

**Pre-Proposal Conference Sign-in Sheet— Statewide Cyber Security
Project # F50B4400009 – 9/18/2013**

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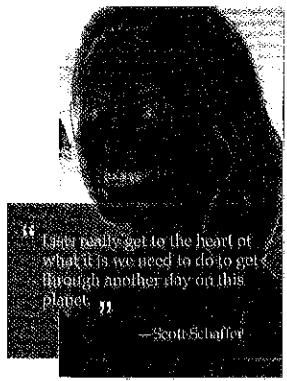




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Project # F50B4400009 – 9/18/2013

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September 18, 2013

Summary – Pre-proposal Conference

**Title: Agency Independent Verification & Validation (IV&V):
Department of Health and Mental Hygiene and Other Agencies**

TORFP#: F50B4400009

**Pre-Proposal Conference at
45 Calvert Street, Annapolis, MD**

DATE: 9/18/13 @ 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 project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

Larry Jasmann – DoIT

Tony Ma – DoIT

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 TORFP. He emphasized that today's session is merely for guidance and attendees should not rely on verbal communications for information regarding the TORFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. He then gave an overview of the TORFP, highlighting important portions of the solicitation.

He reminded everyone to be sure to review the Key Information Summary Sheet on page 5.

In addition, Michael explained that this TORFP is designated as a Small Business Reserve solicitation.

He also emphasized the due date for this procurement as 2:00 pm on Wednesday October 2nd.

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:



Michael reviewed the importance of the submission instructions in Sections 1.3 & 3.2 of the TORFP. Proposals shall be submitted electronically in three separate e-mails as described in Section 1.3.

He also suggested that when creating your technical response, you should keep your proposal in the same order as the TORFP requirements in Attachment 12. 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. The attendees were informed that if all required forms are not included, their proposal may be deemed non-responsive or not susceptible for award.

Further, Michael explained that the financial volume must be entirely filled out. 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

This TORFP has a 30% MBE goal, which includes sub-goals of 8% for women owned businesses, 7% for African-American owned businesses, and 2% for Hispanic owned businesses. These goals are subcontracting goals and they are mandatory. All Offerors must identify the MBE subcontracting partners at the time of proposal submissions. In addition, an MBE subcontractor can fulfill only 1 sub-goal category.

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. Michael thanked them and encouraged everyone to network with these companies after the conference.

V) Communications/Questions:

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

VI) Scope of Work

Larry Jasmann provided a brief overview of the scope of work as described in the TORFP. He briefly described the tasks in Section 2.6.2 and the potential for additional IV&V's to be decided in the future.

VII) Questions and Answers

At this point, the meeting was opened up to questions. There were new questions that Michael encouraged potential Offerors to submit in writing. He explained that answers to



those questions will be distributed as soon as possible. Also, Michael 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 him via email.

VIII) Closing Remarks:

Michael reminded all potential Offerors to follow the layout in Attachment 12 of the TORFP when creating their 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 11:35 am.