

September 8, 2011

Summary
Cable and Wiring Materials and Services- Outside Plant
RFP#: 060B140067
Pre-Proposal Conference at
45 Calvert Street, Annapolis, MD
September 7, 2011

The pre-proposal conference began at approximately 2:00 PM. The pre-proposal agenda was distributed to attendees and all attendees were asked to sign-in, if they had not done so already.

I. Welcome and Introduction – Alayna Mande, Department of Information Technology (DoIT)

Introductions by other State employees in attendance:

Denis McElligott - Director, Wireless Communications, DoIT;
Edward Bannat, Sr. IT Procurement Specialist, DoIT.

II. General Procurement Information – Ms. Mande said that the purpose of today's conference is to give everyone guidance on the special requirements of State procurements and provide an overview of our RFP. She emphasized that today's session is merely guidance and attendees should not rely on verbal communications for information on the RFP. Substantive questions and comments must be submitted in writing to the Procurement Officer for a formal response. She then gave an overview of the RFP highlighting the following.

- a. Proposal Due/Closing Date** – The closing date for submission of proposals is Tuesday, September 20, 2011 at 2:00 p.m. local time. An unbound original and two (2) bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.6 of the RFP, no later than 2:00 PM (local time) on September 20, 2011 in order to be considered. An electronic version (diskette or CD) of the Technical Proposal in MS Word 2003 format must be enclosed with the original technical proposal. An electronic version (diskette or CD) of the Financial Proposal in Excel 2003 format must be enclosed with the original financial proposal. The technical proposal is to be submitted separately but simultaneously with the financial proposal. No financial information is to be included in the technical proposal.

IMPORTANT: If a proposal is late, even by a minute, it will not be accepted!!! There are no exceptions to this rule, so give yourself plenty of time when you deliver your proposal.

- b. **Communications/Questions** – All communications must be sent through Ms. Mande, the Procurement Officer, and her only. Questions will come up throughout this procurement. These questions should be sent by email to the Procurement Officer at CableWiring@doit.state.md.us. She will send them in sets to the program team to get a formal response. Once these answers are completed, the Procurement Officer will send them out to everyone on her distribution list.
- c. **MBE Goal** – There is a minimum overall MBE subcontractor participation goal of 25% under Functional Area II- Installation, and Functional Area III- Testing & Maintenance, with subgoals of 8% Women-owned, 7% African American-owned and 2% Hispanic American-owned. Ms. Mande stressed how much emphasis the State of Maryland is giving MBE attainment and she asked the MBEs in the audience to stand up and identify themselves and their company.

Each Offeror that includes in its proposal a response to provide Functional Area II and/or III services, shall complete, sign and submit Attachment D-1A (Offeror Acknowledgement of MBE Participation Commitment), at the time it submits its technical response to this RFP. Ms. Mande explained that Attachment D-1A would be provided as an Amendment to the RFP. Failure of a Functional Areas II and/or III Offeror to complete, sign, and submit Attachment D-1A at the time it submits its technical response to this RFP, will result in the State's rejection of the Offeror's Proposal to the RFP for Functional Areas II and/or III.

This is IMPORTANT: If you are a Functional Area II and/or III Offeror and your proposal doesn't contain a completed, correctly filled-out and signed Attachment D-1A, your proposal will be eliminated from further consideration!!!

- III. **Scope of Work** – Mr. McElligott discussed the scope of this solicitation. The scope encompasses the following functional areas.

Functional Area I – Materials & Equipment

Functional Area II - Installation

Functional Area III – Testing & Maintenance

PLEASE NOTE: An Offeror who did not submit a proposal for a particular Functional Area, CANNOT become a Master Contractor for that particular Functional Area for the entire length of this contract.

Master Contracts will be awarded to all qualified Offerors for the respective Functional Area/s in accordance with the Competitive Sealed Proposals procurement process.

IV. Proposals – Ms. Mande then discussed proposals.

- a. The Volume I-Technical Proposal shall be submitted as specified in Section 4.3 and 4.4 of the RFP.
- b. The Volume II- Financial Proposal shall be submitted as specified in Sections 4.3 and 4.54 of the RFP.
- c. The sections identified contain important information on formatting and required content.

V. Price Sheets – Ms. Mande then discussed the Price Sheets.

- a. There is one price sheet for Function Areas I, II & III
 - 1) Offerors are to propose only the labor categories they are capable of providing or may be capable of providing in the future. The State recommends that Offerors propose to all labor categories.
 - 2) Offerors will use these labor categories and hourly rates throughout the term of the Contract when submitting a proposal in response to a TORFP for Functional Areas II and/or III.
 - 3) Proposed hourly rates in a TORFP may be lower but cannot be higher than those proposed in this Attachment E-2.
 - 4) If labor rates are not provided by the Offeror with the response to this RFP, the Master Contractor will not be allowed to propose this labor category in response to future TORFPs.

VI. Question and Answers – Several questions were asked and answered during the conference, but Ms. Mande again cautioned that only written answers should be relied upon. Therefore, if you need clarification, be sure to send in a written question. Ms. Mande will send her response to all Master Contractors on her distribution list. She asked that the attendees submit their questions to her via email.

VII. Conclusion – Ms. Mande concluded the conference by thanking everyone for coming. She again said that the purpose of today's conference was to give everyone guidance on the special requirements of State procurements and provide an overview of our RFP. Specific questions must be submitted in writing. She also said that a pre-proposal conference summary will be issued shortly. An electronic attendee listing will be attached to the pre-proposal conference summary.

VIII. The pre-proposal conference adjourned at approximately 2:50 PM.

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deliver your proposal.**

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proposal doesn't contain a completed, correctly filled-out and signed
Attachment D-1A, your proposal will be eliminated from further
consideration!!!**

Alayna Mande
Procurement Officer