



Pre-Proposal Conference

DoIT Cloud Hosting & Web Shared Services

RFP # F50B5400032
Conference Room 164 A&B
45 Calvert Street
Annapolis, MD 21401

April 10, 2015 – 11:00 AM

- I. Welcome and Introduction.....Michael Meinl, Procurement Officer
 - a. Attendees affiliated with State of Maryland
 - b. Attendees from the industry
- II. General Procurement Information & Key Dates.....Michael Meinl, Procurement Officer
- III. MBE/VSBE Goal.....Michael Meinl, Procurement Officer
- IV. How To Submit A Proposal.....Michael Meinl, Procurement Officer
- V. How Your Proposal Will Be Evaluated.....Michael Meinl, Procurement Officer
- VI. Scope of Work.....Lan Pasek, Contract Manager
- VII. Questions and Answers PeriodALL

We will attempt to answer every question, but our responses may be subject to clarification later. Moreover, the responses given verbally today by state representatives are not binding upon the state and are for informational purposes only. Questions for which you desire a firm answer should be submitted via email. All such questions will be answered by the State, time permitting (before proposal due date). The resultant questions and answers (Q&A's) will be distributed, at no charge, via eMaryland Marketplace (eMM). Q&A's will also be posted on the DoIT website (<http://doit.maryland.gov/pages/default.aspx>). Also, should issues be raised which cause the solicitation to be amended, a copy of the addenda/ amendment will be posted on eMM and the DoIT website.

- VIII. Closing Remarks..... Michael Meinl, Procurement Officer



Pre-proposal Conference Summary

DoIT Cloud Hosting & Web Shared Services RFP#: F50B5400032

Pre-Proposal Conference Date: 4/10/2015 @ 11:00 AM

The pre-proposal conference began at approximately 11:00 am.

I) **Welcome and Introduction:**

Michael Meinel, the Department of Information Technology (DoIT) procurement officer for this solicitation, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

Anthony Burrows – DoIT Web Team
Lan Pasek – DoIT Web Team
Greg Urban – DoIT Deputy Secretary
Jeff Keller – DoIT Web Team
Darlene Young – DoIT Web Team
Hayley Andrews – DoIT Web Team
Howard Barr – DoIT AAG

In addition, Michael asked everyone in attendance to introduce themselves. A list of attendees can be found with this summary.

II) **General Procurement Information:**

Michael told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of this RFP. He emphasized that the session is merely for guidance and attendees should not rely on verbal communications for information regarding the RFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. He then reminded everyone to be sure to review the Key Information Summary Sheet on page 2 for key dates associated with the RFP.

The first date to mark on the calendar is April 14th. All questions must be submitted to the procurement officer by 5:00 pm on April 14th in order to receive a formal response.

The second date to note is the proposal due date. **All proposals must be received by the procurement officer no later than 2:00 pm on April 30th.** Please give yourself plenty of time for your proposal to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**



III) **MBE/VSBE Goals**

This RFP has a 10% MBE goal and it does not have a VSBE goal. All Offerors must identify the MBE subcontracting partner at the time of proposal submission. Further, the Offeror must verify that the MBE subcontractor is certified to do the type of work that is described in the Offeror's proposal.

Michael asked if there were any MBE's in attendance and asked them to please identify themselves and their company. Several companies introduced themselves as indicated in the attendee list.

IV) **How To Submit A Proposal:**

Michael reviewed the importance of the submission instructions in Sections 4.1 – 4.5 of the RFP. Proposals shall be submitted in two separately sealed volumes and labeled as directed in Section 4.4. Proposals shall be sent by mail, private courier or hand delivered.

He also suggested that when creating a technical response, an Offeror should keep the proposal in the same order as listed in Section 4.2. By keeping the proposal in the same order, one will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in section 4.2. The group was informed if all required forms are not included with the proposal, then it may be deemed non-responsive.

Further, Michael explained that the financial volume must be entirely filled out. All fixed prices and hourly labor rates must be clearly entered in dollars and cents. These prices cannot be contingent on any other factors or conditions. Every blank in the price sheet shall be filled in with the relevant data. In addition, Michael reminded Offerors that the prices provided are the maximum, not to exceed rates chargeable during the Contract. Failure to completely fill out the price sheet or to sign the price sheet may deem the proposal not susceptible for award.

V) **How Your Proposal Will Be Evaluated**

A common question that DoIT procurement staff receives is 'how will my proposal be evaluated?' As you may know, a proposal must pass through several gates in order to receive an overall ranking.

The first gate is typically the procurement officer's review for responsiveness. During this review, the procurement officer will inspect the proposal for various items. Some of the items include: timely proposal submission, order of the proposal, signed affidavits, and MBE documentation. All of these things and more are included in the determination of a proposal's responsiveness.



The second gate is a review of the Offeror's proposal to determine if it meets the minimum qualifications. In this RFP there are minimum qualifications for both the Offeror and the proposed personnel. All minimum qualifications are pass/fail and each must be passed for the proposal to continue through the evaluation.

The third gate is a thorough review of the Offeror's technical volume. During this review stage the evaluation team will be using the evaluation criteria described in Section 5.2 of the RFP to qualitatively evaluate the technical response. At the conclusion of this stage the evaluation team will determine a technical ranking with the Offeror ranked #1 having the best technical approach.

The fourth gate is an analysis of the Offeror's financial volume. Financials are not opened prior to this point of the evaluation process so it is inappropriate to discuss pricing during oral presentations or in the technical volume. At the conclusion of this stage the Offerors will be ranked financially with the lowest priced Offeror being ranked as #1.

The fifth and final gate is the overall ranking of the Offerors. Section 5.5.3 of the RFP states that technical factors will receive greater weight than financial factors in making the award determination. However, do not fall into the trap of thinking that pricing doesn't matter. At the conclusion of this stage the Offeror ranked #1 overall will be recommended for award.

VI) Scope of Work

Lan Pasek provided a brief overview of the scope of work as described in the RFP. She briefly described the concept of the RFP and how he envisions the Contract will be implemented once awarded.

VII) Questions and Answers

At this point, the meeting was opened up to questions. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to him via email.

VIII) Closing Remarks:

Michael reminded all potential Offerors to follow the layout in Section 4 of the RFP when creating the proposal. He reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Michael then thanked everyone for their attendance and the meeting was concluded.

IX) The pre-proposal conference adjourned at approximately 11:40 am.

Pre-Proposal Conference Sign-in Sheet— DoIT Cloud Hosting & Web Shared Services
Project # F50B5400032 – 4/10/2015

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