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DEPARTMENT OF INFORMATION TECHNOLOGY

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

Isabel FitzGerald
Secretary

PRE-PROPOSAL CONFERENCE
for
Network Managed Services & Support
TORFP # F50B4400031
Conference Room 164 A&B
45 Calvert Street
Annapolis, MD   21401

April 23, 2014 – 11:00 AM

I. Welcome and Introduction……………………..…Michael Meinl, Procurement Officer

    a. Sign-In Sheet
    b. Attendees affiliated with State of Maryland
    c. Pre-proposal Conference presentation and attendee list will be emailed

II. General Procurement Information……………....……Michael Meinl, Procurement Officer

III. Proposal Submission Requirements……………………..Michael Meinl, Procurement Officer

IV. MBE / VSBE Goal…………………………………..Michael Meinl, Procurement Officer

V. Procurement Communication…………………………Michael Meinl, Procurement Officer

VI. Scope of Work………………………………………..David Mangrum, TO Manager

VII. Questions and Answers Period ……………………………………….………..ALL

We will attempt to answer every question, but our responses may be subject to clarification later. Moreover, the responses given verbally today by state representatives are not binding upon the state and are for informational purposes only. Questions for which you desire a firm answer should be submitted via email. All such questions will be answered by the State, time permitting (before proposal due date). The resultant questions and answers (Q&A's) will be distributed, at no charge, via email by the Procurement Officer (PO) to all CATS + Master Contractors awarded to Functional Area 6. Q&A's will also be posted on the DoIT website (http://doit.maryland.gov/pages/default.aspx).   Also, should issues be raised which cause the solicitation to be amended, all CATS + Master Contractors awarded to Functional Area 6 will receive copies of these addenda/ amendments. These addenda/amendments will also be posted on the DoIT website.

VIII. Closing Remarks……………………………………….Michael Meinl, Procurement Officer

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April 24, 2014

Summary – Pre-proposal Conference
Title: Network Managed Services & Support
TORFP#: F50B4400031
Pre-Proposal Conference at
45 Calvert Street, Annapolis, MD
DATE: 4/23/14 @ 11:00 AM

The pre-proposal conference began at approximately 11:00 am.

I)   **Welcome and Introduction**:

Michael Meinl, 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:

David Mangrum – DoIT
Darrell Stevens – DoIT
Jean Boyer - 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 the cut off for questions is 12:00 pm on May 2nd.

He also emphasized the due date for this procurement as 2:00 pm on Tuesday May 13th.

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 <u>Section 3</u> of the TORFP. Proposals shall be submitted electronically in two separate e-mails as described in Section 3.2.

He also suggested that when creating your technical response, you should keep your proposal in the same order as Section 3.4 of the TORFP. 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)   <u>**MBE/VSBE Requirements**</u>

This TORFP has a 25% MBE goal, which includes sub-goals of 8% for women owned businesses, 7% for African-American owned businesses, and 2% for Hispanic owned businesses. In addition, this TORFP has a 3% VSBE goal. These goals are subcontracting goals and they are mandatory. All Offerors must identify the MBE / VSBE subcontracting partners at the time of proposal submissions.

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)   <u>**Communications/Questions:**</u>

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

VI)   <u>**Scope of Work**</u>

David Mangrum provided a brief overview of the scope of work as described in the TORFP.

VII)   <u>**Questions and Answers**</u>

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) <u>**Closing Remarks:**</u>

Michael reminded all potential Offerors of the TORFP due date and 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 11:45 am.

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