



**Consulting and Technical Services Plus (CATS+)
Task Order Request for Proposals (TORFP)**

**Common Use Terminal Equipment – Operation and
Maintenance**

CATS+TORFP #J00B3400084

**Maryland Department of Transportation (MDOT)
Maryland Aviation Administration (MAA)**

ISSUE DATE: August 15, 2013

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KEY INFORMATION SUMMARY SHEET

This CATS+ TORFP J00B3400084 is issued to obtain the services necessary to satisfy the requirements defined in Section 2 - Scope of Work. All CATS+ Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. All Master Contractors shall complete and submit a Master Contractor Feedback form via the CATS+ web site regardless of whether a TO Proposal is submitted or not. The form is accessible via your CATS+ Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu. In addition to the requirements of this TORFP, the Master Contractors are subject to all terms and conditions contained in the CATS+ RFP issued by the Maryland Department of Information Technology (DoIT) and subsequent Master Contract Project Number 060B2490023, including any amendments.

TORFP Name:	Common Use Terminal Equipment (CUTE) – Operation and Maintenance (O&M)
Functional Area:	Functional Area 6 - Systems/Facilities Management and Maintenance
TORFP Issue Date:	August/15/2013
Question Due Date and Time	August 22, 2013 at 12:00 noon EST
Closing Date and Time:	September 5, 2013 at 2:00 p.m.
TORFP Issuing Office:	Maryland Department of Transportation (MDOT) on behalf of Maryland Aviation Administration (MAA), Office of Technology
Questions and Proposals are to be sent to:	Joseph Palechek Email Address: jpalechek@mdot.state.md.us
TO Procurement Officer:	Joseph Palechek Office Phone: (410) 865-1129 Email Address: jpalechek@mdot.state.md.us
TO Manager:	Neal Heaton-IT TO Manager Email Address: nheaton@bwiairport.com Office Phone: 410-859-7290 Office Fax: 410-859-7000
Project Number:	J00B3400084
TO Type:	Fixed price (O&M) Time and materials (terminal emulator development)
Period of Performance:	5 years
MBE Goal:	0%
Small Business Reserve (SBR):	No
Primary Place of Performance:	Baltimore/Washington International Thurgood Marshall Airport BWI Airport Terminal Building BWI Airport, MD 21240 International Concourse E
State Furnish Work Site and/or Access to Equipment, Facilities or Personnel:	The MAA will provide workspace and access to areas necessary to meet the requirements of the TORFP
TO Pre-Proposal Conference:	THERE WILL BE NO PRE-PROPOSAL CONFERENCE

SECTION 1 - ADMINISTRATIVE INFORMATION

1.1 RESPONSIBILITY FOR TORFP AND TO AGREEMENT

The TO Procurement Officer has the primary responsibility for the management of the TORFP process, for the resolution of TO Agreement scope issues, and for authorizing any changes to the TO Agreement.

The TO Manager has the primary responsibility for the management of the work performed under the TO Agreement; administration functions, including issuing written directions; ensuring compliance with the terms and conditions of the CATS+ Master Contract; and, in conjunction with the selected Master Contractor, achieving on budget/on time/on target (e.g., within scope) completion of the Scope of Work.

1.2 TO AGREEMENT

Based upon an evaluation of TO Proposal responses, a Master Contractor will be selected to conduct the work defined in Section 2 - Scope of Work. A specific TO Agreement, Attachment 3, will then be entered into between the State and the selected Master Contractor, which will bind the selected Master Contractor (TO Contractor) to the contents of its TO Proposal, including the price proposal.

1.3 TO PROPOSAL SUBMISSIONS

The TO Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary sheet above. The date and time of submission is determined by the date and time of arrival in the TO Procurement Officer's e-mail box. The TO Proposal shall be submitted via e-mail as two attachments in MS Word format. Please note that the MDOT e-mail system has 8 MB file limit on e-mail transmissions. The "subject" line in the e-mail submission shall state the TORFP #J00B3400084. The first file shall be the TO Proposal technical response to this TORFP and titled, "CATS+ TORFP #J00B3400084 Technical". The second file shall be the financial response to this CATS+ TORFP and titled, "CATS+TORFP #J00B3400084 Financial". The following proposal documents shall be submitted with required signatures as .PDF files with signatures clearly visible: No forms shall be altered.

- Attachment 1 – Price Proposal
- Attachment 2 - MBE Forms D-1 and D-2 (If applicable)
- Attachment 4 - Conflict of Interest and Affidavit and Disclosure
- Attachment 5 – Labor Category Personnel Resume Summary
- Attachment 6 – Non- Disclosure Agreement (Offeror)
- Attachment 13 - Certification Regarding Investments in Iran
- Attachment 14 – Living Wage Affidavit of Agreement

NOTE: There is a file size limitation on inbound emails. Email must be no more than eight (8) megabytes and cannot contain any executable extensions. Breaking proposals into multiple emails, if multiple emails are clearly marked as such (i.e., 1 of 3, 2 of 3, 3 of 3), is acceptable.

1.4 MINORITY BUSINESS ENTERPRISE (MBE) (IF APPLICABLE)

The MBE participation goal for this TORFP is 0%.

ONLY IF APPLICABLE, a Master Contractor that responds to this TORFP shall complete, sign, and submit all required MBE documentation (Attachment 2 - Forms D-1 and D-2) at the time it submits its TO Proposal. Failure of the Master Contractor to complete, sign, and submit all required MBE documentation at the time it submits its TO Proposal will result in the State's rejection of the Master Contractor's TO Proposal.

Note: The TORFP issuing agency strongly encourages the Master Contractor to include a Veteran-Owned Small Business (VOSB), and/or Service-Disabled Veteran-Owned Small Business (SDVOSB) within or in addition to the overall MBE goal noted on the Key Information Summary Sheet.

1.5 ORAL PRESENTATIONS/INTERVIEWS

All Master Contractors and proposed staff may be required to make an oral presentation to State representatives. Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing. All such representations will become part of the Master Contractor's proposal and are binding, if the Contract is awarded. The TO Manager will notify Master Contractor of the time and place of oral presentations/interviews.

1.6 CONFLICT OF INTEREST

The TO Contractor awarded the TO Agreement shall provide IT consulting services for State agencies or component programs with those agencies, and shall do so impartially and without any conflicts of interest. Each Master Contractor shall complete and include a Conflict of Interest Affidavit in the form included as Attachment 4 this TORFP with its TO Proposal. If the TO Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the TO Procurement Officer may reject a Master Contractor's TO Proposal under COMAR 21.06.02.03B.

Master Contractors should be aware that the State Ethics Law, State Government Article, §15-508, might limit the selected Master Contractor's ability to participate in future related procurements, depending upon specific circumstances.

1.7 NON-DISCLOSURE AGREEMENT

Certain system documentation may be available for potential Offerors to review at a reading room at MAA Kauffman Building, 1500 Amtrak Way, Linthicum, Maryland 21090. Offerors who review such documentation will be required to sign a Non-Disclosure Agreement in the form of Attachment 6. Please contact the TO Manager of this TORFP to schedule an appointment.

In addition, certain documentation may be required by the TO Contractor awarded the TO Agreement in order to fulfill the requirements of the TO Agreement. The TO Contractor, employees and agents who review such documents will be required to sign, including but not limited to, a Non-Disclosure Agreement in the form of Attachment 6.

1.8 LIMITATION OF LIABILITY CEILING

Pursuant to Section 27 (C) of the CATS+ Master Contract, the limitation of liability per claim under this TORFP shall not exceed the total TO Agreement amount established.

1.9 CONTRACT MANAGEMENT OVERSIGHT ACTIVITIES

DoIT is responsible for contract management oversight on the CATS+ master contract. As part of that oversight, DoIT has implemented a process for self-reporting contract management activities

of CATS+ task orders (TO). This process shall typically apply to active TOs for operations, maintenance, and support valued at \$1 million or greater, but all CATS+ TOs are subject to review.

Attachment 8 is the TO Contractor Self-Reporting Checklist. DoIT will send initial checklists out to applicable TO Contractors approximately three months after the award date for a TO. The TO Contractor shall complete and return the checklist as instructed on the checklist. Subsequently, at six month intervals from the due date on the initial checklist, the TO Contractor shall update and resend the checklist to DoIT.

1.10 IRANIAN NON-INVESTMENT

All proposals shall be accompanied by a completed Certification Regarding Investments in Iran. A copy of this Certification is included as Attachment 13 of this TORFP.

1.11 LIVING WAGE

The Master Contractor shall abide by the Living Wage requirements under Title 18, State Finance and Procurement Article, Annotated Code of Maryland and the regulations proposed by the Commissioner of Labor and Industry. Affidavit of Agreement submitted as part of the Master Contract Agreement in accordance with the CATS+ Master Contract.

A proposal submitted by an Offeror shall be accompanied by a completed Living Wage Affidavit of Agreement. See Attachment 14 for a copy of the Living Wage Affidavit of Agreement.

1.12 QUESTIONS

All questions shall be submitted via email to the TO Procurement Officer no later than the date and time indicated in the Key Information Summary Sheet. Answers applicable to all Master Contractors will be distributed to all Master Contractors who are known to have received a copy of the TORFP.

Answers can be considered final and binding only when they have been answered in writing by the State.

1.13 CHANGE ORDERS

If the TO Contractor is required to perform work beyond the scope of Section 2 of this TORFP, or there is a work reduction due to unforeseen scope changes, a TO Change Order will be initiated. The TO Contractor and TO Manager shall negotiate a mutually acceptable price modification based on the TO Contractor's proposed rates in the Master Contract and scope of the work change. No scope of work changes shall be performed until a change order is approved by DoIT and executed by the TO Procurement Officer.

1.14 TRAVEL REIMBURSEMENT

Expenses for travel performed in completing tasks for this TORFP shall be reimbursed in accordance with the CATS+ Master Contract.

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SECTION 2 – SCOPE OF WORK

2.1 PURPOSE

The MDOT is issuing this CATS+TORFP on behalf of the MAA to obtain proposals to meet requirements for on-site systems administration, operation and ongoing maintenance support for an existing and fully functional IT system that enables air carriers to share common international concourse airport facilities at BWI such as ticket counters, hold rooms, and boarding gates. This is accomplished through the use of common computer workstations, printers and other peripheral equipment. This existing CUTE system; named Virtual Multi User System Environment (VMUSE) is manufactured by ARINC. See 2.3 of this section for detailed explanation.

The intent of this TORFP is to provide the MAA and the international air carriers with on-site systems administration services of the existing ARINC VMUSE system in International Concourse E. This shall include O&M support, on-site system administration and configuration services on the common use system throughout International Concourse E including all associated peripheral equipment.

2.2 REQUESTING AGENCY INFORMATION

The MAA is a modal administration of MDOT, and is responsible for fostering, developing, and regulating aviation within the State; promoting safety in aviation; developing and regulating aviation in conjunction with and consistent with Federal authorities. The MAA owns and operates BWI Marshall and Martin State Airport.

2.3 SYSTEM BACKGROUND AND DESCRIPTION

The VMUSE CUTE system is installed in International Concourse E and enables the MAA to optimize airline assignments and to maximize the utilization of limited facilities in the international concourse such as ticket counters and departure gates. The VMUSE CUTE system provides emulation of the airlines' dedicated terminal host systems through common workstations to each participating airline's host computer via gateway servers. The International Concourse E is currently equipped with fifty-two (52) Ticketing Positions, four (4) Baggage Recheck Positions, fourteen (14) Gate Check In Positions and six (6) Boarding Positions. This allows airline agents the capability of using any workstation within International Concourse E to access their remote host system via an authorized airline and user login. For those carriers not possessing a host system, the system provides a Local Departure Control System (LDCS) application, accessible via the same workstation hardware, to provide automated passenger processing, ticketing and boarding services including reporting capabilities for these functions and activities. The system also allows associated work station devices including Automatic Ticket and Boarding Pass Printers (ATB), Bag Tag Printers (BTP), Boarding Pass Readers (BPR)-also known as Boarding Gate Readers (BGR), Magnetic Stripe Readers/Optical Character Recognition (MSR/OCR), keyboards, Passport Readers, and other peripherals, as required by air carriers at BWI, to be utilized on a shared basis.

2.4 MANAGEMENT ROLES AND RESPONSIBILITIES

TO Procurement Officer has the primary responsibility for the management of the TORFP process, for the resolution of TO Agreement scope issues, and for authorizing any changes to the TO including Change Orders.

TO Manager has the primary responsibility for the management of the work performed under the TO; administration functions, including issuing written directions; ensuring compliance with the

terms and conditions of the CATS+ Master Contract; process Change Orders and, in conjunction with the selected TO Contractor, achieving on budget, on time, on target (within scope) completion of the Statement of Work. The MAA TO Manager will meet monthly with the TO Contractor Management to review: Hours expended, spare parts inventory, spares on order, current repair activities, planned repair activities, preventative maintenance activities schedule, and general TO status.

TO Contractor Manager – TO Contractor Manager will serve as first line contact with the TO Manager to regularly discuss progress of tasks, upcoming projects, historical performance, and resolve any issues that may arise pertaining to the contractor staff. The TO Contractor Manager will serve as liaison between the TO Manager and the senior TO Contractor management.

TO Contractor Management will receive status reports and time reports from the TO Contractor Personnel, and will provide invoices to MAA as specified under Section 2.9. TO Contractor Management is responsible for making payments to the TO Contractor Personnel

TO Contract Management Officer: an individual within the MDOT Contract Management Office (CMO) acting as the liaison between the TO Manager and TO Contractor in the event of TO Contractor personnel performance issues. The CMO is responsible for the management of the contract after award.

2.5 PROFESSIONAL DEVELOPMENT

Networking technology and software products continuously change. The TO Contractor shall ensure continuing education opportunities for the personnel provided. This education shall be associated with the technologies currently utilized by MAA or anticipated to be implemented by MAA in the near future. With MAA prior approval, the time allocated to these continuing education activities for staff deployed to MAA on a full-time basis may be charged to this task order. Actual course costs are the responsibility of the TO Contractor.

2.6 REQUIREMENTS

2.6.1 TO CONTRACTOR PERSONNEL DUTIES AND RESPONSIBILITIES

At a minimum, the work to be accomplished by the TO Contractor personnel under this TORFP shall consist of the following:

Recurring Daily/Weekly/Monthly/Bi-annual Duties – Fixed Price Based.

All Offerors proposals shall include VMUSE Maintenance and System Administration Services including all software applications, parts, hardware and labor as noted below.

- A. TO Contractor shall provide maintenance services to include preventive, routine, and emergency maintenance services.
- B. TO Contractor shall have pre-assigned backup technicians available to back fill onsite technicians who are on vacation, in training or who are otherwise unavailable to meet the response requirements noted in paragraphs 2.6.5 and 2.6.6 of this section.
- C. TO Contractor shall ensure all such backup technicians meet all requirements including technical experience and response times as noted elsewhere in this TORFP.

- D. TO Contractor shall provide 365 days a year, 24 hours a day, 7 days a week telephone support to Systems Administrators under the scope of this task order. The TO Contractor shall provide a toll free or local (within the BWI calling area) telephone number for the purposes of complying with this requirement.
- E. In order to provide the required timely support and trouble resolution required to sustain operations of the air carriers , the TO Contractor shall have or establish local representation able to respond to service and maintenance calls within twenty-five (25) miles of BWI.
- F. TO Contractor shall supply hardware support.
- G. TO Contractor's support shall cover all equipment and systems referenced in this specification.
- H. TO Contractor shall provide hardware support include taking on-site custody and management of MAA owned critical spares at no additional cost. The base bid cost shall include replenishment of MAA owned critical spares as they are taken from spare stock and deployed. This replenishment may be accomplished by either repair or replacement.
- I. By the fifth day of the month, the Systems Administrator shall provide the TO Manager with a monthly report spares inventory/repair/replacement status of spares.
- J. TO Contractor shall provide all VMUSE application software support.
- K. TO Contractor shall provide preventative maintenance services for all equipment in accordance with the provisions of the preventative maintenance recommendations provided by the manufacturer of each component or subsystem of the existing CUTE and LDSCS including all associated peripherals. The existing equipment inventory is available (see Attachment 10). Preventative maintenance services shall include, but not limited to: inspection, test, necessary adjustment, lubrication, parts cleaning, and software/firmware upgrades as is necessary and/or recommended by the manufacturer.
- L. TO Contractor shall provide routine maintenance services to include but not be limited to scheduled overhauls of equipment and software upgrades and security patches as recommended and/or released by the equipment and software manufacturers.
- M. TO Contractor shall provide a detailed Disaster Recovery Plan for maintaining operational capabilities of the system. This shall include restoration procedures that integrate into the existing MAA IT Disaster Recovery Plan.

Miscellaneous Requirements

The Successful TO Contractor shall be responsible for the following:

- N. TO Contractor shall ensure all its on-site workers requiring unescorted access to the CUTE Core Room (BWI employees will not provide regular access) be badged by the MAA Security office for work in the Security Identification Display Area (referred to as SIDA). This process includes fingerprinting and a ten-year criminal history record

background check by the BWI Airport Security Office and the Federal Bureau of Investigation.

- O. TO Contractor shall identify and provide a Project Manager (PM) to act as the primary point of contact between the MAA and TO Contractor for any projects assigned under the scope of this task order. The PM shall follow the guidelines and methodologies of the Project Management Institute (PMI).
- P. TO Contractor shall not interfere with the normal operating environment of the MAA or its tenants. All work operations that may disrupt tenant operations shall be scheduled with MAA and the tenant one week in advance.
- Q. TO Contractor shall not install or modify the systems without an Implementation Plan that has been formally approved in writing by the TO Manager.
- R. TO Contractor shall file and receive an approved Configuration Change Request (CCR) from the MDOT Change Advisory Board (CAB) before any server installation or modification takes place.
- S. TO Contractor shall deploy equipment in a manner consistent with MAA/MDOT IT policies and standards. (i.e. naming standards, ip addressing scheme, etc...)
- T. TO Contractor shall prepare documentation including CCR submission drawings and descriptions, staging/impact plan, and complete "as-built" documentation allowing for ease of maintenance and configuration change.
- U. TO Contractor shall also provide yearly T&M rates for developing and certifying a new VMUSE Terminal emulator for hosted carriers not having a certified VMUSE terminal emulator (maximum of ten during the term of this TO).

2.6.2 NEW AIRLINE INTEGRATION

In its continuing efforts to expand the air services provided to the traveling public at BWI, the MAA is constantly soliciting the aviation community for new entrant carriers. In that it may be highly desirable that a new carrier operate on the BWI CUTE system, this task order shall provide provisions for the integration and implementation of new air carriers onto the BWI CUTE system. The acceptance of these rates under the task order award does not obligate nor infer that the MAA shall authorize any minimum number of assignments of these services during the performance period of this task order. Offerors shall provide in their proposals rates as noted below on a yearly basis for the following:

- A. Yearly flat rates per new airline for establishing and configuring new non-hosted carriers on the LDCS system (maximum of twenty during the term of this TO).
- B. Yearly flat rates per new airline for integrating hosted carriers onto VMUSE for carriers having a VMUSE certified terminal emulator (maximum of twenty during the term of this TO).
- C. Yearly flat rates for each new fully equipped ticket counter position that may be authorized including all equipment, hardware and installation (maximum of twenty during the term of this TO). This shall also include all applicable end user training

on hardware and application logon & functionality for up to ten airline employees for each airline utilizing the new installation (maximum of three). These rates shall be based on the MAA providing all required cabling infrastructure and network connectivity to the ticket counter. Standard equipment configuration (see Attachment 10 for make and model information) for a ticket counter position is as follows:

- 1 each: ATB, BTP, Monitor, Keyboard, IWS, MSR/OCR.

D. Yearly flat rates for each new fully equipped gate counter position, including associated jetway (maximum of twenty during the term of this TO) that may be authorized including all equipment, hardware, installation. This shall also include all applicable end user training on hardware and application logon & functionality for up to ten airline employees for each airline utilizing the new installation (maximum of three). These rates shall be based on the MAA providing all required cabling infrastructure and network connectivity to the gate counter. Standard equipment configuration (see Attachment 10) for make and model information) for a gate counter is as follows:

- 1 each, ATB, DCP & UPS, 2 each, Monitor, Keyboard, IWS.
- Associated Jetway Podium: 1 each, Monitor, Keyboard, IWS, 2 BGR's.

E. Yearly T&M rates for developing a new VMUSE Terminal emulator (includes all development necessary to achieve, and including, airline acceptance and certification) for hosted carriers not having a certified VMUSE terminal emulator (maximum of ten during the term of this TO).

In order for the MAA to work with air carriers planning new operations at BWI, it is necessary that base standard timeline metrics be developed and established for A., B., C. and D. above. **Therefore, included in the technical proposals for A., B., C. and D. above, Offerors shall provide a Work Breakdown Structure (WBS) & representative project schedule for each A., B., C. and D.**

For A and B, these project schedules shall be based on a “worst case scenario” when integrating a new non-hosted air carrier on LDCS (A. or hosted/existing emulator on VMUSE, (B. and shall include all associated activities including circuit ordering, gateway configurations, airline personnel training, etc. For the purposes of establishing the representative project schedule for (B. Offerors shall assume a sixty (60) day lead-time for circuit delivery from the airline’s telephone company.

For C. and D. these project schedules should be based on a “worst case scenario” lead time for equipment delivery and installation.

F. Additional Equipment Maintenance:
Any and all equipment that may be provided new under this task shall be incorporated into the scope of O&M support services described herein and shall include response times and all other support requirements as stipulated in this Section.

2.6.3 DELIVERABLES

Upon completion of a deliverable, the TO Contractor shall document each deliverable in final form to the TO Manager for acceptance. The TO Contractor shall memorialize such delivery in an Agency Receipt of Deliverable Form (Attachment 12). The TO Manager shall countersign the Agency Receipt of Deliverable Form indicating receipt of the contents described therein.

Upon receipt of a final deliverable, the TO Manager shall commence a review of the deliverable as required to validate the completeness and quality in meeting requirements. Upon completion of validation, the TO Manager shall issue to the TO Contractor notice of acceptance or rejection of the deliverables in an Agency Acceptance of Deliverable Form (Attachment 12). In the event of rejection, the TO Contractor shall correct the identified deficiencies or non-conformities. Subsequent project tasks may not continue until deficiencies with a deliverable are rectified and accepted by the TO Manager or the TO Manager has specifically issued, in writing, a waiver for conditional continuance of project tasks. Once the State’s issues have been addressed and resolutions are accepted by the TO Manager, the TO Contractor will incorporate the resolutions into the deliverable and resubmit the deliverable for acceptance. Accepted deliverables shall be invoiced within 30 days in the applicable invoice format (Reference Section 2.9 Invoice Submission).

When presented for acceptance, a written deliverable defined as a final document shall satisfy the scope and requirements of this TORFP for that deliverable. Final written deliverables shall not contain structural errors such as poor grammar, misspellings or incorrect punctuation, and shall:

- A. Be presented in a format appropriate for the subject matter and depth of discussion.
- B. Be organized in a manner that presents a logical flow of the deliverable’s content.
- C. Represent factual information reasonably expected to have been known at the time of submittal.
- D. Present information that is relevant to the section of the deliverable being discussed.

2.6.4 BILLABLE DELIVERABLE/DELIVERY SCHEDULE:

The State required deliverables are defined below. Within each task, the TO Contractor may suggest other subtasks or deliverables to improve the quality and success of the project, but cannot execute without approval from TO Manager.

ID	Deliverables	Acceptance Criteria	Expected Completion:
2.6.4.1	VMUSE Maintenance and System Administration Services. a. CUTE Usage Report	Reports are to be available in electronic and hard copy format a. The report shall include log-on detail by work station/carrier/handler. Monthly reports will contain	Daily a. Due no later than Second day of the month

	<p>b. Ticket Counter Utilization Report</p> <p>c. Operational Status Daily Report</p> <p>d. Operational Status Deficiencies Report</p> <p>e. Monthly Spares Inventory Report</p> <p>f. Monthly log of Help Desk calls</p> <p>g. Disaster Recovery Plan</p> <p>h. Project Management Reporting</p>	<p>graphic and tabular data showing the status of all activities.</p> <p>b. The report shall include log-on detail by work station/carrier/handler</p> <p>c. The report shall include log-on detail by work station/carrier/handler</p> <p>d. The report shall contain by position the status of each workstation and attached peripheral devices</p> <p>e. The roll-up report shall contain a roll-up of system component failures by month</p> <p>f. The report shall include the operational / repair / replacement status of all spares</p> <p>g. The report shall include a log of all help desk calls</p> <p>h. See Section 2.10 for content requirements.</p> <p>Note: The following entities shall receive reports from the system:</p> <ul style="list-style-type: none"> • MAA Office of Technology (All Reports) – Task Order Contract Manager • MAA Airport Operations (Ticket Counter Utilization Report) – Airport Operations Manager(s) responsible for Gate Management and Ticket Counter Management 	<p>b. Due no later than the second day of the month</p> <p>c. Due the fifth day of each month</p> <p>d. Due by the fifth day of each month</p> <p>e. Due by the fifth day of each month</p> <p>f. Due by the fifth day of each month</p> <p>g. Due one month after NTP – Living document – Formally reviewed bi-annually</p> <p>h. As defined in Section 2.10</p>
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2.6.5 WORK HOURS

- A. Monday –Saturday (including all State holidays and Service Reduction Days): TO Contractor shall provide sufficient staff to support a seventeen (17) hours per day. Current hours required for Monday through Saturday coverage are 4:00 a.m. through 9:00 p.m. The MAA reserves the right to adjust the specific beginning & ending hours in the base rate, not to exceed the 17 hours of coverage per day, at no additional cost. When this type of change is necessary MAA will provide two weeks notice.
- B. Sunday (including all State holidays):

TO Contractor shall provide sufficient staff to support twenty (20) hours each Sunday. Current hours required for Sunday coverage are 4:00 a.m. through 12:00 a.m. (midnight).

2.6.6 SERVICE LEVEL AGREEMENT

- A. In order to ensure the required Quality of Service (QOS) to air carriers and passengers, the MAA has as its goal, zero downtime for CUTE operational hours and all associated systems and sub-systems. All necessary steps shall be made to achieve the least amount of time during which any component is inoperable. Trouble tickets will be reported to the TO Contractor as either Critical or Non-Critical as noted below:
1. **“Critical”** - Critical troubles are those as reported by the MAA or an air carrier as severely affecting the operations of the carrier or passenger processing, i.e. application down, host connection lost, multiple peripherals inoperative, primary work station inoperative, etc. The on-site response time for Critical Troubles during on-site coverage hours (4:00am-10:00pm) is fifteen (15) minutes. For critical troubles outside of these hours the on-site response time is one (1) hour. **“Response”** is equated to having technical support on site and specifically trouble shooting the reported problem within the aforementioned time. Upon commencement of these activities, the service provider shall notify the point of contact (POC) for the trouble that assistance is on site addressing the reported problem and continue to update the POC on regular basis until the trouble is resolved and cleared.
 2. **“Non-Critical”** - Non-Critical troubles are those reported by the MAA or an air carrier as those not severely impeding airline operations or passenger processing, i.e. single peripheral inoperative, secondary work station malfunction, etc. The on-site response time for Non-Critical troubles is one (1) business hour. Normal business hours are as defined in Section 2.6.5. **“Response”** is equated to having technical support on site specifically trouble shooting the reported problem within the aforementioned time. Upon arrival on site, the service provider shall notify the point of contact (POC) for the trouble that assistance is on site addressing the reported problem and continue to update the POC on a regular basis until the trouble is resolved and cleared.
 3. As noted above, guaranteed response times are dependent upon the critical nature of the malfunctioning component or application. Offerors shall provide in their technical proposals a draft Response and Escalation Plan defining levels of support, logistics and proposed processes to meet the service level requirements defined in this TORFP. The final determination of severity as noted in (A. above shall rest with the POC.
- B. In addition to on-site response requirements for critical troubles, remote services and diagnostics shall commence within fifteen (15) minutes following notification to the service provider of a malfunction from MAA, airline representative or by way of remote monitoring.

- C. For any required parts not included in the MAA critical spares inventory, the TO Contractor shall provide at no additional charge the required parts utilizing the fastest means of shipment to obtain the required parts, including overnight-expedited shipping. Downtime is critical and shall be kept to a minimum.

A. On-Site Application/Systems Administration

1. Offerors shall also provide in their financial proposals for on-site Application/Systems Administrator services. This requirement is for at least one (1) Systems Administrator, on-site at all times during the stated hours of coverage. The individual(s) shall be capable of performing routine repairs on site of all hardware both existing in the CUTE and LDOS as well as provided at anytime under the scope of this task. This on-site service shall include application administration and systems administration. These services shall be provided fifty-two weeks per year as follows:

- Monday –Saturday (including all State holidays and Service Reduction Days): Seventeen (17) hours per day. Current hours required for Monday through Saturday coverage are 4:00 a.m. through 9:00 p.m. The MAA reserves the right to adjust the specific beginning & ending hours in the base rate, not to exceed the 17 hours of coverage per day, at no additional cost. When this type of change is necessary MAA will provide two weeks notice.
- Sunday (including State holidays): Twenty (20) hours each Sunday. Current hours required for Sunday coverage are 4:00 a.m. through 12:00 a.m. (midnight).

- E. The MAA also reserves the right throughout the term of the task, to require additional hours of on-site coverage beyond those noted in 2.6.3 above, in order to meet the operational requirements of the airport and air carriers (see Attachment 1 Section 1A). Offerors shall include in their Financial Proposals, a time and materials hourly rate on an annual basis for each additional hour of regularly scheduled coverage required beyond the base hours of coverage reflected in 2.6.3 above. The acceptance of these rates under the task order award does not obligate nor infer that the MAA shall authorize any minimum number of assignments of these services or authorize any additional hours of coverage during the performance period of this task order.

- F. Under no circumstances shall Systems Administration personnel engage or communicate with airline personnel or MAA employees on any matters other than basic daily O&M response and customer support. If the on-site Systems Administration personnel are engaged or receive communications from airline representatives or MAA personnel other than the MAA TO Contract Manager as identified in this TO, the TO Contractor's systems administration personnel shall refer all such personnel and/or requests directly to the TO Manager. The TO Manager shall approve all activities of the systems administration personnel in advance other than standard daily O&M response and customer service support as described herein. Under no circumstances shall Systems Administration personnel attempt to represent the MAA on matters with the airlines or represent the Office of

Technology on matters with other MAA entities.

- G. Prior to the passenger processing for each flight, the Systems Administrator shall report to the associated ticket and gate counters for that flight and verify that all work stations and associated peripherals are in complete functioning order. This shall also include checking back in person at least one time during mid-passenger processing that all systems and equipment are functioning correctly. At this time the administrator shall also make note and document in a database (Ticket Counter Utilization Report) what ticket counters are being utilized by the air carrier for that flight, by date, airline and flight number. Discrepancies of ticket counter assignments shall be phoned in and reported immediately to the MAA Airport Operations Manager(s) on duty. Operational deficiencies shall be documented in a trouble ticket, repaired immediately and reported to the TO Contract Manager. All such instances of operational deficiencies shall be compiled and provided in a monthly report for trend analysis.
- H. The on-site administration and support services require a high level of support for this critical application during the hours when the Air Carriers and ground handling support companies in International Concourse E are processing passengers. This will entail highly visible support during these times of operations.

Base coverage will also include Maintenance and Monitoring of Computer Kiosk – Based upon hours of in-building coverage the MAA would like to leverage coverage to include the Kiosk(s) used by the public to access the BWI SafeTrip web site.

Optional Task:

The MAA requests optional Maintenance and Monitoring coverage for other systems if the Offeror service is efficient and cost effective. Please provide appropriate labor categories and labor rates for T&M coverage for hardware and COTS software system support.

2.6.7 PERFORMANCE EVALUATION

TO Contractor personnel will be evaluated by the TO Manager on a quarterly basis for each assignment performed during that period. The recurring reports will be used to evaluate the effectiveness of the TO Contractor effort and be the basis for the Quarterly report and improvement recommendations. Performance issues identified by the agency are subject to the mitigation process described in Section 2.6.8 below.

2.6.8 PERFORMANCE PROBLEM MITIGATION

In the event the agency is not satisfied with the performance of TO Contractor personnel, the mitigation process is as follows:

- The TO Manager will notify the TO Contractor and MDOT Contract Management Office in writing describing the problem and delineating remediation requirements;
- The TO Contractor will have three (3) business days to respond with a written Remediation Plan;
- The Remediation Plan will be implemented immediately upon acceptance by the TO Manager;

- Should performance issues persist, the TO Manager will notify MDOT CMO; and MDOT CMO will give written notice to the TO Contractor to request immediate removal, or substitution of the individual whose performance is at issue.

2.6.9 SUBSTITUTION OF PERSONNEL

The substitution of personnel shall comply with Section 2.9.6 of the CATS+ Master Contract.

2.6.10 BACKUP/DISASTER RECOVERY

The TO Contractor shall perform backups of the web, application, and database servers on a regular basis. This shall include daily incremental backups and full weekly backups of all volumes of servers. Daily backups shall be retained for one month, and weekly backups shall be retained for two years, by the TO Contractor. Daily backups will be stored off-site by the TO Contractor. System backups for each of the listed servers will be on a quarterly basis, with two additional during the year, for a total of 6 system backups per server.

The TO Contractor shall provide a detailed plan for maintaining operational capabilities of the system. This shall include restoration procedures that integrate into the existing MAA IT Disaster Recovery Plan.

2.6.11 HARDWARE AND SOFTWARE

Hardware and software purchased under this TO shall be invoiced at cost. Original invoices shall be made available to the MAA TO Manager. All hardware and software purchased under this TO shall be maintained by the TO Contractor see Section 2.6.1.

2.6.12 PREMISES AND OPERATIONAL SECURITY

- Prior to commencement of work, TO Contractor employees and subcontractors to be assigned to perform work under the resulting Contract shall be required to submit background check certification to MDOT from recognized Law Enforcement Agencies, including the FBI. TO Contractor shall be responsible for ensuring that its employees' and subcontractors' background check certifications are renewed annually, and at the sole expense to the TO Contractor. MDOT reserves the right to disqualify any TO Contractor employees or subcontractors whose background checks suggest conduct, involvements, and/or associations that MDOT determines, in its sole discretion, may be inconsistent with the performance and/or security requirements set forth in this RFP.
- Further, TO Contractor employees may be subject to random security checks during entry and leaving State secured areas. The State reserves the right to require TO Contractor employees to be accompanied while in secured premises.
- TO Contractor employees shall, while on State premises, display their State issued identification cards without exception.
- TO Contractor shall require its employees to follow the State of Maryland and Maryland Transportation Information Technology Security Policy and Standards throughout the term of the Contract.
- The State reserves the right to request that the TO Contractor submit proof of employment authorization of non-United States Citizens, prior to commencement of work under the resulting Contract.

- TO Contractor shall remove any employee from working on the resulting Contract where the State of Maryland provides evidence to the TO Contractor that said employee has not adhered to the security requirements specified herein.
- Resources proposed to perform services for MAA shall be capable of qualifying for and obtaining a BWI Airport Security badge to include US Customs Seal and Transportation Identifications. Resources proposed to perform services for MPA shall comply with all MPA security requirements.
- The cost of complying with all security requirements specified herein are the sole responsibilities and obligations of the TO Contractor and its subcontractors and no such costs shall be passed through to or reimbursed by the State or any of its agencies or units.

2.7 REQUIRED POLICIES, GUIDELINES AND METHODOLOGIES

The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at <http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx> under “Policies and Guidance.” These may include, but are not limited to:

- The State’s System Development Life Cycle (SDLC) methodology
- The State Information Technology Security Policy and Standards
- The State of Maryland Enterprise Architecture.

2.8 TO CONTRACTOR PERSONNEL MINIMUM QUALIFICATIONS

The TO Contractor shall be capable of furnishing all necessary services required to successfully complete all tasks and work requirements and produce high quality deliverables described herein.

All technicians performing maintenance shall have a minimum of two (2) years experience on the ARINC VMUSE system and be manufacturer certified including all peripheral hardware/software applications. These include the following:

- ARINC VMUSE
- ARINC VMUSE emulator software development and support
- ARINC AIRVUE system and application support

The TO Contractor shall provide Attachments 5 Labor Category Personnel Resume Summary’s for each proposed staff assignment via Attachment 5 in order for the State to evaluate the resources meet minimum qualification requirements.

2.9 INVOICE SUBMISSION

Payment will only be made upon completion and acceptance of the deliverables as defined in Section 2.6.4.

Invoice payments to the TO Contractor shall be governed by the terms and conditions defined in the CATS+ Master Contract. Invoices for payment shall contain the TO Contractor's Federal Employer Identification Number (FEIN), as well as the information described below, and shall be

submitted to the TO Manager for payment approval. Payment of invoices will be withheld if a signed Agency Acceptance of Deliverable form – Attachment 12, is not submitted. The TO Contractor shall submit invoices for payment upon acceptance of separately priced deliverables, on or before the 15th day of the month following receipt of the approved notice(s) of acceptance from the TO Manager. A copy of the notice(s) of acceptance shall accompany all invoices submitted for payment.

2.9.1 INVOICE FORMAT

This procedure consists of the following requirements and steps:

- A. The invoice shall identify the MAA as the TO Requesting Agency, deliverable description, associated TO Agreement number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.
- B. The TO Contractor shall send the original of each invoice and supporting documentation (itemized billing reference for employees and any subcontractor and signed Agency Acceptance of Deliverable form – 12, for each deliverable being invoiced) submitted for payment to the MAA at the following e-mail addresses:

maaacctpayable@bwairport.com
nheaton@bwairport.com
- C. Invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the TO Agreement. In no event shall any invoice be submitted later than 60 calendar days from the TO Agreement termination date.

2.10 TASK ORDER & PROJECT MANAGEMENT REPORTING

In general any project work performed resultant from this task order shall adhere to the project management methodologies of the Project Management Institute. The TO Contractor and the TO Requesting Agency shall conduct monthly progress meetings. A weekly project progress report shall be submitted five (5) days in advance prior to the discussion to the TO Manager and shall contain, at a minimum, the following information:

- TO Requesting Agency name, TO Number, functional area name and number, reporting period and “Progress Report” to be included in the e-mail subject line.
- Work accomplished during the reporting period.
- Deliverable progress, as a percentage of completion.
- Preventative Maintenance Report
- Spares Report
- Minutes of all meetings (formal and informal) between the TO Contractor and other entities with the MAA representative documented on the report
- Problem areas including scope creep or deviation from the work plan.
- Planned activities for the next reporting period.
- Gantt chart updated from the original to show actual progress; as applicable, explanations for variances and plan for completion on schedule.
- An accounting report for the current reporting period and a cumulative summary of the totals for both the current and previous reporting periods. The accounting report shall

include amounts invoiced-to-date and paid-to-date.

2.11 MBE PARTICIPATION REPORTS (IF APPLICABLE)

Monthly reporting of MBE participation is required in accordance with the terms and conditions of the CATS+ Master Contract by the 15th day of each month. Subcontractor reporting shall be sent directly from the subcontractor to MAA. MAA will monitor both the TO Contractor's efforts to achieve the MBE participation goal and compliance with reporting requirements. The TO Contractor shall email all completed forms, copies of invoices and checks paid to the MBE directly to the TO Manager.

SECTION 3 - TO PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

3.1 REQUIRED RESPONSE

Each Master Contractor receiving this CATS+ TORFP shall respond within the submission time designated in the Key Information Summary Sheet. Each Master Contractor is required to submit one of two possible responses: 1) a proposal, or 2) a completed Master Contractor Feedback Form explaining why the Master Contractor will not be submitting a proposal. The form is accessible via, your CATS+ Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu.

3.2 FORMAT

If a Master Contractor elects to submit a TO Proposal, the Master Contractor shall do so in conformance with the requirements of this CATS+ TORFP. The TO Proposal shall provide the following:

3.2.1 THE TECHNICAL PORTION OF THE TO PROPOSAL SHALL INCLUDE:

A. Proposed Services

1. Requirements: A detailed discussion of the Master Contractor's understanding of the work and the Master Contractor's capabilities, approach and solution to address the requirements outlined in Section 2.
2. Assumptions: A description of any assumptions formed by the Master Contractor in developing the Technical Proposal.

B. Proposed Personnel

1. Identify, complete and provide an Attachment 5 - Labor Category Personnel Resume Summary, for all proposed personnel by labor category. Resumes will not be accepted either as a separate attachment or included in the body of the technical proposal. All information included in a resume shall be included in Attachment #5. Resumes will not be evaluated as part of the technical review.
2. Documentation certifying that all proposed personnel meets the minimum required qualifications.
3. Provide the names and titles of all key management personnel who will be involved with supervising the services rendered under this TO Agreement.

C. Subcontractors

Identify all proposed subcontractors, including MBEs, and their full roles in the performance of this TORFP Scope of Work.

D. Master Contractor and Subcontractor Experience and Capabilities

1. Provide three examples of work assignments that the proposed personnel have completed that were similar in scope to the one defined in this

TORFP. Each of the three examples, to be provided shall include a reference complete with the following:

- a. Name of organization.
 - b. Name, title, and telephone number of point-of-contact for the reference.
 - c. Type and duration of contract(s) supporting the reference.
 - d. The services provided, scope of the contract and performance objectives satisfied as they relate to the scope of this TORFP.
 - e. Whether the proposed personnel are still providing these services and, if not, an explanation of why services are no longer provided to the client organization.
2. State of Maryland Experience: If applicable, the Master Contractor 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. For each identified contract, the Master Contractor shall provide:
- a. The State contracting entity,
 - b. A brief description of the services/goods provided,
 - c. The dollar value of the contract,
 - d. The term of the contract (from mm/yy to mm/yy)
 - e. Whether the contract was terminated prior to the specified original contract termination date,
 - f. Whether any available renewal option was not exercised,
 - g. The State employee contact person (name, title, telephone number and e-mail address).

This information will be considered as part of the experience and past performance evaluation criteria in the TORFP.

NOTE:

State of Maryland experience can be included as part of Section 3.2.1.D.2 above as project or contract experience. State of Maryland experience is neither required nor gives more weight in proposal evaluations.

- E. State Assistance
Provide an estimate of expectation concerning participation by State personnel.
- F. Confidentiality
A Master Contractor should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Contractors are advised that, upon request for this information from a third party, the TO Manager will be required to make an independent determination regarding whether the information may be disclosed.

3.2.2 THE FINANCIAL RESPONSE OF THE TO PROPOSAL SHALL INCLUDE:

- A. A description of any assumptions on which the Master Contractor's Financial Proposal is based (Assumptions shall not constitute conditions, contingencies, or exceptions to the price proposal).

- B. Completed Financial Proposal - Attachment 1 including:
List labor categories proposed based on the fixed price maintenance and time and materials requirements with fully loaded hourly rates. Financial evaluation will be based on a 5200 hours. The 5200 hours are used for evaluation only and do not represent guaranteed work hours. Proposed rates shall not exceed the rates defined in the Master Contract. State pricing is valid for 120 days. The price sheet shall not be altered in any way. The Master Contractor shall submit their price proposal form in PDF or Word format as a separate Attachment.

SECTION 4 - PROCEDURE FOR AWARDING A TO AGREEMENT

4.1 EVALUATION CRITERIA

The TO Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS+ TORFP. In making the TO Agreement award determination, MAA will consider all information submitted in accordance with Section 3.

4.2 TECHNICAL CRITERIA

The following are technical criteria for evaluating a TO Proposal in descending order of importance:

- The Master Contractor's proposed overall understanding of the TORFP scope of work required based on Section 3.2.1.A.
- The qualifications of the proposed personnel minimum qualifications set forth in the Master Contract based on the requirements of Section 3.2.1B.
- Examples of work assignments that the proposed personnel have completed that were similar in scope to the one defined in this TORFP per Section 3.2.1.D.

4.3 SELECTION PROCEDURES

1. TO Proposals will be assessed throughout the evaluation process for compliance with the minimum personnel qualifications in Section 2.8 and quality of responses to Section 3.2.1 of the TORFP. Master Contractor proposals that fail to meet the minimum qualifications will be deemed not reasonably susceptible for award, i.e., disqualified and their proposals eliminated from further consideration.
2. All TO Proposals deemed technically qualified will have their financial proposal considered. All others will receive e-mail notice from the TO Procurement Officer of not being selected to perform the work.
3. The State may conduct interviews of personnel proposed in each TO Proposal that meets minimum qualifications. Master Contractors shall provide the current contact name and number to set up interviews and shall be available within 5 days.
4. Qualified TO Proposal financial responses will be reviewed and ranked from lowest to highest price proposed.

The most advantageous TO Proposal offer considering both technical and financial submission shall be selected for the work assignment. In making this selection, technical merit has greater weight than price.

4.4 COMMENCEMENT OF WORK UNDER A TO AGREEMENT

Commencement of work in response to a TO Agreement shall be initiated only upon issuance of a fully executed TO Agreement, a Criminal Background Check Affidavit, a Non-Disclosure Agreement (TO Contractor), a Purchase Order, by the TO Manager and by a Notice to Proceed authorized by the TO Manager.

ATTACHMENT 1 - PRICE PROPOSAL

PRICE PROPOSAL FOR CATS+ TORFP #J00B3400084
LABOR CATEGORIES

Prices are to be valid for 120 days
Rates listed should be fully loaded rates.

BASE RATES		
Identification	Deliverable	FP Monthly Rate
2.6.4.1	VMUSE Maint. & Admin. for TO year 1	\$
2.6.4.1	VMUSE Maint. & Admin. for TO year 2	\$
2.6.4.1	VMUSE Maint. & Admin. for TO year 3	\$
2.6.4.1	VMUSE Maint. & Admin. for TO year 4	\$
2.6.4.1	VMUSE Maint. & Admin. for TO year 5	\$
	Grand Total of Base Rates (Years 1 – 5)	\$

OPTIONAL FIXED PRICE RATES		
Identification	Deliverable	FP
2.6.4.2	Each new non-hosted carrier for TO year 1	\$
2.6.4.2	Each new hosted carrier for TO year 1	\$
2.6.4.2	Additional Ticket Counter for TO year 1	\$
2.6.4.2	Additional Gate/Jetway Counter for TO year 1	\$
2.6.4.3	Each new non-hosted carrier for TO year 2	\$
2.6.4.3	Each new hosted carrier for TO year 2	\$
2.6.4.3	Additional Ticket Counter for TO year 2	\$
2.6.4.3	Additional Gate/Jetway Counter for TO year 2	\$
2.6.4.4	Each new non-hosted carrier for TO year 3	\$
2.6.4.4	Each new hosted carrier for TO year 3	\$
2.6.4.4	Additional Ticket Counter for TO year 3	\$
2.6.4.4	Additional Gate/Jetway Counter for TO year 3	\$
2.6.4.5	Each new non-hosted carrier for TO year 4	\$
2.6.4.5	Each new hosted carrier for TO year 4	\$
2.6.4.5	Additional Ticket Counter for TO year 4	\$
2.6.4.5	Additional Gate/Jetway Counter for TO year 4	\$
2.6.4.6	Each new non-hosted carrier for TO year 5	\$
2.6.4.6	Each new hosted carrier for TO year 5	\$
2.6.4.6	Additional Ticket Counter for TO year 5	\$
2.6.4.6	Additional Gate/Jetway Counter for TO year 5	\$
	Grand Total of Base Rates (Years 1 – 5)	\$

OPTIONAL T&M RATES SECTION 1A				
Identification	Deliverable	Evaluation Hours	Proposed T&M Hourly Rate	Total Price
2.6.4.7	Additional Hours of VMUSE Maint. & Admin. (TO Year 1: January 1, 2014 – December 31, 2014)	5,200 HRS	\$	\$
2.6.4.7	Additional Hours of VMUSE Maint. &	5,200 HRS	\$	\$

	Admin. (TO Year 2: January 1, 2015 – December 31, 2015)			
2.6.4.7	Additional Hours of VMUSE Maint. & Admin. (TO Year 3: January 1, 2016 – December 31, 2016)	5,200 HRS	\$	\$
2.6.4.7	Additional Hours of VMUSE Maint. & Admin. (TO Year 4: January 1, 2017 – December 31, 2017)	5,200 HRS	\$	\$
2.6.4.7	Additional Hours of VMUSE Maint. & Admin. (TO Year 5: January 1, 2018 – December 31, 2018)	5,200 HRS	\$	\$
	Grand Total of Base Rates (Years 1 – 5)			\$
2.6.4.8	Emulator Development (TO Year 1: January 1, 2014 – December 31, 2014)	5,200 HRS	\$	\$
2.6.4.8	Emulator Development (TO Year 2: January 1, 2015 – December 31, 2015)	5,200 HRS	\$	\$
2.6.4.8	Emulator Development (TO Year 3: January 1, 2016 – December 31, 2016)	5,200 HRS	\$	\$
2.6.4.8	Emulator Development (TO Year 4: January 1, 2017 – December 31, 2017)	5,200 HRS	\$	\$
2.6.4.8	Emulator Development (TO Year 5: January 1, 2018 – December 31, 2018)	5,200 HRS	\$	\$
	Grand Total of Base Rates (Years 1 – 5)			\$
OPTIONAL SYSTEM SUPPORT PRICING				
TO TERM 1: January 1, 2014 – April 21, 2014 (Year 1 Master Contract rates apply here)				
2.6.4.9	Labor category 1 – hourly rate	1,517 HRS	\$	\$
2.6.4.9	Labor category 2 – hourly rate	1,517 HRS	\$	\$
TO TERM 2: April 22, 2014 – April 21, 2015 (Year 2 Master Contract Rates Apply Here)				
2.6.4.9	Labor category 1 – hourly rate	5,200 HRS	\$	\$
2.6.4.9	Labor category 2 – hourly rate	5,200 HRS	\$	\$
TO TERM 3: April 22, 2015 – April 21, 2016 (Year 3 Master Contract rates apply here)				
2.6.4.9	Labor category 1 – hourly rate	5,200 HRS	\$	\$
2.6.4.9	Labor category 2 – hourly rate	5,200 HRS	\$	\$
TO TERM 4: April 22, 2016 – April 21, 2017 (Year 4 Master Contract rates apply here)				
2.6.4.9	Labor category 1 – hourly rate	5,200 HRS	\$	\$
2.6.4.9	Labor category 2 – hourly rate	5,200 HRS	\$	\$
TO TERM 5: April 22, 2017 – April 21, 2018 (Year 5 Master Contract rates apply here)				
2.6.4.9	Labor category 1 – hourly rate	5,200 HRS	\$	\$
2.6.4.9	Labor category 2 – hourly rate	5,200 HRS	\$	\$
TO TERM 6: April 22, 2017 – December 31, 2018 (Year 6 Master Contract rates apply here)				
2.6.4.9	Labor category 1 – hourly rate	3,683 HRS	\$	\$
2.6.4.9	Labor category 2 – hourly rate	3,683 HRS	\$	\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower. Hourly Labor Rate shall be assumed to be fully loaded rates which shall include any travel expenses, etc. The total hours listed above are to be considered as estimated only and not to be construed as a guaranteed billable hours. Actual hours will be compensated at the total number of hours performed. This form shall not be altered in any way and must be submitted in .PDF or Word format. Pricing valid for 120 days.

**ATTACHMENT 2 – MDOT MBE FORM D-1
STATE-FUNDED CONTRACTS
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION
AFFIDAVIT
PAGE 1 OF 2**

This affidavit must be included with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this affidavit as required, the bid shall be deemed not responsive or the proposal not susceptible of being selected for award.

In connection with the bid/proposal submitted in response to Solicitation No. _____, I affirm the following:

1. MBE Participation (PLEASE CHECK ONLY ONE)

I have met the overall certified Minority Business Enterprise (MBE) participation goal of _____ percent (_____ %) and the following subgoals, if applicable:
_____ percent (_____ %) for African American-owned MBE firms
_____ percent (_____ %) for Hispanic American-owned MBE firms
_____ percent (_____ %) for Asian American-owned MBE firms
_____ percent (_____ %) for Women-owned MBE firms

I agree that these percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), will be performed by certified MBE firms as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form D-2 (State-Funded Contracts).

OR

I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. For a partial waiver request, I agree that certified MBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form D-2 (State-Funded Contracts).

2. Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:
(a) Outreach Efforts Compliance Statement (MDOT MBE Form D-3 - State-Funded Contracts);
(b) Subcontractor Project Participation Statement (MDOT MBE Form D-2 - State-Funded Contracts);
(c) MBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested); and
(d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility/ offeror's susceptibility of being selected for award in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award or that the proposal is not susceptible of being selected for award.

**ATTACHMENT 2 - MDOT MBE FORM D-1
STATE-FUNDED CONTRACTS
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION
AFFIDAVIT
PAGE 2 OF 2**

3. Information Provided to MBE firms

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

4. Products and Services Provided by MBE firms

I hereby affirm that the MBEs are only providing those products and services for which they are MDOT certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

ATTACHMENT 2 - MDOT MBE FORM D-2
STATE-FUNDED CONTRACTS
MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

PAGE 1 OF 3

*** STOP ***

FORM INSTRUCTIONS

PLEASE READ BEFORE COMPLETING THIS FORM

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at www.mdot.state.md.us to determine if a firm is certified for the appropriate North American Industry Classification System (“NAICS”) Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit www.naics.com. Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the firm must be certified for that specific NAICS (“MBE” for State-funded projects designation after NAICS Code). **WARNING:** If the firm’s NAICS Code is in **graduated status**, such services/products **will not be counted** for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the word graduated after the appropriate NAICS Code).
3. Examining the NAICS Code is the **first step** in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The **second step** is to determine whether a firm’s Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are being used to achieve the MBE participation goals.
4. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please contact MDOT’s Office of Minority Business Enterprise at 1-800-544-6056 or via email at mbe@mdot.state.md.us.
5. The Contractor’s subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority may approve a third-tier contracting agreement: (a) the bidder/offeror must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid/proposal in Part 2 of this MBE Participation Schedule.

ATTACHMENT 2 - MDOT MBE FORM D-2
STATE-FUNDED CONTRACTS
MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PAGE 2 OF 3

6. For each MBE firm that is being used as a supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the amount of the subcontract for purposes of achieving the MBE participation goals:
- A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
 - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C only if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then no MBE participation credit will be given for the supply of these products.
 - C. For purposes of achieving the MBE participation goal, you may count only the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - not the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. For Column 3 of the MBE Participation Schedule, please divide the amount of any reasonable fee that the MBE firm will receive for the provision of such products/services by the total Contract value and insert the percentage in Line 3.1.
 - D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. For Column 3 of the MBE Participation Schedule, please divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.
 - E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES and the MBE firm is furnishing and installing the materials and is certified to perform these services, please divide the total subcontract amount (including full value of supplies) by the total Contract value and insert the percentage in Line 3.1. If the answer is YES and the MBE firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). To apply the 60% Rule, first divide the amount of the subcontract for these supplies/products only (not installation) by the total Contract value. Then, multiply the result by sixty percent (60%) and insert the percentage in Line 3.2.

ATTACHMENT 2 - MDOT MBE FORM D-2 STATE-FUNDED CONTRACTS MBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE

PAGE 3 OF 3

7. For each MBE firm that **is not** being used as a supplier/wholesaler/regular dealer/broker/manufacturer, to calculate the **amount of the subcontract for purposes of achieving the MBE participation goals**, divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.

Example: \$ 2,500 (Total Subcontract Amount) ÷ \$10,000 (Total Contract Value) x 100 = 25%

8. **WARNING:** The percentage of MBE participation, computed using the percentage amounts in Column 3 for all of the MBE firms listed in Part 2, **MUST** at least equal the MBE participation goal **and** subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts for this solicitation. If a bidder/offeror is unable to achieve the MBE participation goal and/or any subgoals (if applicable), then the bidder/offeror must request a waiver in Form A or the bid will be deemed not responsive, or the proposal not susceptible of being selected for award. You may wish to use the Goal/Subgoal Worksheet shown below to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

GOAL/SUBGOAL WORKSHEET	
Total African American Firm Participation (Add percentages listed for African American-Owned Firms in Column 3 of MBE Participation Schedule)	(A) _____%
Total Hispanic American Firm Participation (Add percentages listed for Hispanic American-Owned Firms in Column 3 of MBE Participation Schedule)	(B) _____%
Total Asian American Firm Participation (Add percentages listed for Asian American-Owned Firms in Column 3 of MBE Participation Schedule)	(C) _____%
Total Women-Owned Firm Participation (Add percentages listed for Women-Owned Firms in Column 3 of MBE Participation Schedule)	(D) _____%
Total for all other MBE Firms (Add percentages for firms listed as Other MBE Classification in Column 3 of the MBE Participation Schedule)	(E) _____%
Total MBE Firm Participation (Add percentages listed for all MBE Firms in Column 3 of MBE Participation Schedule)	(F) _____%
The percentage amount in Box F should be equal to the sum of the percentage amounts in Boxes A through E.	

ATTACHMENT 2 - MDOT MBE FORM D-2 STATE-FUNDED CONTRACTS MBE PARTICIPATION SCHEDULE

PART 2 – MBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

PAGE ___ OF ___

Prime Contractor	Project Description	SOLICITATION NUMBER

LIST INFORMATION FOR EACH CERTIFIED MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY.

COLUMN 1	COLUMN 2	COLUMN 3
		Unless the bidder/offeror requested a waiver in MDOT MBE Form D-1 – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals set forth in Form D-1.
NAME OF MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to sections 6 and 7 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule.
<input type="checkbox"/> Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: <hr style="border: 0.5px solid black;"/> <p>(If dually certified, check only one box.)</p> <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification <hr style="border: 0.5px solid black;"/>	<p>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</p> <p style="text-align: center;"><u> </u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p>3.2 TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 6(E) IN PART 1 - INSTRUCTIONS).</p> <p style="text-align: center;"><u> </u> % Total percentage of Supplies/Products</p> <p>x <u> </u> 60% (60% Rule)</p> <p style="text-align: center;"><u> </u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p>

Please check if Continuation Sheets are attached.

ATTACHMENT 2 - MDOT MBE FORM D-2

STATE-FUNDED CONTRACTS MBE PARTICIPATION SCHEDULE CONTINUATION SHEET

PAGE ___ OF ___

Prime Contractor	Project Description	SOLICITATION NUMBER

LIST INFORMATION FOR EACH CERTIFIED MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY.

COLUMN 1	COLUMN 2	COLUMN 3
		<p>Unless the bidder/offeror requested a waiver in MDOT MBE Form D-1 – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals set forth in Form D-1.</p>
<p>NAME OF MBE SUBCONTRACTOR AND TIER</p>	<p>CERTIFICATION NO. AND MBE CLASSIFICATION</p>	<p>FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 6 and 7 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule.</p>
<p><input type="checkbox"/> Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions</p>	<p>Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification _____</p>	<p>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</p> <p>_____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p>3.2 TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 6(E) IN PART 1 - INSTRUCTIONS).</p> <p>_____ % Total percentage of Supplies/Products</p> <p>x _____ 60% (60% Rule)</p> <p>_____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p>

Please check if Continuation Sheets are attached.

**ATTACHMENT 2 - MDOT MBE FORM D-2
STATE-FUNDED CONTRACTS
MBE PARTICIPATION SCHEDULE**

PART 3 – CERTIFICATION FOR MBE PARTICIPATION SCHEDULE

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL
AS DIRECTED IN THE INVITATION TO BID/ REQUEST FOR PROPOSALS.**

I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT MBE Directory for each of the MBE firms listed in Part 2 of this MBE Form D-2 for purposes of achieving the MBE participation goals and subgoals that were identified in the MBE Form A that I submitted with this solicitation, and that the MBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this MBE Form D-2.

The undersigned Prime Contractor hereby certifies and agrees that they have fully complied with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority business enterprise in its bid or proposal;
- (2) fail to notify the certified minority business enterprise before execution of the contract of its inclusion of the bid or proposal;
- (3) fail to use the certified minority business enterprise in the performance of the contract; or
- (4) pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT MBE Form D-2 are true to the best of my knowledge, information and belief.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

**ATTACHMENT 2 - MDOT MBE FORM D-3
STATE-FUNDED CONTRACTS
OUTREACH EFFORTS COMPLIANCE STATEMENT**

In conjunction with the offer/proposal submitted in response to Solicitation No. _____, I state the following:

1. Bidder/Offeror took the following efforts to identify subcontracting opportunities in these specific work categories:

2. Attached to this form are copies of written solicitations (with bidding/proposal instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Bidder/Offeror made the following attempts to personally contact the solicited MBE firms:

4. Please Check One:

- This project does not involve bonding requirements.
- Bidder/Offeror assisted MBE firms to fulfill or seek waiver of bonding requirements.
(DESCRIBE EFFORTS)

5. Please Check One:

- Bidder/Offeror did attend the pre-bid/pre-proposal meeting/conference.
- No pre-bid/pre-proposal meeting/conference was held.
- Bidder/Offeror did not attend the pre-bid/pre-proposal meeting/conference.

Company Name

Signature of Representative

Address

Printed Name and Title

City, State and Zip Code

Date

ATTACHMENT 2 - MDOT MBE FORM D-4

STATE-FUNDED CONTRACTS

MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT

IF THE BIDDER/OFFEROR FAILS TO RETURN THIS AFFIDAVIT WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE BIDDER/OFFEROR IS NOT RESPONSIBLE AND THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD OR THAT THE PROPOSAL IS NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD. SUBMIT ONE FORM FOR EACH CERTIFIED MBE FIRM LISTED IN THE MBE PARTICIPATION SCHEDULE. BIDDERS/OFFERORS ARE HIGHLY ENCOURAGED TO SUBMIT FORM D PRIOR TO THE TEN (10) DAY DEADLINE.

Provided that _____ (Prime Contractor's Name) is awarded the State contract in conjunction with Solicitation No. _____, such Prime Contractor will enter into a subcontract with _____ (Subcontractor's Name) committing to participation by the MBE firm _____ (MBE Name) with MDOT Certification Number _____ (if subcontractor previously listed is also the MBE firm, please restate name and provide MBE Certification Number) which will receive at least \$ _____ or ____% (Total Subcontract Amount/ Percentage) for performing the following products/services for the Contract:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

I solemnly affirm under the penalties of perjury that the information provided in this MBE Subcontractor Project Participation Affidavit is true to the best of my knowledge, information and belief. I acknowledge that, for purposes of determining the accuracy of the information provided herein, the Procurement Officer may request additional information, including, without limitation, copies of the subcontract agreements and quotes.

PRIME CONTRACTOR	SUBCONTRACTOR (SECOND-TIER)	SUBCONTRACTOR (THIRD-TIER)
Signature of Representative: _____	Signature of Representative: _____	Signature of Representative: _____
Printed Name and Title: _____	Printed Name and Title: _____	Printed Name and Title: _____
Firm's Name: _____	Firm's Name: _____	Firm's Name: _____
Federal Identification Number: _____	Federal Identification Number: _____	Federal Identification Number: _____
Address: _____	Address: _____	Address: _____
Telephone: _____	Telephone: _____	Telephone: _____
Date: _____	Date: _____	Date: _____

IF MBE FIRM IS A THIRD-TIER SUBCONTRACTOR, THIS FORM MUST ALSO BE EXECUTED BY THE SECOND-TIER SUBCONTRACTOR THAT HAS THE SUBCONTRACT AGREEMENT WITH THE MBE FIRM.

ATTACHMENT 3 – TASK ORDER AGREEMENT

CATS+ TORFP #J00B3400084 OF MASTER CONTRACT # 060B2490023

This Task Order Agreement (“TO Agreement”) is made this day of Month, 20__ by and between **MASTER CONTRACTOR** and the STATE OF MARYLAND, Maryland Aviation Administration.

IN CONSIDERATION of the mutual premises and the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions. In this TO Agreement, the following words have the meanings indicated:
 - a. “Agency” means the Maryland Aviation Administration, as identified in the CATS+ TORFP # J00B3400084.
 - b. “CATS+ TORFP” means the Task Order Request for Proposals #J00B3400084, dated MONTH DAY, 20__, including any addenda.
 - c. “Master Contract” means the CATS+ Master Contract between the Maryland Department of Information Technology and **MASTER CONTRACTOR** dated _____ 20__.
 - d. “TO Manager” means **TO Manager**. The Agency may change the TO Manager at any time by written notice to the TO Contractor.
 - e. “TO Agreement” means this signed TO Agreement between the Maryland Aviation Administration and **MASTER CONTRACTOR**.
 - f. “TO Contractor” means the CATS+ Master Contractor awarded this TO Agreement, whose principal business address is _____ and whose principal office in Maryland is _____.
 - g. “TO Manager” means **TO Manager** of the Agency. The Agency may change the TO Manager at any time by written notice to the TO Contractor.
 - h. “TO Proposal - Technical” means the TO Contractor’s technical response to the CATS+ TORFP dated date of TO Proposal – Technical.
 - i. “TO Proposal – Financial” means the TO Contractor’s financial response to the CATS+ TORFP dated date of TO Proposal - FINANCIAL.
 - j. “TO Proposal” collectively refers to the TO Proposal – Technical and TO Proposal – Financial.
2. Scope of Work
 - 2.1. This TO Agreement incorporates all of the terms and conditions of the Master Contract and shall not in any way amend, conflict with or supersede the Master Contract.
 - 2.2. The TO Contractor shall, in full satisfaction of the specific requirements of this TO Agreement, provide the services set forth in Section 2 of the CATS+ TORFP. These services shall be provided in accordance with the Master Contract, this TO Agreement, and the following Exhibits, which are attached and incorporated herein by reference. If there is any conflict among the Master Contract, this TO Agreement, and these Exhibits, the terms of the Master Contract shall govern. If there is any conflict between this TO Agreement and any of these Exhibits, the following order of precedence shall determine the prevailing provision:
 - a. The TO Agreement,
 - b. Exhibit A – CATS+ TORFP
 - c. Exhibit B – TO Proposal-Technical
 - d. Exhibit C – TO Proposal-Financial

2.3 The TO Manager may, at any time, by written order, make changes in the work within the general scope of the TO Agreement. No other order, statement or conduct of the TO Manager or any other person shall be treated as a change or entitle the TO Contractor to an equitable adjustment under this section. Except as otherwise provided in this TO Agreement, if any change under this section causes an increase or decrease in the TO Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the TO Agreement price shall be made and the TO Agreement modified in writing accordingly. The TO Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the TO Contractor shall be allowed if asserted after final payment under this TO Agreement. Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause of the Master Contract. Nothing in this section shall excuse the TO Contractor from proceeding with the TO Agreement as changed.

3. Time for Performance.

Unless terminated earlier as provided in the Master Contract, the TO Contractor shall provide the services described in the TO Proposal and in accordance with the CATS+ TORFP on receipt of a Notice to Proceed from the TO Manager. The term of this TO Agreement is for a period of one year, commencing on the date of Notice to Proceed and terminating on **MONTH DAY, 20** ____.

4. Consideration and Payment

4.1 The consideration to be paid the TO Contractor shall be done so in accordance with the CATS+ TORFP and shall not exceed \$_____. Any work performed by the TO Contractor in excess of the not-to-exceed ceiling amount of the TO Agreement without the prior written approval of the TO Manager is at the TO Contractor's risk of non-payment.

4.2 Payments to the TO Contractor shall be made as outlined Section 2 of the CATS+ TORFP, but no later than thirty (30) days after the Agency's receipt of an invoice for services provided by the TO Contractor, acceptance by the Agency of services provided by the TO Contractor, and pursuant to the conditions outlined in Section 4 of this Agreement.

4.3 Each invoice for services rendered must include the TO Contractor's Federal Tax Identification Number which is **Federal ID number**. Charges for late payment of invoices other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time-to-time amended, are prohibited. Invoices must be submitted to the **Agency TO Manager** unless otherwise specified herein.

4.4 In addition to any other available remedies, if, in the opinion of the TO Manager, the TO Contractor fails to perform in a satisfactory and timely manner, the TO Manager may refuse or limit approval of any invoice for payment, and may cause payments to the TO Contractor to be reduced or withheld until such time as the TO Contractor meets performance standards as established by the TO Manager.

IN WITNESS THEREOF, the parties have executed this TO Agreement as of the date hereinabove set forth.

TO CONTRACTOR NAME

By: Thomas P. Hickey,
Director of Procurement, MDOT

Date

Witness: _____

STATE OF MARYLAND, MARYLAND AVIATION ADMINISTRATION

By: **insert name**, TO Manager

Date

Witness: _____

ATTACHMENT 4 – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the Manager of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the Manager of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____
(Authorized Representative and Affiant)

SUBMIT AS A .PDF FILE WITH TECHNICAL RESPONSE

ATTACHMENT 5 – LABOR CATEGORY PERSONNEL RESUME SUMMARY

INSTRUCTIONS:

1. Master Contractors must comply with all personnel requirements under the Master Contract RFP 060B2490023.
2. Only labor categories proposed in the Master Contractors Technical proposal may be proposed under the CATS+ TORFP process.
3. For each person proposed in any of the labor categories, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements. The summary must be submitted with the proposal. Signatures are required at the time of the interview.

For example: If you propose John Smith who is your subcontractor and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as 3 months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement.

4. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
5. For each subject matter expert, the State will identify the particular area of expertise and the Master Contractor shall provide proof the individual has qualifications within that area of expertise.
6. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.

**ATTACHMENT 5
LABOR CATEGORY PERSONNEL RESUME SUMMARY
(CONTINUED)**

Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?
LABOR CATEGORY TITLE – (MUST INSERT LABOR CATEGORY NAME)	
Education: (Insert the education description from the CATS+ RFP from section 2.12 for the applicable labor category.)	
Experience: (Insert the experience description from the CATS+ RFP from section 2.12 for the applicable labor category. Include mm/yyyy to mm/yyyy)	
Duties: (Insert the duties description from the CATS+ RFP from section 2.12 for the applicable labor category.)	

The information provided on this form for this labor class is true and correct to the best of my knowledge:

Contractor's Contract Administrator:

Signature

Date

Proposed Individual:

Signature

Date

SUBMIT WITH TO RESPONSE
SIGNATURE REQUIRED AT THE TIME OF THE INTERVIEW

ATTACHMENT 6 - NON-DISCLOSURE AGREEMENT (OFFEROR)

This Non-Disclosure Agreement (the "Agreement") is made this ___ day of _____ 20___, by and between _____ (hereinafter referred to as "the OFFEROR ") and the State of Maryland (hereinafter referred to as" the State").

OFFEROR warrants and represents that it intends to submit a TO Proposal in response to CATS+ TORFP #J00B3400084 for Common Use Terminal Equipment Operations& Management. In order for the OFFEROR to submit a TO Proposal, it will be necessary for the State to provide the OFFEROR with access to certain confidential information including, but not limited, to this project. All such information provided by the State shall be considered Confidential Information regardless of the form, format, or media upon which or in which such information is contained or provided, regardless of whether it is oral, written, electronic, or any other form, and regardless of whether the information is marked as "Confidential Information". As a condition for its receipt and access to the Confidential Information described in Section 1.8 of the TORFP, OFFEROR agrees as follows:

1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received under Section 1.8, except in connection with the preparation of it's TO Proposal.
2. Each employee or agent of the OFFEROR who receives or has access to the Confidential Information shall execute a copy of this Agreement and the OFFEROR shall provide originals of such executed Agreements to the State. Each employee or agent of the OFFEROR who signs this Agreement shall be subject to the same terms, conditions, requirements and liabilities set forth herein that are applicable to the OFFEROR.
3. OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to **TO Manager**, Maryland Aviation Administration on or before the due date for Proposals.
4. OFFEROR acknowledges that the disclosure of the Confidential Information may cause irreparable harm to the State and agrees that the State may obtain an injunction to prevent the disclosure, copying, or other impermissible use of the Confidential Information. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages for the OFFEROR'S failure to comply with the requirements of this Agreement. The OFFEROR consents to personal jurisdiction in the Maryland State Courts.
5. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the OFFEROR or any employee or agent of the OFFEROR to comply with the requirements of this Agreement, OFFEROR and such employees and agents of OFFEROR shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
6. This Agreement shall be governed by the laws of the State of Maryland.
7. OFFEROR acknowledges that pursuant to Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland, a person may not willfully make a false or fraudulent statement or representation of a material fact in connection with a procurement contract. Persons making such statements are guilty of a felony and on conviction subject to a fine of not more than \$20,000 and/or imprisonment not exceeding 5 years or both. OFFEROR further acknowledges that this Agreement is a statement made in connection with a procurement contract.
8. The individual signing below warrants and represents that they are fully authorized to bind the OFFEROR to the terms and conditions specified in this Agreement. If signed below by an individual employee or agent of the OFFEROR under Section 2 of this Agreement, such individual acknowledges that a failure to comply with the requirements specified in this Agreement may result in personal liability.

OFFEROR: _____ BY: _____
NAME: _____ TITLE: _____
ADDRESS: _____

SUBMIT AS REQUIRED IN SECTION 1.7 OF THE TORFP

ATTACHMENT 7 - NON-DISCLOSURE AGREEMENT (TO CONTRACTOR)

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ___ day of _____, 20___, by and between the State of Maryland ("the State"), acting by and through its Maryland Aviation Administration (the “Department”), and _____ (“TO Contractor”), a corporation with its principal business office located at _____ and its principal office in Maryland located at _____.

RECITALS

WHEREAS, the TO Contractor has been awarded a Task Order Agreement (the “TO Agreement”) for Common Use Terminal Equipment – Operation and Maintenance TORFP No. J00B3400084 dated August 15, 2013, (the “TORFP”) issued under the Consulting and Technical Services + procurement issued by the Department, Project Number 060B2490023; and

WHEREAS, in order for the TO Contractor to perform the work required under the TO Agreement, it will be necessary for the State to provide the TO Contractor and the TO Contractor’s employees and agents (collectively the “TO Contractor’s Personnel”) with access to certain confidential information regarding this project(the “Confidential Information”).

NOW, THEREFORE, in consideration of being given access to the Confidential Information in connection with the TORFP and the TO Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the TO Contractor in connection with the TO Agreement, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the TO Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the TO Agreement.
2. TO Contractor shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the TO Agreement. TO Contractor shall limit access to the Confidential Information to the TO Contractor’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the TO Agreement and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the TO Contractor’s Personnel are attached hereto and made a part hereof as Exhibit A. Each individual whose name appears on Exhibit A shall execute a copy of this Agreement and thereby be subject to the terms and conditions of this Agreement to the same extent as the TO Contractor. TO Contractor shall update Exhibit A by adding additional names as needed, from time to time.
3. If the TO Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the TO Contractor’s performance of the TORFP or who will otherwise have a role in performing any aspect of the TORFP, the TO Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.
4. TO Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.
5. TO Contractor shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the TO Contractor’s Personnel or the TO Contractor’s former Personnel. TO Contractor shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).
6. TO Contractor shall, at its own expense, return to the Department, all copies of the Confidential Information in its care, custody, control or possession upon request of the Department or on termination of the TO Agreement.

7. A breach of this Agreement by the TO Contractor or by the TO Contractor's Personnel shall constitute a breach of the TO Agreement between the TO Contractor and the State.
8. TO Contractor acknowledges that any failure by the TO Contractor or the TO Contractor's Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the TO Contractor agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The TO Contractor consents to personal jurisdiction in the Maryland State Courts. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages from the TO Contractor and the TO Contractor's Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the TO Contractor or any of the TO Contractor's Personnel to comply with the requirements of this Agreement, the TO Contractor shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
9. TO Contractor and each of the TO Contractor's Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement and the TO Contractor shall provide originals of such executed Agreements to the State.
10. The parties further agree that:
 - a. This Agreement shall be governed by the laws of the State of Maryland;
 - b. The rights and obligations of the TO Contractor under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;
 - c. The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;
 - d. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;
 - e. Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and
 - f. The Recitals are not merely prefatory but are an integral part hereof.

Contractor/Contractor's Personnel:

MDOT, Maryland Aviation Administration

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBMIT AS REQUIRED IN SECTION 1.7 OF THE TORFP

ATTACHMENT 8 – TO CONTRACTOR SELF-REPORTING CHECKLIST

The purpose of this checklist is for CATS+ Master Contractors to self-report on adherence to procedures for task orders (TO) awarded under the CATS+ master contract. Requirements for TO management can be found in the CATS+ master contract RFP and at the TORFP level. The Master Contractor is requested to complete and return this form by the **Checklist Due Date** below. Master Contractors may attach supporting documentation as needed. Please send the completed checklist and direct any related questions to contractoversight@doit.state.md.us with the TO number in the subject line.

Master Contractor:	
Master Contractor Contact / Phone:	
Procuring State Agency Name:	
TO Title:	
TO Number:	
TO Type (Fixed Price, T&M, or Both):	
Checklist Issue Date:	
Checklist Due Date:	
Section 1 – Task Orders with Invoices Linked to Deliverables	
A) Was the original TORFP (Task Order Request for Proposals) structured to link invoice payments to distinct deliverables with specific acceptance criteria? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, skip to Section 2.)	
B) Do TO invoices match corresponding deliverable prices shown in the accepted Financial Proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why)	
C) Is the deliverable acceptance process being adhered to as defined in the TORFP? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why)	
Section 2 – Task Orders with Invoices Linked to Time, Labor Rates and Materials	
A) If the TO involves material costs, are material costs passed to the agency without markup by the Master Contractor? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why)	
B) Are labor rates the same or less than the rates proposed in the accepted Financial Proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why)	
C) Is the Master Contractor providing timesheets or other appropriate documentation to support invoices? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why)	
Section 3 – Substitution of Personnel	
A) Has there been any substitution of personnel? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, skip to Section 4.)	
B) Did the Master Contractor request each personnel substitution in writing? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why)	
C) Does each accepted substitution possess equivalent or better education, experience and qualifications than incumbent personnel? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why)	

D) Was the substitute approved by the agency in writing?

Yes No (If no, explain why)

Section 4 – MBE Participation

A) What is the MBE goal as a percentage of the TO value? (If there is no MBE goal, skip to Section 5)
%

B) Are MBE reports D-5 and D-6 submitted monthly?

Yes No (If no, explain why)

C) What is the actual MBE percentage to date? (divide the dollar amount paid to date to the MBE by the total amount paid to date on the TO)
%

(Example - \$3,000 was paid to date to the MBE sub-contractor; \$10,000 was paid to date on the TO; the MBE percentage is 30% ($3,000 \div 10,000 = 0.30$))

D) Is this consistent with the planned MBE percentage at this stage of the project?

Yes No (If no, explain why)

E) Has the Master Contractor expressed difficulty with meeting the MBE goal?

Yes No

(If yes, explain the circumstances and any planned corrective actions)

Section 5 – TO Change Management

A) Is there a written change management procedure applicable to this TO?

Yes No (If no, explain why)

B) Does the change management procedure include the following?

Yes No Sections for change description, justification, and sign-off

Yes No Sections for impact on cost, scope, schedule, risk and quality (i.e., the impact of change on satisfying TO requirements)

Yes No A formal group charged with reviewing / approving / declining changes (e.g., change control board, steering committee, or management team)

C) Have any change orders been executed?

Yes No

(If yes, explain expected or actual impact on TO cost, scope, schedule, risk and quality)

D) Is the change management procedure being followed?

Yes No (If no, explain why)

**ATTACHMENT 9 - PERFORMANCE EVALUATION
CRITERIA ASSESSMENT SHEET - GENERAL FACTORS**

Name:

EIN:

Rating Yr:

DEPENDABILITY		Far Exceeds	Exceeds	Meets	Below	Far Below	Raw Score
Lateness, Punctuality		5		3	2	1	+
Use of Unauthorized Leave				3	2	1	+
Compliance with Leave Policies & Procedures		5		3	2	1	+
Total Raw Score							=
Total Raw Score	15 - 13	12 - 11	10 - 8		7 - 5		4 - 3
Rating for Dependability	Far Exceeds	Exceeds	Meets		Below		Far Below
INITIATIVE		Far Exceeds	Exceeds	Meets	Below	Far Below	Raw Score
Contribution		5	4	3	2	1	+
Self-Improvement		5	4	3	2	1	+
Total Raw Score							=
Total Raw Score	10 - 9	8 - 7	6 - 5		4 - 3		2
Rating for Initiative	Far Exceeds	Exceeds	Meets		Below		Far Below
INTERPERSONAL RELATIONSHIPS		Far Exceeds	Exceeds	Meets	Below	Far Below	Raw Score
Customer Service		5	4	3	2	1	+
Communication		5	4	3	2	1	+
Cooperation				3	2	1	+
Tact				3	2	1	+
Adaptability to Change		5	4	3	2	1	+
Total Raw Score							=
Total Raw Score	21 - 20	19 - 17	16 - 13		12 - 8		7 - 5
Rating for Interpersonal Relationships	Far Exceeds	Exceeds	Meets		Below		Far Below
WORK HABITS		Far Exceeds	Exceeds	Meets	Below	Far Below	Raw Score
Meeting Target & Timetables		5	4	3	2	1	+
Communication with Supervisor		5	4	3	2	1	+
Use of Time		5	4	3	2	1	+
Organization of Work Environment		5		3	2	1	+
Judgment Regarding Benefits & Privileges		5	4	3	2	1	+

Total Raw Score					=
Total Raw Score	25 - 23	22 - 18	17 - 13	12 - 8	7 - 5
Rating for Work Habits	Far Exceeds	Exceeds	Meets	Below	Far Below

ATTACHMENT 9 - CRITERIA ASSESSMENT SHEET

JOB SPECIFIC FACTORS - PROFESSIONALS

Name:

EIN:

Rating Yr:

JOB KNOWLEDGE		Far Exceeds	Exceeds	Meets	Below	Far Below	Raw Score
Resources, Technology & Regulations		5	4	3	2	1	+
Utilization Resources/Collective Knowledge		5	4	3	2	1	+
Standards Industry/Professional Practices		5	4	3	2	1	+
Development of Applications		5	4	3	2	1	+
Total Raw Score							=
Total Raw Score	20 - 18	17 - 14	13 - 10	9 - 6	5 - 4		
Rating for Job Knowledge	Far Exceeds	Exceeds	Meets	Below	Far Below		
JOB QUALITY		Far Exceeds	Exceeds	Meets	Below	Far Below	Raw Score
Timeliness & Accuracy		5	4	3	2	1	+
Work Process & Workmanship		5	4	3	2	1	+
Problem Solving		5	4	3	2	1	+
Customer Service		5	4	3	2	1	+
Total Raw Score							=
Total Raw Score	20 - 18	17 - 14	13 - 10	9 - 6	5 - 4		
Rating for Job Quality	Far Exceeds	Exceeds	Meets	Below	Far Below		
JOB QUANTITY		Far Exceeds	Exceeds	Meets	Below	Far Below	Raw Score
Meeting Schedules			4	3	2	1	+
Projects & Special Assignments		5	4	3	2	1	+
Productivity		5	4	3	2	1	+
Volume of Work		5	4	3	2	1	+
Total Raw Score							=
Total Raw Score	19 - 18	17 - 14	13 - 10	9 - 6	5 - 4		
Rating for Job Quantity	Far Exceeds	Exceeds	Meets	Below	Far Below		

Asset Id:	Type:	Asset bar code:	Serial #:
BW21BU01-TBU	8MM Tape Drive	99207	64513SES84109
BW21DB01-SER	Proliant DL360 G7	99205	MXQ1030WDR
BW21DB02-SER	Proliant DL360 G7	99209	MXQ1030WCQ
BW21MS01-MOD	56 Fax modem (global) MT5634ZBA	99199	15145585
BW21MS01-SER	DC60000	99202	2UA110140N
BW21MS02-MOD	56 Fax modem (global) MT5634ZBA	99200	15131557
BW21MS02-SER	DC60000	99201	2UA11508KO
BW21MU01-SER	Proliant DL360 G7	99204	MXQ1030WCV
BW21MU02-SER	Proliant DL360 G7	99210	MXQ1030WD4
BW21MU02-VDU	LA1751G	99198	3CQ106B5N3
BW21RA01-SER	DC60000	99203	MXL118NOJ
BW21SMS1-SER	Proliant DL320 G6	99206	MX205001GE
BW21SMS1-VDU	LA1751G	99208	3CQ106B444
BWI1AC03-MOD	Modem-Generic	9489	4161462
BWI1ACBWI02RA001-RTR	Router-Generic	9486	JMX0643L0UE
BWI1BOF0-DCP	OKI320	99305	AK12014143I0
BWI1BOF0-IWS	DC60000	99465	MXL1170G25
BWI1BOF0-KBD	KU-0316	99406	BAUDR0KVB0FAZT
BWI1BOF0-VDU	LA1751G	99291	3CQ106B5MW
BWI1BOF1-ATB	557 ATB	9018	5570121963
BWI1BOF1-IWS	DC60000	99325	MXL1170G0B
BWI1BOF1-KBD	KU-0316	99324	BAUDR0KVB0F9HW
BWI1BOF1-UPS	External UPS	9530	AS0413231401
BWI1BOF1-VDU	LA1751G	99290	3CQ106B5M9
BWI1BOF2-DCP	OKI320	99315	AK12014144I0
BWI1BOF2-IWS	DC60000	99413	MXL1170G21
BWI1BOF2-KBD	KU-0316	99412	BAUDR0KVB0FB2N
BWI1BOF2-VDU	LA1751G	99280	3CQ106B5MY
BWI1BOF3-DCP	OKI320	99306	AK12014147I0
BWI1BOF3-IWS	DC60000	99407	MXL1170G20
BWI1BOF3-KBD	KU-0316	99424	BAUDR0KVB0FB1N
BWI1BOF3-VDU	LA1751G	99293	3CQ106B5N2
BWI1C010-ATB	400	9661	4000000725
BWI1C010-BTP	400	99189	4000013084
BWI1C010-IWS	DC60000	99379	MXL1170G19
BWI1C010-KBD	KU-0316	99378	BAUDR0KVB0F9GH
BWI1C010-MSR	RTE6700	9061	1RM16880565A110
BWI1C010-VDU	LA1751G	99250	3CQ106B454
BWI1C011-ATB	400	9669	4000000733
BWI1C011-BTP	400	99161	4000013082

BWI1C011-IWS	DC60000	99337	MXL1170G14
BWI1C011-KBD	KU-0316	99328	BAUDR0KVB0F9IU
BWI1C011-MSR	RTE6700	99126	1RM20970
BWI1C011-VDU	LA1751G	99241	3CQ106B44S
BWI1C012-ATB	400	9697	4000000724
BWI1C012-ATB	400	9699	4000000707
BWI1C012-IWS	DC60000	99353	MXL1170G1V
BWI1C012-KBD	KU-0316	99362	BAUDR0KVB0FB2G
BWI1C012-MSR	RTE6700	99122	1RM20955
BWI1C012-VDU	LA1751G	99242	3CQ106B44B
BWI1C013-ATB	400	9706	4000000697
BWI1C013-BTP	400	99165	4000013060
BWI1C013-IWS	DC60000	99367	MXL1170G0T
BWI1C013-KBD	KU-0316	99352	BAUDR0KVB0F9LY
BWI1C013-MSR	RTE6700	99131	1RM20950
BWI1C013-VDU	LA1751G	99240	3CQ106B45B
BWI1C014-ATB	400	9687	4000000731
BWI1C014-BTP	400	99169	4000013086
BWI1C014-IWS	DC60000	99369	MXL1170G2V
BWI1C014-KBD	KU-0316	99366	BAUDR0KVB0F9HX
BWI1C014-MSR	RTE6700	99130	1RM20960
BWI1C014-VDU	LA1751G	99243	3CQ106B44C
BWI1C015-ATB	400	9717	4000000715
BWI1C015-BTP	400	99158	4000013077
BWI1C015-IWS	DC60000	99443	MXL1170G2Z
BWI1C015-KBD	KU-0316	99370	BAUDR0KVB0F9M2
BWI1C015-MSR	RTE6700	99113	1RM20963
BWI1C015-VDU	LA1751G	99264	3CQ106B446
BWI1C016-ATB	400	9694	4000000726
BWI1C016-BTP	400	99166	4000013080
BWI1C016-IWS	DC60000	99375	MXL1170G0L
BWI1C016-KBD	KU-0316	99374	BAUDR0KVB0FB2E
BWI1C016-MSR	RTE6700	99116	1RM20936
BWI1C016-VDU	LA1751G	99245	3CQ106B452
BWI1C017-ATB	400	9695	4000000720
BWI1C017-BTP	400	99164	4000013100
BWI1C017-IWS	DC60000	99371	MXL1170G2X
BWI1C017-KBD	KU-0316	99368	BAUDR0KVB0FB2M
BWI1C017-MSR	RTE6700	99107	1RM20939
BWI1C017-VDU	LA1751G	99244	3CQ106B449
BWI1C018-ATB	400	9705	4000000716
BWI1C018-BTP	400	99176	4000013099
BWI1C018-IWS	DC60000	99363	MXL1170G1G

BWI1C018-KBD	KU-0316	99364	BAUDR0KVB0F9GJ
BWI1C018-MSR	RTE6700	99128	1RM20948
BWI1C018-VDU	LA1751G	99271	3CQ106B5MZ
BWI1C019-ATB	400	9667	4000000713
BWI1C019-BTP	400	99173	4000013074
BWI1C019-IWS	DC60000	99355	MXL1170G31
BWI1C019-KBD	KU-0316	99354	BAUDR0KVB0F9LX
BWI1C019-MSR	RTE6700	99114	1RM20961
BWI1C019-VDU	LA1751G	99246	3CQ106B44W
BWI1C020-BTP	400	99167	4000013062
BWI1C020-IWS	DC60000	99491	MXL1170G1Y
BWI1C020-KBD	KU-0316	99490	BAUDR0HCPZY5LI
BWI1C020-MSR	RTE6700	99110	1RM20946
BWI1C020-VDU	LA1751G	99267	3CQ106B45S
BWI1C021-ATB	400	9709	4000000745
BWI1C021-BTP	400	99175	4000013085
BWI1C021-IWS	DC60000	99391	MXL1170G1D
BWI1C021-KBD	KU-0316	99482	BAUDR0KVB0FB1I
BWI1C021-MSR	RTE6700	99139	1RM20945
BWI1C021-VDU	LA1751G	99270	3CQ106B5MJ
BWI1C022-ATB	400	9718	4000000738
BWI1C022-BTP	400	99182	4000013078
BWI1C022-IWS	DC60000	99483	MXL1170G1L
BWI1C022-KBD	KU-0316	99390	BAUDR0KVBZYLJ9
BWI1C022-MSR	RTE6700	9384	1RM16883565A110
BWI1C022-VDU	LA1751G	99263	3CQ106B44K
BWI1C023-ATB	400	9678	4000000727
BWI1C023-BTP	400	99190	4000013076
BWI1C023-IWS	DC60000	99377	MXL1170G2S
BWI1C023-KBD	KU-0316	99376	BAUDR0KVB0FB2F
BWI1C023-MSR	RTE6700	99142	1RM20943
BWI1C023-VDU	LA1751G	99249	3CQ106B44L
BWI1C025-ATB	400	9693	4000000712
BWI1C025-BTP	400	99170	4000013096
BWI1C025-IWS	DC60000	99329	MXL1170G0Y
BWI1C025-KBD	KU-0316	99336	BAUDR0KVB0F839
BWI1C025-MSR	RTE6700	99143	1RM20938
BWI1C025-VDU	LA1751G	99247	3CQ106B44V
BWI1C026-ATB	400	9677	4000000718
BWI1C026-BTP	400	99178	4000013098
BWI1C026-IWS	DC60000	99411	MXL1170G07
BWI1C026-KBD	KU-0316	99410	BAUDR0KVB0FB2H
BWI1C026-MSR	RTE6700	99121	1RM20964

BWI1C026-VDU	LA1751G	99248	3CQ106B455
BWI1C027-ATB	400	9679	4000000742
BWI1C027-BTP	400	99162	4000013066
BWI1C027-DCP	OKI320	99310	AK1201415010
BWI1C027-IWS	DC60000	99463	MXL1170G1K
BWI1C027-KBD	KU-0316	99316	BAUDR0KVB0F9HS
BWI1C027-MSR	RTE6700	99119	1RM20931
BWI1C027-VDU	LA1751G	99236	3CQ106B44R
BWI1C028-ATB	400	9662	4000000736
BWI1C028-BTP	400	99172	4000013097
BWI1C028-IWS	DC60000	99471	MXL1170G24
BWI1C028-KBD	KU-0316	99464	BAUDR0KVB0FB08
BWI1C028-MSR	RTE6700	9023	1RM16891565A110
BWI1C028-VDU	LA1751G	99237	3CQ106B3XS
BWI1C029-ATB	400	9704	4000000719
BWI1C029-BTP	400	99177	4000013061
BWI1C029-IWS	DC60000	99469	MXL1170G2Y
BWI1C029-KBD	KU-0316	99466	BAUDR0KVB0FAZS
BWI1C029-MSR	RTE6700	9102	1RM16901565A110
BWI1C029-VDU	LA1751G	99239	3CQ106B448
BWI1C030-ATB	400	9666	4000000739
BWI1C030-BTP	400	99186	4000013067
BWI1C030-IWS	DC60000	99423	MXL1170G2F
BWI1C030-KBD	KU-0316	99318	BAUDR0KVB0F9ID
BWI1C030-MSR	RTE6700	99125	1RM20967
BWI1C030-VDU	LA1751G	99238	3CQ106B44X
BWI1C031-ATB	400	9681	4000000698
BWI1C031-BTP	400	99163	4000013065
BWI1C031-IWS	DC60000	99421	MXL1170G2L
BWI1C031-KBD	KU-0316	99320	BAUDR0KVBZYLJC
BWI1C031-MSR	RTE6700	99104	1RM20934
BWI1C031-VDU	LA1751G	99234	3CQ106B44G
BWI1C032-ATB	400	9712	4000000748
BWI1C032-BTP	400	99185	4000013069
BWI1C032-IWS	DC60000	99405	MXL1170G23
BWI1C032-KBD	KU-0316	99322	BAUDR0KVB0F9G3
BWI1C032-MSR	RTE6700	99105	1RM20951
BWI1C032-VDU	LA1751G	99233	3CQ106B44Z
BWI1C033-ATB	400	9670	4000000743
BWI1C033-BTP	400	9663	4000000708
BWI1C033-IWS	DC60000	99475	MXL1170G0Q
BWI1C033-KBD	KU-0316	99326	BAUDR0KVB0F836
BWI1C033-MSR	RTE6700	99140	1RM20969

BWI1C033-VDU	LA1751G	99232	3CQ106B3TR
BWI1C034-ATB	400	9707	4000000711
BWI1C034-BTP	400	99168	4000013075
BWI1C034-IWS	DC60000	99473	MXL1170G26
BWI1C034-KBD	KU-0316	99338	BAUDR0KVB0F835
BWI1C034-MSR	RTE6700	99141	1RM20930
BWI1C034-VDU	LA1751G	99252	3CQ106B3YN
BWI1C035-ATB	400	9692	4000000695
BWI1C035-BTP	400	99181	4000013093
BWI1C035-IWS	DC60000	99477	MXL1170G27
BWI1C035-KBD	KU-0316	99340	BAUDR0KVB0F9HQ
BWI1C035-MSR	RTE6700	9020	1RM16900565A110
BWI1C035-VDU	LA1751G	99251	3CQ106B44N
BWI1C036-ATB	400	9684	4000000729
BWI1C036-BTP	400	99183	4000013071
BWI1C036-IWS	DC60000	99319	MXL1170G0N
BWI1C036-KBD	KU-0316	99476	BAUDR0KVB0AQ4D
BWI1C036-MSR	RTE6700	99120	1RM20962
BWI1C036-VDU	LA1751G	99253	3CQ106B5NL
BWI1C037-ATB	400	9685	4000000737
BWI1C037-BTP	400	99192	4000013079
BWI1C037-IWS	DC60000	99323	MXL1170G18
BWI1C037-KBD	KU-0316	99478	BAUDR0KVB0APYD
BWI1C037-MSR	RTE6700	99102	1RM20959
BWI1C037-VDU	LA1751G	99254	3CQ106B3MG
BWI1C038-ATB	400	9673	4000000717
BWI1C038-BTP	400	99187	4000013073
BWI1C038-IWS	DC60000	99321	MXL1170G1C
BWI1C038-KBD	KU-0316	99468	BAUDR0KVB0FB28
BWI1C038-MSR	RTE6700	99129	1RM20958
BWI1C038-VDU	LA1751G	99256	3CQ106B456
BWI1C039-ATB	400	9671	4000000746
BWI1C039-BTP	400	99188	4000013081
BWI1C039-IWS	DC60000	99339	MXL1170G15
BWI1C039-KBD	KU-0316	99404	BAUDR0KVB0FB1C
BWI1C039-MSR	RTE6700	99103	1RM20940
BWI1C039-VDU	LA1751G	99255	3CQ106B459
BWI1C040-ATB	400	9683	4000000714
BWI1C040-BTP	400	9711	4000000732
BWI1C040-DCP	OKI320	99309	AK12014140I0
BWI1C040-IWS	DC60000	99327	MXL1170G12
BWI1C040-KBD	KU-0316	99474	BAUDR0KVB0F9IZ
BWI1C040-MSR	RTE6700	9135	1RM16872565A110

BWI1C040-VDU	LA1751G	99273	3CQ106B5MS
BWI1C041-ATB	400	9702	4000000747
BWI1C041-BTP	400	99160	4000013068
BWI1C041-IWS	DC60000	99341	MXL1170G0C
BWI1C041-KBD	KU-0316	99472	BAUDR0KVB0FB1M
BWI1C041-MSR	RTE6700	99117	1RM20935
BWI1C041-VDU	LA1751G	99272	3CQ106B5NM
BWI1C042-ATB	400	9721	4000000700
BWI1C042-BTP	400	99193	4000013095
BWI1C042-IWS	DC60000	99417	MXL1170G30
BWI1C042-KBD	KU-0316	99470	BAUDR0KVB0AQ0Q
BWI1C042-MSR	RTE6700	99109	1RM20944
BWI1C042-VDU	LA1751G	99262	3CQ106B447
BWI1C043-ATB	400	9682	4000000741
BWI1C043-BTP	400	99184	4000013070
BWI1C043-IWS	DC60000	99435	MXL1170G06
BWI1C043-KBD	KU-0316	99462	BAUDR0KVB0FB1F
BWI1C043-MSR	RTE6700	99135	1RM20953
BWI1C043-VDU	LA1751G	99259	3CQ106B451
BWI1C044-ATB	557 ATB	9106	5570121947
BWI1C044-ATB	400	9664	4000000723
BWI1C044-IWS	DC60000	99415	MXL1170G1T
BWI1C044-KBD	KU-0316	99414	BAUDR0KVB0FB18
BWI1C044-MSR	RTE6700	99134	1RM20966
BWI1C044-VDU	LA1751G	99258	3CQ106B44D
BWI1C045-ATB	400	9680	4000000701
BWI1C045-BTP	400	99090	4000013094
BWI1C045-IWS	DC60000	99331	MXL1170G0W
BWI1C045-KBD	KU-0316	99330	BAUDR0KVB0F9HT
BWI1C045-MSR	RTE6700	99137	1RM20933
BWI1C045-VDU	LA1751G	99274	3CQ106B53H
BWI1C046-ATB	400	9691	4000000705
BWI1C046-BTP	400	99171	4000013087
BWI1C046-IWS	DC60000	99403	MXL1170G0G
BWI1C046-KBD	KU-0316	99402	BAUDR0KVB0F832
BWI1C046-MSR	RTE6700	99118	1RM20942
BWI1C046-VDU	LA1751G	99257	3CQ106B45R
BWI1C047-ATB	400	9674	4000000709
BWI1C047-BTP	400	99194	4000013088
BWI1C047-IWS	DC60000	99401	MXL1170G0H
BWI1C047-KBD	KU-0316	99400	BAUDR0KVB0F82Z
BWI1C047-MSR	RTE6700	99108	1RM20952
BWI1C047-VDU	LA1751G	99278	3CQ106B5Q3

BWI1C048-ATB	400	9703	4000000721
BWI1C048-BTP	400	99174	4000013063
BWI1C048-IWS	DC60000	99399	MXL1170G0M
BWI1C048-KBD	KU-0316	99398	BAUDR0KVBZYLJD
BWI1C048-MSR	RTE6700	9508	1RM16895565A110
BWI1C048-VDU	LA1751G	99277	3CQ106B4TY
BWI1C049-ATB	400	9676	4000000744
BWI1C049-BTP	400	99191	4000013072
BWI1C049-IWS	DC60000	99409	MXL1170G2T
BWI1C049-KBD	KU-0316	99408	BAUDR0KVB0FB2L
BWI1C049-MSR	RTE6700	99111	1RM20968
BWI1C049-VDU	LA1751G	99279	3CQ106B5N4
BWI1C050-ATB	400	9688	4000000703
BWI1C050-BTP	400	99159	4000013064
BWI1C050-IWS	DC60000	99497	MXL1170G2D
BWI1C050-KBD	KU-0316	99496	BAUDR0HCPZY5LM
BWI1C050-MSR	RTE6700	99101	1RM20932
BWI1C050-VDU	LA1751G	99260	3CQ106B45Q
BWI1C051-ATB	400	9690	4000000734
BWI1C051-BTP	400	99268	4000013083
BWI1C051-IWS	DC60000	99373	MXL1170G16
BWI1C051-KBD	KU-0316	99372	BAUDR0KVB0F9GB
BWI1C051-MSR	RTE6700	99132	1RM20941
BWI1C051-VDU	LA1751G	99276	3CQ106B5N5
BWI1C052-ATB	557 ATB	9436	5570121968
BWI1C052-BTP	400	99180	4000013089
BWI1C052-DCP	OKI320	9714	309E5031142
BWI1C052-IWS	DC60000	99317	MXL1170G0S
BWI1C052-KBD	KU-0316	99416	BAUDR0KVB0F9LS
BWI1C052-MSR	RTE6700	99133	1RM20949
BWI1C052-VDU	LA1751G	99275	3CQ106B5M3
BWI1CR01-VDU	LA1751G	99292	3CQ106B44J
BWI1CR02-KVM	KVM Switch	9478	110001247
BWI1CR02-UPS	External UPS	9467	
BWI1CR03-KVM	KVM Switch	9480	4A0339G08119
BWI1CR03-UPS	External UPS	9481	
BWI1CR04-UPS	External UPS	9496	JA0421034695
BWI1CR04-VDU	LA1751G	99288	3CQ106B44F
BWI1DMZ01-RTR	Router-Generic	9469	JMX0809L03Y
BWI1DMZ02-RTR	Router-Generic	9470	JMX0809L03D
BWI1DMZ03-RTR	1841 Router	99269	FTX15100R2
BWI1E1225-ATB	557 ATB	9055	5570121946
BWI1E1225-ATB	557 ATB	9064	5570121953

BWI1E1225-ATB	557 ATB	9098	5570121992
BWI1E1225-ATB	557 ATB	9114	5570121965
BWI1E1225-ATB	557 ATB	9188	5570121934
BWI1E1225-ATB	557 ATB	9192	5570121957
BWI1E1225-ATB	557 ATB	9203	5570121707
BWI1E1225-ATB	557 ATB	9259	5570121990
BWI1E1225-ATB	557 ATB	9398	5570121993
BWI1E1225-ATB	557 ATB	9433	5570121991
BWI1E1225-ATB	506 BTP	9618	5060023226
BWI1E1225-ATB	506 BTP	9623	5060023232
BWI1E1225-ATB	506 BTP	9626	5060023219
BWI1E1225-ATB	506 BTP	9631	5060023220
BWI1E1225-ATB	506 BTP	9633	5060023221
BWI1E1225-ATB	400	9665	4000000740
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BWI1E1225-ATB	400	9689	4000000704
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BWI1E1225-BCR	IT4600 2D	9647	08097A0804
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BWI1E1225-BCR	IT4600 2D	9650	08097A080C
BWI1E1225-BCR	IT4600 2D	9651	08097A080F
BWI1E1225-BCR	IT4600 2D	9652	08095A1AB2
BWI1E1225-BCR	IT4600 2D	9653	08095A18CE
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BWI1E1225-BCR	IT4600 2D	99098	08095A18CD
BWI1E1225-BGR	5004U	99145	20112300185
BWI1E1225-BGR	5004U	99148	20112300187
BWI1E1225-BTP	400	99195	4000013092
BWI1E1225-DCP	OKI320	9278	401E5065484
BWI1E1225-DCP	OKI320	9366	401E5065487
BWI1E1225-DCP	OKI320	9520	908B2500748
BWI1E1225-DCP	OKI320	9616	704A12090820
BWI1E1225-DCP	OKI320	99091	AD22005084IO
BWI1E1225-DCP	OKI320	99302	AK12014146IO

BWI1E1225-DCP	OKI320	99303	AK12014151I0
BWI1E1225-DCP	OKI320	99308	AK12014152I0
BWI1E1225-DCP	OKI320	99313	AK12014145I0
BWI1E1225-DCP	OKI320	99314	AK12014149I0
BWI1E1225-IWS	DC60000	99365	MXL1170G0F
BWI1E1225-IWS	DC60000	99380	MXL1170G0J
BWI1E1225-IWS	DC60000	99425	MXL1170G1J
BWI1E1225-IWS	DC60000	99429	MXL1170G1M
BWI1E1225-IWS	DC60000	99431	MXL1170G0P
BWI1E1225-IWS	DC60000	99437	MXL1170G1Q
BWI1E1225-IWS	DC60000	99439	MXL1170G2P
BWI1E1225-IWS	DC60000	99441	MXL1170G2M
BWI1E1225-IWS	DC60000	99445	MXL1170G2G
BWI1E1225-IWS	DC60000	99447	MXL1170G1S
BWI1E1225-IWS	DC60000	99449	MXL1170G2C
BWI1E1225-IWS	DC60000	99451	MXL1170G2H
BWI1E1225-IWS	DC60000	99453	MXL1170G2R
BWI1E1225-IWS	DC60000	99455	MXL1170G1X
BWI1E1225-IWS	DC60000	99457	MXL1170G1H
BWI1E1225-IWS	DC60000	99459	MXL1170G2Q
BWI1E1225-IWS	DC60000	99461	MXL1170G1W
BWI1E1225-IWS	DC60000	99479	MXL1170G04
BWI1E1225-IWS	DC60000	99481	MXL1170G1Z
BWI1E1225-IWS	DC60000	99489	MXL1170G28
BWI1E1225-IWS	DC60000	99499	MXL1170G22
BWI1E1225-KBD	KU-0316	99100	BAUDR0KLUZR1ZO
BWI1E1225-KBD	KU-0316	99420	BAUDR0KVB0FB2D
BWI1E1225-KBD	KU-0316	99422	BAUDR0KVB0FB1V
BWI1E1225-KBD	KU-0316	99426	BAUDR0KVBZYLIV
BWI1E1225-KBD	KU-0316	99428	BAUDR0KVB0FB1O
BWI1E1225-KBD	KU-0316	99430	BAUDR0KVB0F9J0
BWI1E1225-KBD	KU-0316	99432	BAUDR0KVB0FAZU
BWI1E1225-KBD	KU-0316	99434	BAUDR0KVB0APYB
BWI1E1225-KBD	KU-0316	99436	BAUDR0KVB0FB0W
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BWI1E1225-KBD	KU-0316	99440	BAUDR0HCPZY5LR
BWI1E1225-KBD	KU-0316	99442	BAUDR0KVB0F9LZ
BWI1E1225-KBD	KU-0316	99444	BAUDR0KVB0FB1X
BWI1E1225-KBD	KU-0316	99446	BAUDR0HCPZY5LK
BWI1E1225-KBD	KU-0316	99448	BAUDR0HCPZY5LO
BWI1E1225-KBD	KU-0316	99450	BAUDR0KVB0FB1U
BWI1E1225-KBD	KU-0316	99452	BAUDR0KVB0FB1E
BWI1E1225-KBD	KU-0316	99454	BAUDR0HCPZY5LH

BWI1E1225-KBD	KU-0316	99456	BAUDR0HCPZY5LN
BWI1E1225-KBD	KU-0316	99458	BAUDR0KVB0FB1D
BWI1E1225-KBD	KU-0316	99460	BAUDR0HCPZY5LU
BWI1E1225-KBD	KU-0316	99488	BAUDR0HCPZY5LL
BWI1E1225-KBD	KU-0316	99498	BAUDR0HCPZY5LJ
BWI1E1225-MSR	RTE6700	9029	1RM16858565A110
BWI1E1225-MSR	RTE6700	9033	1RM16897565A110
BWI1E1225-MSR	RTE6700	9042	1RM16876565A110
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BWI1E1225-MSR	RTE6700	99112	1RM20947
BWI1E1225-MSR	RTE6700	99115	1RM20965
BWI1E1225-MSR	RTE6700	99124	1RM20954
BWI1E1225-MSR	RTE6700	99138	1RM20957
BWI1E1225-UPS	External UPS	9522	AS0352232168
BWI1E1225-UPS	External UPS	9523	AS0413231403
BWI1E1225-UPS	External UPS	9527	AS0413231413
BWI1E1225-VDU	LA1751G	99093	3CQ106B5QB
BWI1E1225-VDU	LA1751G	99094	3CQ106B5N8
BWI1E1225-VDU	LA1751G	99095	3CQ106B5QC
BWI1E1225-VDU	LA1751G	99211	3CQ106B4TW
BWI1E1225-VDU	LA1751G	99213	3CQ106B5M7
BWI1E1225-VDU	LA1751G	99214	3CQ106B5NK
BWI1E1225-VDU	LA1751G	99215	3CQ106B5NH
BWI1E1225-VDU	LA1751G	99216	3CQ106B4TQ
BWI1E1225-VDU	LA1751G	99217	3CQ106B5M6
BWI1E1225-VDU	LA1751G	99218	3CQ106B5N1
BWI1E1225-VDU	LA1751G	99261	3CQ106B45N
BWI1E1225-VDU	LA1751G	99286	3CQ106B5NS
BWI1E1225-VDU	LA1751G	99287	3CQ106B443
BWI1E1225-VDU	LA1751G	99289	3CQ106B43Z
BWI1E1225-VDU	LA1751G	99296	3CQ106B5MT
BWI1E1225-VDU	LA1751G	99297	3CQ106B5MQ
BWI1E1225-VDU	LA1751G	99298	3CQ106B5NL
BWI1E1225-VDU	LA1751G	99299	3CQ106B5NN
BWI1E1227-BTP	400	99179	4000013090
BWI1EI04-MOD	Modem-Generic	9488	4257788
BWI1F901-RTR	Router-Generic	99092	FTX1152A029
BWI1FI01-RTR	Router-Generic	9484	JMX0622K5SS
BWI1G011-BTP	400	99196	4000013091

BWI1G011-DCP	OKI320	9715	AE51046800E0
BWI1G011-IWS	DC60000	99335	MXL1170G0V
BWI1G011-KBD	KU-0316	99334	BAUDR0KVB0F9HV
BWI1G011-MSR	RTE6700	99123	1RM20929
BWI1G011-UPS	Smart UPS 1500	9642	AS0809131260
BWI1G011-VDU	LA1751G	99222	3CQ106B43B
BWI1G012-ATB	400	9675	4000000735
BWI1G012-IWS	DC60000	99347	MXL1170G0R
BWI1G012-KBD	KU-0316	99346	BAUDR0KVB0F9J2
BWI1G012-MSR	RTE6700	99136	1RM20937
BWI1G012-VDU	LA1751G	99212	3CQ106B453
BWI1G021-ATB	400	9700	4000000702
BWI1G021-DCP	OKI320	99300	AK12014142I0
BWI1G021-IWS	DC60000	99485	MXL1170G2B
BWI1G021-KBD	KU-0316	99484	BAUDR0HCPZY5LP
BWI1G021-UPS	Smart UPS 1500	9643	AS0809121420
BWI1G021-VDU	LA1751G	99229	3CQ106B44H
BWI1G022-ATB	506 BTP	9624	5060023225
BWI1G022-IWS	DC60000	99493	MXL1170G1R
BWI1G022-KBD	KU-0316	99492	BAUDR0KVB0FB2B
BWI1G022-VDU	LA1751G	99235	3CQ106B45M
BWI1G031-ATB	400	9710	4000000728
BWI1G031-DCP	OKI320	99312	AK12014167I0
BWI1G031-IWS	DC60000	99333	MXL1170G08
BWI1G031-KBD	KU-0316	99332	BAUDR0KVB0F9XH
BWI1G031-UPS	Smart UPS 1500	9644	AS0809131247
BWI1G031-VDU	LA1751G	99220	3CQ106B44M
BWI1G032-ATB	506 BTP	9632	5060023228
BWI1G032-IWS	DC60000	99345	MXL1170G0D
BWI1G032-KBD	KU-0316	99344	BAUDR0KVB0F9IW
BWI1G032-VDU	LA1751G	99223	3CQ106B44Q
BWI1G041-ATB	400	9668	4000000722
BWI1G041-DCP	OKI320	99311	AK12014138I0
BWI1G041-IWS	DC60000	99389	MXL1170G11
BWI1G041-KBD	KU-0316	99388	BAUDR0KVB0FB2C
BWI1G041-UPS	Smart UPS 1500	9645	AS0809131266
BWI1G041-VDU	LA1751G	99266	3CQ106B45V
BWI1G042-ATB	506 BTP	9619	5060023233
BWI1G042-IWS	DC60000	99433	MXL1170G1P
BWI1G042-KBD	KU-0316	99381	BAUDR0KVB0F831
BWI1G042-VDU	LA1751G	99231	3CQ106B457
BWI1G061-ATB	400	9672	4000000706
BWI1G061-DCP	OKI320	9713	003B2654407

BWI1G061-IWS	DC60000	99395	MXL1170G09
BWI1G061-KBD	KU-0316	99394	BAUDR0KVB0F9GI
BWI1G061-UPS	External UPS	9529	AS0413231408
BWI1G061-VDU	LA1751G	99294	3CQ106B5MH
BWI1G062-ATB	506 BTP	9622	5060023227
BWI1G062-DCP	OKI320	99304	AK12014139I0
BWI1G062-IWS	DC60000	99393	MXL1170G1F
BWI1G062-KBD	KU-0316	99392	BAUDR0KVBZYLJ7
BWI1G062-VDU	LA1751G	99227	3CQ106B440
BWI1G081-ATB	400	9701	4000000730
BWI1G081-DCP	OKI320	99301	AK12014148I0
BWI1G081-IWS	DC60000	99343	MXL1170G13
BWI1G081-KBD	KU-0316	99342	BAUDR0KVB0F83A
BWI1G081-VDU	LA1751G	99225	3CQ106B44P
BWI1G082-ATB	506 BTP	9627	5060023229
BWI1G082-IWS	DC60000	99383	MXL1170G1B
BWI1G082-KBD	KU-0316	99382	BAUDR0KVBZYLJF
BWI1G082-VDU	LA1751G	99224	3CQ106B445
BWI1J011-BGR	5004U	99152	20112300183
BWI1J011-IWS	DC60000	99495	MXL1170G2W
BWI1J011-KBD	KU-0316	99494	BAUDR0KVB0FR9M0
BWI1J011-MSR	RTE6700	99127	1RM20956
BWI1J011-UPS	External UPS	9528	JB0418031946
BWI1J011-VDU	LA1751G	99228	3CQ106B442
BWI1J012-BGR	5004U	99156	20112300179
BWI1J021-BGR	5004U	99154	20112300181
BWI1J021-IWS	DC60000	99419	MXL1170G29
BWI1J021-KBD	KU-0316	99418	BAUDR0HCPZY5LQ
BWI1J021-UPS	External UPS	9532	JB0418031918
BWI1J021-VDU	LA1751G	99230	3CQ106B43W
BWI1J022-BGR	5004U	99144	20112300186
BWI1J031-BGR	5004U	99151	20112300190
BWI1J031-IWS	DC60000	99385	MXL1170G17
BWI1J031-KBD	KU-0316	99384	BAUDR0KVB0F9G8
BWI1J031-UPS	SC 1000VA	9641	5S0750T28046
BWI1J031-VDU	LA1751G	99221	3CQ106B44Y
BWI1J032-BGR	5004U	99155	20112300178
BWI1J041-BGR	5004U	99147	20112300189
BWI1J041-IWS	DC60000	99361	MXL1170G32
BWI1J041-KBD	KU-0316	99099	BAUDR0KVBZYFQ3
BWI1J041-UPS	External UPS	9531	JB0418031614
BWI1J041-VDU	LA1751G	99265	3CQ106B43X
BWI1J042-BGR	5004U	99150	20112300191

BWI1J061-BGR	5004U	99146	20112300184
BWI1J061-IWS	DC60000	99397	MXL1170G10
BWI1J061-KBD	KU-0316	99480	BAUDR0HCPZY5LT
BWI1J061-UPS	External UPS	9521	JB0418031684
BWI1J061-VDU	LA1751G	99226	3CQ106B441
BWI1J062-BGR	5004U	99149	20112300188
BWI1J081-BGR	5004U	99157	20112300180
BWI1J081-IWS	DC60000	99487	MXL1170G2N
BWI1J081-KBD	KU-0316	99386	BAUDR0KVB0F9GG
BWI1J081-VDU	LA1751G	99219	3CQ106B5LX
BWI1J082-BGR	5004U	99153	20112300182
BWI1JM01-MOD	Modem-Generic	9487	5662691
BWI1MS01-KVM	KVM Switch	9475	110001248
BWI1MS01-UPS	External UPS	9474	
BWI1MXR1-MOD	Modem-Generic	9539	4784440
BWI1MXR1-RTR	Router-Generic	9541	FTX0945A2F9
BWI1MXR2-RTR	Router-Generic	9540	FTX0930A61Z
BWI1N001-IWS	DC60000	99467	MXL1170G1N
BWI1N001-KBD	KU-0316	99396	BAUDR0KVBZYLJ5
BWI1N001-VDU	LA1751G	99285	3CQ106B5MK
BWI1R001-ATB	506 BTP	9620	5060023230
BWI1R001-BTP	506 BTP	9628	5060023224
BWI1R001-DCP	OKI320	99307	AK12014137I0
BWI1R001-IWS	DC60000	99359	MXL1170G0X
BWI1R001-KBD	KU-0316	99358	BAUDR0KVB0FB2J
BWI1R001-VDU	LA1751G	99282	3CQ106B5MR
BWI1R002-ATB	506 BTP	9630	5060023222
BWI1R002-BTP	506 BTP	9625	5060023234
BWI1R002-IWS	DC60000	99351	MXL1170G0Z
BWI1R002-KBD	KU-0316	99350	BAUDR0KVB0FB2K
BWI1R002-VDU	LA1751G	99281	3CQ106B5M8
BWI1R003-ATB	506 BTP	9629	5060023231
BWI1R003-BTP	506 BTP	9621	5060023223
BWI1R003-IWS	DC60000	99357	MXL1170G2J
BWI1R003-KBD	KU-0316	99356	BAUDR0HCPZY5LS
BWI1R003-VDU	LA1751G	99283	3CQ106B5MP
BWI1R004-ATB	400	9698	4000000699
BWI1R004-BTP	506 BTP	9617	5060023235
BWI1R004-IWS	DC60000	99349	MXL1170G2K
BWI1R004-KBD	KU-0316	99348	BAUDR0KVB0FB2I
BWI1R004-VDU	LA1751G	99284	3CQ106B4TZ
BWI1RT03AC-RTR	Router-Generic	9482	JMX0803L3HJ
BWI1RT05BA-RTR	Router-Generic	9485	JMX0812L2TH

BWI1UP01-RTR	Router-Generic	9483	JMX0803L3HM
BWI1WS01-UPS	External UPS	9526	AS0413231407
BWI1WS01-VDU	LA1751G	99295	3CQ106B450
BWI1WS02-IWS	DC60000	99387	MXL1170G05
BWI1WS04-IWS	DC60000	99427	MXL1170G0K
BWI1WS04-KBD	KU-0316	99486	BAUDR0KVB0FB1B

**ATTACHMENT 11
CRIMINAL BACKGROUND CHECK AFFIDAVIT**

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the _____ (Title) _____ and the duly authorized representative of _____ (Master Contractor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

- A. I hereby affirm that _____ (Master Contractor) _____ has complied with Section 2.4, Security Requirements of the Department of Information Technology's Consulting Technical Services Master Contract Number 060B9800035 (CATS+) hereto as Exhibit A

- B. I hereby affirm that the _____ (Master Contractor) _____ has provided _____ (Agency) _____ with a summary of the security clearance results for all of the candidates that will be working on Task Order _____ (Title and Number) _____ and all of these candidates have successfully passed all of the background checks required under Section 2.4.3.2 of the CATS+ Master Contract. Master Contractors hereby agrees to provide security clearance results for any additional candidates at least seven (7) days prior to the date the candidate commences work on this Task Order.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Master Contractor

Typed Name

Signature

Date

ATTACHMENT 12

AGENCY ACCEPTANCE OF DELIVERABLE FORM

Agency Name: MAA

TORFP Title: Common Use Terminal Equipment (CUTE) – Operation and Maintenance)

TO Manager: Neal Heaton: 410-859-7290

To:

The following deliverable, as required by TO Agreement # J01B3400084, has been received and reviewed in accordance with the TORFP.

Title of deliverable: _____

TORFP Contract Reference Number: Section # _____

Deliverable Reference ID # _____

This deliverable:

Is accepted as delivered.

Is rejected for the reason(s) indicated below.

REASON(S) FOR REJECTING DELIVERABLE:

OTHER COMMENTS:

TO Manager Signature

Date Signed

ISSUED BY THE TO MANAGER AS REQUIRED

ATTACHMENT 13 – CERTIFICATION REGARDING INVESTMENTS IN IRAN

Authority: State Finance & Procurement, §§17-701 – 17-707, Annotated Code of Maryland [Chapter 447, Laws of 2012].

List: The Investment Activities in Iran list identifies companies that the Board of Public Works has found to engage in investment activities in Iran; those companies may not participate in procurements with a public body in the State. “Engaging in investment activities in Iran” means:

- Providing goods or services of at least \$20 million in the energy sector of Iran; or
- For financial institutions, extending credit of at least \$20 million to another person for at least 45 days if the person is on the Investment Activities In Iran list and will use the credit to provide goods or services in the energy of Iran.

The Investment Activities in Iran list is located at: www.bpw.state.md.us

Rule: A company listed on the Investment Activities In Iran list is ineligible to bid on, submit a proposal for, or renew a contract for goods and services with a State Agency or any public body of the State. Also ineligible are any parent, successor, subunit, direct or indirect subsidiary of, or any entity under common ownership or control of, any listed company.

NOTE: This law applies only to new contracts and to contract renewals. The law does not require an Agency to terminate an existing contract with a listed company.

CERTIFICATION REGARDING INVESTMENTS IN IRAN

The undersigned certifies that, in accordance with State Finance & Procurement Article, §17-705:

- (i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and
- (ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

The undersigned is unable make the above certification regarding its investment activities in Iran due to the following activities:

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____ Title: _____

Witness Name (Typed or Printed): _____

Witness Signature and Date: _____

ATTACHMENT 14 – LIVING WAGE AFFIDAVIT OF AGREEMENT

Contract No. _____
Name of Contractor _____
Address _____
City _____ State _____ Zip Code _____

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland’s Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. _____ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons (check all that apply):

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee’s time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
- All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

Name of Authorized Representative: _____
Signature of Authorized Representative: _____
Date: _____ Title: _____
Witness Name (Typed or Printed): _____
Witness Signature & Date: _____

EXHIBIT A

**TO CONTRACTOR'S EMPLOYEES AND AGENTS WHO WILL BE GIVEN ACCESS TO
THE CONFIDENTIAL INFORMATION**

**Printed Name and Address
of Employee or Agent**

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____