



**Pre-Proposal Conference Sign-in Sheet— DoIT Service Desk Support Services**

**TORFP #F50B3400074 – Tuesday, October 29, 2013 – 2:00PM – 45 Calvert Street, Annapolis, MD**

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<p>Name: RheaAn Cerasi</p> <p>Company: Wood Consulting Services, Inc.</p> <p>Address: 8161 Maple Lawn Blvd.</p> <p>City State Zip: Fulton, MD 20759</p> <p>Voice                      Fax</p> <p>E-mail: rcerasi@woodcons.com</p> <p><b>Certified MBE      Yes - <input checked="" type="checkbox"/>                      No</b></p>	



November 5, 2013

**SUMMARY**  
**PRE-PROPOSAL CONFERENCE**  
**for**  
**DoIT Service Desk Support Services**  
  
**CATS+ TORFP #F50B3400074**  
**45 Calvert Street, Annapolis MD 21401**

Tuesday, October 29, 2013 @ 2:00 PM  
Conference Room 164 A&B

Ladies/Gentlemen:

The Department of Information Technology (DoIT) conducted a pre-proposal conference that began at approximately 2:00 PM at 45 Calvert Street, Annapolis in Conference Room 164 A&B. Attending on behalf of DoIT were, Terraceta Tubaya, Procurement Officer and State panel members:

Michael Meinel, Procurement Analyst  
Sachin Bhatt, Assistant Attorney General  
Bonnie Hudson, Manager, DoIT Service Desk  
Bruce Eikenberg, Director, Enterprise Information Services

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Terraceta Tubaya, convened the conference, recognized the State personnel present and reiterated that all prospective offerors should sign in.

- I. **General Procurement Information** – Ms.Tubaya 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 TORFP. She emphasized that today’s session is merely guidance and attendees should not rely on verbal communications for information on the TORFP. Substantive questions and comments must be submitted in writing to the Procurement Officer for a formal response. She then gave an overview of the TORFP highlighting the following.
  - a. **Proposal Due/Closing Date** – The closing date for submission of proposals is Wednesday, November 13, 2013 at 2:00 PM local time. The Technical and Financial proposals should be sent separately by email to the Procurement Officer. Any proposals received after 2:00 PM will not be accepted. Other useful information is located on page 4 in the “Key Information Summary Sheet.”



- b. **Communications/Questions** – All communications must be sent through Ms. Tubaya, 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 [Terraceta.Tubaya@maryland.gov](mailto:Terraceta.Tubaya@maryland.gov). She will send them in sets to the project 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 20%. Ms. Tubaya asked the MBEs in the audience to stand up and identify themselves and their company.

II. **Scope of Work** – Mr. Eikenberg discussed the scope of this solicitation.

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

IV. **Conclusion** – Ms. Tubaya concluded the conference by thanking everyone for coming. She also said that a pre-proposal conference summary and attendee listing will be issued shortly.

V. The pre-proposal conference adjourned at approximately 2:45 PM.

**IMPORTANT: If a proposal is late, even by a minute, it will not be accepted. There are no exceptions to this rule.**

Terraceta Tubaya  
Procurement Officer