maryland.gov/contracts/Pages/CATSPlusTORFPStatus.aspx>

105. What is total number of awardee vendors for this project?

Response: There are 625 CATS+ Master Contractors.

106. 3.3 Volume II - Financial Proposal – Q: Does the state have guidelines or a range for pricing escalation of contract out-years?

Response: No.



107. 1.11 Proposals Due (Closing) Date and Time – Section 1.11.4 states: “Proposals may not be submitted by e-mail or facsimile.” Q: Can the state clarify that Proposals may be submitted via email as instructed on the Key Information Sheet?

Response: See Amendment #4.

108. 3.2.2.6 Required Submissions – Please confirm that Attachment N PERFORMANCE BOND is not a required submission for this RFP.

Response: Attachment N is not a required submission for this RFP.

109. 3.2.2.6 Required Submissions and 3.2.2.3 Offeror General Information both reference **Attachment D-A- CATS+ Master Contractor Acknowledgement of Task Order MBE Requirements** – Q: For our response, in which section should the completed attachment be included in our response?

Response: Attachment D-A is part of Volume I – Technical Proposal.

110. 3.2.2 Format of Technical Proposal states: “the Offeror’s Technical Proposal shall be organized and numbered in the same order as this RFP” Q: By prescribing the numbering of the title and table of contents as 3.2.2.1, is it the state’s intent that offeror should not directly address any requirements or subsection of Section 2 – Scope of Work unless it is also addressed in Section 3.2?

Response: Yes that is the State’s intent. Section 2 will be addressed at the Secondary level of competition.

111. Attachment T- Reference Evaluation Sheet – Q: If the offeror was a subcontractor on a relevant contract can the prime contractor fill out the evaluation sheet or is it restricted to customers?

Response: Who ever can validate the Offerors Past Performance should be listed on the evaluation sheet.

112. Attachment T- Reference Evaluation Sheet – Q: If an evaluator fails to provide feedback (for reasons outside of offeror's control – staff turnover, reorganization, etc..) will that be grounds for disqualification from award? Is there other evidence that can be provided to the state to satisfy this requirement?

Response: Offerors must be able to demonstrate Past Performance.



113. How are the MBE goals accounted for if non-Maryland state agencies use the contract mechanism?

Response: An Offeror may request a waiver of the MBE goal, in whole or in part; however, please read the instructions for the MBE D-1A form. A determination must be made that the Offeror is unable to achieve the overall MBE goal.

Response: See response to Question 8.

114. Question: If justification not to use MBE subcontractor is submitted by a vendor, will he still be responsive?

Response: So long as the MBE documents are completed correctly, a request for a waiver of the MBE goal, in whole or in part, will not result in a determination that the Offeror's proposal is nonresponsive.

Response: This will be addressed at the Secondary level of competition.

115. Question: If justification not to use MBE subcontractor is submitted by a vendor, will he be scored less than others using MBE's?

Response: Meeting the MBE goal is not one of the evaluation criteria set forth in Section 6.2; as such, a proposal with a request for a waiver of the goal, with proper support, will not be ranked lower than a proposal from an Offeror who plans to meet the goal.

Response: This will be addressed at the Secondary level of competition.

116. 1. In section **1.18 Multiple or Alternative Proposals**, it reads "*Neither multiple nor alternate Proposals will be accepted. Submitting Proposals for more than one functional area is not considered a multiple or alternate Proposal.*" Does this mean if we wish to submit under multiple functional areas we must submit them as separate proposals or within the same proposal submission?

Response: Multiple Functional Areas should be submitted within one proposal.

117. 2. We are a California Limited Liability Company that is a registered agent with the Maryland State Department of Assessments and Taxation. Does this require any additional steps if we are already registered?

Response: No additional steps are required.



118. We're submitting a proposal for CATS+ Expansion Window 2 — Can you please clarify the instructions for the IDIQ's Attachment T- Reference Evaluation Sheet — What do we need to do and by when?

Response: Attachment T should be submitted with the Technical Proposal.

119. Are we required to send the form to our Past Performance references (and expect them to return completed in time for proposal submission?) OR Do they send them back to you directly (like the Federal Government requires for their Past Performance Questionnaire (PPQ))?

Response: Past Performance references should be completed and submitted with the proposal submission.

120. Page 88 of the RFP states:

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. Complete the cost sheets only as provided in the Price Proposal Instructions. Offerors must propose pricing for all labor categories to be considered for Award.

However, page 1 of the RFP state:

DoIT intends to award Master Contracts to all Offerors that the State determines to be qualified. Offerors may propose to one, several or all functional areas.

We are proposing on about 4 Functional areas, which is permitted as per page 1.

However, if we do so we cannot provide pricing for all labor categories as per page 88

How are we to interpret the instructions for pricing on Page 88?

Response: See response to Question 60.