

July 15, 2012

Summary
Microsoft Software & Services Large Account Reseller
IFB #060B2490024
Pre-Bid Conference
45 Calvert Street, Room 163
Annapolis, MD 21401
July 10, 2012 – 10:00 AM

The pre-bid conference began at approximately 10:00 AM. The pre-bid agenda was distributed to attendees and all attendees were asked to sign-in, if they hadn't already.

I. **Welcome and Introduction** – Ed Bannat, Procurement Officer, Department of Information Technology (DoIT).

Mr. Bannat introduced the other State employee in attendance: Mr. Mike Balderson, Contract Manager, Department of Information Technology (DoIT).

II. **General Procurement Information** – Mr. Bannat then 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 IFB. He emphasized that today's session is merely guidance and attendees shouldn't rely on verbal communications for information on the IFB. Substantive questions and comments must be submitted in writing to the Procurement Officer for a formal response. He then gave an overview of the IFB. Several of the more important items he highlighted were:

- a. Bid Due/Closing Date – The closing date for submission of bids is **Wednesday, July 18, 2012, 10:00 AM Local Time**. **IMPORTANT: If a bid 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 bid.**
Please note: Addendum #2 has changed the due date to Tuesday, July 24, 2012 at 10:00AM.
- b. Also, Mr. Bannat emphasized that this procurement is an IFB so there can be no exceptions in the bidder's bid to the requirements of the IFB or the State's Contract – Attachment A. If a potential bidder has any concerns with the requirements of the IFB or the State's Contract, they must be resolved before the Bid Due Date. With IFBs, the State does not permit negotiations with any bidder after the Bid Due date.
- c. Communications/Questions – All communications must be sent through the Procurement Officer and him only. The State is very strict on this. Questions will come up throughout this procurement. These questions should be sent by email to the Procurement Officer. He 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 his distribution list, post them on the DoIT website and post them on the eMarylandMarketplace website.

- d. Revisions to the IFB – Mr. Bannat stated that addenda/amendments to the IFB will be issued throughout this procurement. As with any correspondence he issues, the Procurement Officer will send them out to everyone on his distribution list, post them on the DoIT website and post them on the eMarylandMarketplace website. Offerors must acknowledge receipt of all addenda/ amendments to the RFP in the transmittal letter of the technical bid.

III. **Scope of Work** – Mr. Balderson, then gave a quick overview of the Scope of Work required in the IFB. Several of the more important items he highlighted were:

- a. The purpose of this solicitation is to competitively procure a Contractor to serve as the Microsoft Authorized North American Government Large Account Reseller (LAR) for Select Plus & Enterprise agreements.
- b. The new LAR for Select Plus & Enterprise will be required to provide all Microsoft Software & Services Large Account Reseller products at a firm fixed percentage discount off of the Microsoft Estimated Retail Price List (ERP) to Authorized Users.

IV. **Price Sheets** – Mr. Balderson and Mr. Bannat then discussed the Price Sheets.

The Price Bid Form, Attachment D, requires bidders to submit a discount percentage (%) to be applied to the applicable Microsoft Estimated Retail Price (ERP) for both Select Plus and Enterprise products.

For evaluation purposes, the discount percentage (%) applied to the ERP for products provided to Authorized Users. The Bidder proposing the best discount percentage (%), rounded to four (4) decimals, will be selected for award.

V. **Question and Answers** – Several questions were asked and answered during the conference, but Mr. Bannat again cautioned that only written answers should be relied upon. If you need clarification, be sure to send in a written question.

VI. **Conclusion** – Mr. Bannat concluded the conference by thanking everyone for coming. Mr. Bannat again stressed the importance of (1) timely submission of bids and (2) in an IFB so there can be no exceptions to the requirements of the IFB or the State's Contract

The pre-bid conference adjourned at approximately 12 noon.

Edward Bannat
Procurement Officer