

Small Business Reserve
DBM CATS CONFERENCE 3/3/2006
Frequently Asked Questions

1. Question: How will agencies determine which task orders to designate for SBR Participation?

Answer: The agency's Procurement Review Group (PRG) which typically includes the procurement officer, contract manager, and MBE liaison, will analyze the task order (TO) scope of work to determine whether the TO should be reserved for SBR master contractors. Each CATS functional category contains a sufficient number of SBR vendors so that adequate competition can be achieved. The rationale for not designating a TORFP as a SBR TORFP must be included in the TORFP package forwarded to DBM for approval. The DBM PLO will assist agencies with the strategy for making SBR determinations.

2. Question: Is a SBR master contractor's SBR registration valid for the 5-year CATS contract term?

Answer: No. A SBR master contractor must comply with the SBR program's requirement for annual re-registration in order to be considered for SBR awards under CATS. DGS provides advance e-mail notification to each SBR registrant when it is time to renew. Each CATS SBR master contractor is responsible for keeping their SBR status current and, as outlined in the CATS master contract, must notify DBM of any change in their SBR status.

3. If a SBR master contractor becomes ineligible for the SBR program during the contract period, how will the contractor's ability to compete for task orders be impacted?



Answer: The contractor will not be eligible to submit a TO proposal or receive a TO award from any TORFP that has been designated for SBR participation. However, the contractor may continue to submit TO proposals in response to other non-SBR TORFPs issued within the contractor's designated functional areas.

4. How is agency staff involved in the SBR validation process?

Answer: The agency making the TO award will be required to check the contractor's SBR status prior to final award. Validation may be done with the assistance of DGS, or the agency may independently validate the contractor's eligibility to participate in the SBR program. In either instance, the contractor must be registered on the DGS database prior to finalizing the award. Documentation of the contractor's SBR eligibility must be forwarded to DBM with the award package.

5. If an agency is not able to locate a CATS SBR vendor in the database, what procedure should be followed?

Answer: First make sure you are entering the contractor's name exactly as it was entered at the time of registration. If still unable to locate the contractor, DGS should be contacted for assistance at 410-767-4270 or sbadmin@dgs.state.md.us. Have the contractor's most current SBR ID# available to provide to DGS staff.

6. What can a CATS SBR contractor do to help State staff expedite the SBR validation process?

Answer: A SBR contractor should include their most current SBR ID# in all TO documents and should have the number readily available in the event State staff requests it. Note that the SBR ID# changes each time a contractor renews its registration, so make sure the most recent number issued by DGS is available. In addition, SBR contractors should anticipate



the need to produce certain documents by having copies immediately available upon request. Contractors should contact DGS to determine what types of documents may be requested as part of the validation process.

7. Will there be MBE goals associated with TORFPs that are designated for SBR participation?

Answer: SBR TORFPs will be evaluated for MBE participation in the same way any other TORFP would be evaluated. If the nature and scope of the project warrants MBE participation, a reasonable and attainable goal should be established. SBR contractors will be required to meet any MBE goals established under an SBR TORFP.

