



December 19, 2014

Summary – Pre-Proposal Conference
Title: Desktop, Laptop and Tablet 2015 Master Contract
RFP#: 060B5400007
Pre-Proposal Conference at
Miller Senate Building, East I
22 Bladen Street, Annapolis, MD
DATE: 12/16/14 @ 2:00 PM

The pre-proposal conference began at approximately 2:07 pm.

I) Welcome and Introduction:

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

Michael Meinel – DoIT
Mike Balderson – DoIT
Howard Barr – AAG

II) General Procurement Information:

Gayle 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. She emphasized that today's 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. She then gave an overview of the RFP, highlighting important portions of the solicitation.

She reminded everyone to be sure to review the Key Information Summary Sheet on page 3.

She also emphasized the due date for this procurement is 2:00 pm on Thursday January 15, 2015.

Please note the proposal due date above and give yourself plenty of time for your proposal to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**

III) Submission Requirements:

Gayle reviewed the importance of the submission instructions in Sections 3.3 & 3.4 of the RFP. Proposals shall include 1 unbound original and 2 copies of both Volume I & II.



Volume I shall be clearly labeled as the Technical Proposal and Volume II shall be clearly labeled as the Financial Proposal. In addition, all proposals shall include the electronic versions of each volume.

She also suggested that when creating your technical response, you should keep your proposal in the same order as the RFP requirements. By keeping the proposal in the same order, you 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 3.4. The group was informed if all required forms are not included; their proposal may not be susceptible for award.

Further, Gayle explained that the financial volume must be entirely filled out. If proposing to FA-3 all 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.

IV) MBE Requirements

There is not a MBE goal for this RFP and no goal for Veteran Small Business Enterprise. The State will assess the potential for MBE subcontractor participation goals at the secondary level for each PORFP and shall set a goal if appropriate. Gayle asked if there were any MBE's in attendance and asked them to please identify themselves and their company and she also ask the none MBE vendor to identify themselves and their companies.

Most vendors in attendance introduced themselves as indicated in the attendee list. Gayle thanked them and encouraged everyone to network with each other after the conference.

V) Communications/Questions:

All communication must be in writing for an official response. Questions should be sent by email to Gayle Mealy, the procurement officer – only.

VI) Scope of Work

Gayle provided an overview of the scope of work as described in the RFP.

VII) Questions and Answers

At this point, the meeting was opened up to questions from the vendors in attendance. There were questions and Gayle encouraged potential Offerors to submit all questions in writing. She explained that answers to those questions will be distributed as soon as possible. Also, Gayle reminded everyone again that only written answers should be relied upon. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to her via email.



VIII) Closing Remarks:

Gayle reminded all potential Offerors to follow the RFP instructions and include signed copies of all required documents, and please be aware that all proposals must be in to Gayle by the day and time specified. Again, if a proposal is late, even by a minute, it will not be accepted. Gayle, reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Gayle, thanked everyone for their attendance and the meeting was concluded.

IX) The pre-proposal conference adjourned at approximately 2:50 pm.