



**Martin O'Malley**  
*Governor*

**Anthony G. Brown**  
*Lt. Governor*

**Christian S. Johansson**  
*Secretary*

**Dominick E. Murray**  
*Deputy Secretary*

**April 27, 2012**

**Pre-Proposal Conference  
Minutes  
CATS II TORFP # T00B2400001  
Wednesday, April 25, 2012 @ 10:00 a.m.  
Web Development, Maintenance and Support**

Department Attendees

Brenda Lee, Procurement Officer  
Cheryl Fields, Director of the Office of Fair Practices  
Jim Keenan, IT Project Manager  
Regina Tillery, Director & CIO of IT Management  
Robert Carter, Director of Contracts & Procurement  
Liz Fitzsimmons, Asst. of Comm. & Marketing  
Lucy Chittenden, Asst. Director Interactive Services  
John Marsh, Interactive Director  
Craig Forbes, Chief Web Designer  
Russian Wyatt, Programmer/Analyst

**I. BACKGROUND AND GENERAL REQUIREMENTS**

The Department of Business & Economic Development (DBED) conducted a Pre-Proposal Conference at 401 E. Pratt Street on Wednesday, April 25, 2012. An attendance list is attached. Brenda Lee, the Procurement Officer convened the conference and introduced the (DBED) staff present. She then discussed the procurement process for the TORFP.

This is a Small Business Reserve Procurement for which the award will be limited to Certified Small Business vendors. Only vendors that are registered with the Department of General Services Small Business Reserve Program are eligible for award of this contract. The resulting contract from this TORFP will be a Time and Materials contract for one year and 10 months.

Commencement of work in response to this Task Order Agreement shall be initiated only upon issuance of a fully executed Task Order Agreement, Purchase Order and by a Notice to Proceed authorized by the Procurement Officer.

Proposals must be submitted to the Procurement Officer Brenda Lee at [Bslee@choosemaryland.org](mailto:Bslee@choosemaryland.org).

The Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary Sheet. The date and time of submission is determined by the date and time of

arrival in the Procurement Officer's e-mail box. The Proposal is to be submitted via e-mail as two attachments in MS Word 2007 or later format. The "subject" line in the e-mail submission shall state the TORFP #T00B2400001. The first file will be the technical response to this TORFP and titled, "CATS II TORFP #T00B2400001 Technical". The second file will be the financial response and titled, "CATS II TORFP #T00B2400001 Financial." The total size of both files must not exceed 10MB for the email to comply with Agency's email size limit. The following proposal documents must be submitted with required signatures as .PDF files with signatures clearly visible:

- Attachment 1 – Price Proposal (Submitted separately)
- Attachment 2 - MBE Form D-1 [Certified MBE Utilization and Fair Solicitation Affidavit ]  
**(Submit form with the Technical Proposal)**
- Attachment 4 - Conflict of Interest and Disclosure Affidavit **(Submit with the Technical Proposal)**
- Attachment 13 – Living Wage Affidavit of Agreement **(Submit with Technical Proposal)**

All eligible Master Contractors and proposed staff will be required to make an oral presentation to State representatives. Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing. All such representations will become part of the Master Contractor's proposal and are binding, if the Contract is awarded. The Procurement Officer will notify Master Contractor of the time and place of oral presentations.

The Master Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS II TORFP. In making the TOA award determination, the Evaluation Committee will consider all information submitted in accordance with Section 3.

## **II. TECHNICAL PROPOSAL CRITERIA AND SUBMITTAL**

The following are technical criteria for evaluating a TO Proposal in descending order of importance.

- A) Technical proposal outline based on methodology and detail of proposal.
- B) Depth of knowledge and expertise that is documented in resumes of proposed personnel.
- C) Completeness and accuracy of response.

Living wage - A solicitation for services under a State contract valued at \$100,000 or more may be subject to Title 18, State Finance and Procurement (SFP) Article, Annotated Code of Maryland. Additional information regarding the State's living wage requirements is contained in this solicitation (see Attachment 13). The State may determine an Offeror to be not responsive if not signed and returned with the proposal.

The minutes will be taken of this meeting and will be forward to all Master Contractors in Functional Area 2 and posted on DoIT's website.

If you decide not to submit a proposal, we ask that you complete and return the "Feedback Response Form". The information from this document helps the Department in planning for future procurements. Proposals are due by Monday, May 7, 2012 @ 2:00 p.m. Proposals will be received via email to [bslee@choosemaryland.org](mailto:bslee@choosemaryland.org).

Please remember that after this Pre-Bid Conference you may have questions answered that may help you understand the procurement process. Just keep in mind that the answers to your questions, if they are significant in nature, will be shared with all who received a copy of the TORFP. Therefore, please submit all questions no later than 4/30/2012 @ 2:00 p.m.



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**Questions and Answers #1  
Web Development, Maintenance and Support  
CATS II TORFP # T00B2400001**

1. **Question:** In the Price Proposal (P.27) you specify the total number of hours as 2080. Is this figure for evaluation purposes or is this a fixed number?

**Answer:** The figure was used for evaluation purposes.

2. **Question:** Follow-up: The numbers shown for each labor category are the total for the whole project between NTP and 5/31/2014. Are the Total Class Hours annual or total expected for the project?

**Answer:** The numbers in the price sheet are only for evaluation purposes.

3. **Question:** Do you expect someone to be at DBED on a full time basis (8 hours a day/40 a week) or can they work remotely as needed?

**Answer:** We are using the Project Request process for this contract. For a particular request there may be a need for contractor to work onsite, that determination is made on a project by project basis and DBED works with the vendor to determine the best approach.

4. **Question:** How many awards DBED planning to make for this TORFP? Is it going to be one award or multiple awards?

**Answer:** A single award.

5. **Question:** Section 1.5 of the TORFP states "All Master Contractors and proposed staff will be required to make an oral presentation to State representatives." Assume Company A proposes for all 43 labor categories. Should all 43 candidates show up for Oral presentation at DBED?

**Answer:** Only the key personnel should attend the oral presentation.

6. **Question:** Section 3.2.1 – A,2 "Proposed Solution" – It is our understanding that DBED already has WEB development platform currently and this TORFP is for (maybe) additional development, maintenance and support. If we propose a new technology platform, and if it is accepted, is DBED prepared to scrap the existing WEB platform and application and re-develop on new technology? If the answer is NO, what is the purpose of proposing a solution?

**Answer:** We are relying on the expertise of the vendors to propose the best solution for the scope of work described in the TORFP.

7. **Question:** Section 3.2.1 –B of this TORFP states “Identify and provide resumes for all proposed personnel by labor category” – Do DBED require all 43 resumes with this response? Can a contractor propose for only few labor categories?

**Answer:** Identify and provide resumes for all proposed personnel and include their labor category. The number of people proposed is up to the discretion of the vendor, and we suggest that the vendor focus on the personnel needed to achieve the scope of work listed in section two.

8. **Question:** Is there an incumbent to this TORFP? If so, please name the contractor (company) providing these services. Is that contractor eligible to respond to this TORFP?

**Answer:** Yes, Gantech. The incumbent is not eligible to respond.

9. **Question:** If there is an incumbent, what is the TORFP # of that contract ? Was it awarded under CATS-1?

**Answer:** The number is T00P9200025. Yes, it was awarded under CATS I.

10. **Question:** How many of the 43 candidates you expect to start immediately on award? Contractors will

**Answer:** We are using the Project Request process for this contract. For a particular request there may be a need for contractor to work onsite, that determination is made on a project by project basis and DBED works with the vendor to determine the best approach.

11. **Question:** Is this TORFP fully funded?

**Answer:** Each unit has committed to the project but the dollar amount cannot be disclosed.

12. **Question:** Would you consider a proposal complete, if we explain all our processes and approaches and provide a representative sample of resumes (for Key personnel) rather than providing all 43 resumes with the TORFP response?

**Answer:** The preparation of the proposal is the contractor’s choice.

13. **Question:** If we have an MBE firm that is African American Female owned, does it satisfy DBDE goal of 15% or do we have to have minimum 2 MBEs, one African American Owned and another Woman Owned separately?

**Answer:** An African American Female owned certified MBE with a goal of 15% would meet the sub-goals. Two separated MBE’s are not required.

**14. Question:** After awarded, do we have to use the MBE proposed?

**Answer:** Yes, the MBE submitted in the technical proposal must be used to accomplish the required MBE goal.

**15. Question:** What if the documentation exceeds the 10MB?

**Answer:** If the documentation for a proposal exceeds the 10MB limit for incoming emails. Please break the documentation into multiple emails, and describe each email as part of a set. e.g. (1 of 3) (2 of 3) (3 of 3)

**16. Question:** Section 3.2.1(E)2 – Do you want people or corporations?

**Answer:** Master contractor must provide up to three examples of projects or contracts the Master Contractor, Sub Contractor, or Personnel that are part of the proposal have completed that were similar to Section 2- Scope of Work.


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**PRE-PROPOSAL CONFERENCE**  
**Wednesday, April 25, 2012 @ 10:00 a.m.**  
**Web Development, Maintenance and Support**  
**CATS II TORFP #T00B2400001**

Name	Company Name Address	Phone Number	Fax Number	E-mail Address & Certification Number	Certified MBE/SBR	
					YES	NO
Flavelita Gududosi	AP Ventures	301 760 7276	301 604 9417	ngududosi@ apventures.biz	✓	
Christie Adams	IDI	301.362.9619	301.362.9642	christie@idi-us.com	✓	
Koia Ajisekoia	IDI	301.362.9619	301.362.9642	Koiaa@idi-us.com	✓	
NORA PRESTI	GROUP 2, NC 9250 Bendix Rd N, Columbia 21045	410 772 0888	410 779 9008	npresti@ group-2.net	✓	
VJAY BOURI	N-3 Technologies, Inc. 1909 Piccard Drive Rockville MD 20850	301-990- 3700	240-238- 9778	vijay.bouri@ n-3tech.com	✓	
Robert "Carter" Ward	DBE)	410-767-2211	410-767- 2216	Rward@chouse Maryland.org	✓	

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Name	Company Name Address	Phone Number	Fax Number	E-mail Address & Certification Number	Certified MBE/SBR	
					YES	NO
Valencia Madorsky	Business Solutions Group	410-849-8916	410-849-2566	BSSJIM@AOL.com	✓	
Stacy Ortel	DK Consulting	443-552-5851 x 102	443-283-4010	Sortel@dkconsult.net	✓	
Jana Kerr	DK Consulting	443-552-5851 x 101	443-283-4010	dkerr@dkconsult.net	✓	
Bob Monehese	ATS	410-661-2302	410-661-7525	blb@appliedtechnology services.com		
Regina Tillery	DBED	410-767-3391		rtillery@chasemaryland.org		
CHEYL FIELDS	DBED	(410)767-3386				
Kenneth Kelly	Strataviva	301-362-6555	301-362-6557	KKelly@Strataviva.com	✓	

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Name	Company Name Address	Phone Number	Fax Number	E-mail Address & Certification Number	Certified MBE/SBR	
					YES	NO
NARAYAN ATHREYA	iCUBE SYSTEMS	703-222- 3636		NVATHREYA @ ICUBESYS.COM	✓	
DOUGLAS LEE	ANGARAI	301-332- 0306		DLee @ ANGARAI-INTL.COM	✓	
Heath Gaisovich	PK Consulting	443-552-5851		Hgoisovich @ dkconsult -net	✓	
James Detherage	Obverse	202-291-0677 x301	202-291-0674	jldetherage @ obverse.net	✓	✓
Katalie Meyers	Advantage Industries	866-443- 8238		nmeyers@ getadvantage.com		
Alex Nalyvaiko	AT Systems	301-384- 1425 ext 323	301-384- 1405	alex.naly@ATS.COM		✓
Brian Zernmet	Software Consulting	443-690-0880		Bzernmet @ softins .com	✓	
Debbie DeMarzo	Deque Systems	703-300- 8733		debbie.demarzo @ deque.com	✓	