



**PRE-PROPOSAL CONFERENCE**

for

**DoIt Web Shared Services  
TORFP # F50B4400054  
Conference Room 164 A&B  
45 Calvert Street  
Annapolis, MD 21401**

**May 7, 2014 – 10:00 AM**

- I. Welcome and Introduction.....Gayle Mealy, 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.....Gayle Mealy, Procurement Officer

III. Proposal Submission Requirements.....Gayle Mealy, Procurement Officer

IV. MBE / VSBE Goal.....Gayle Mealy, Procurement Officer

V. Procurement Communication.....Gayle Mealy, Procurement Officer

VI. Scope of Work.....Teri Greene, 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 2. 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 2 will receive copies of these addenda/ amendments. These addenda/amendments will also be posted on the DoIT website.

VIII. Closing Remarks.....Gayle Mealy, Procurement Officer



May 7, 2014

**Summary – Pre-Proposal Conference**

**Title: DoIT Web Shared Services**

**TORFP#: F50B4400054**

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

**DATE: 5/7/14 @ 10:00 AM**

The pre-proposal conference began at approximately 10:00 am.

**I) Welcome and Introduction:**

Gayle Mealy, 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:

Ed Bannat – DoIT  
Teri Greene – DoIT  
Lan Pasek – DoIT

**II) General Procurement Information:**

Gayle 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. She 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. She then gave an overview of the TORFP, highlighting important portions of the solicitation.

She reminded everyone to be sure to review the Key Information Summary Sheet on page 1.

**She also emphasized the due date for this procurement is 2:00 pm on Tuesday June 3<sup>rd</sup>.**

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:**

Gayle reviewed the importance of the submission instructions in Sections 3.2 & 3.4 of the TORFP. Proposals shall be submitted electronically in two (2) separate e-mails as described in Section 3.2.



She also suggested that when creating your technical response, you should keep your proposal in the same order as the TORFP requirements. 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. as spelled out in sections 3.3 and 3.4. The group was informed if all required forms are not included; their proposal may not be susceptible for award.

Further, Gayle 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**

There is an 18% MBE goal for this TORFP and no goal for Veteran Small Business Enterprise. Gayle 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. Gayle 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 Gayle Mealy, the procurement officer – only.

**VI) Scope of Work**

Teri Greene provided an overview of the scope of work as described in the TORFP.

**VII) Questions and Answers**

At this point, the meeting was opened up to questions from the vendors in attendance. There were questions and Gayle encouraged potential Offerors to submit all questions in writing. She explained that answers to those questions will be distributed as soon as possible. Also, Gayle 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 her via email.

**VIII) Closing Remarks:**

Ed reminded all potential Offerors to follow the TORFP instructions and include signed copies of all required documents, and please be aware that all proposals must be in to Gayle by the day and time specified. Again, if a proposal is late, even by a minute, it will not be









accepted. Gayle, reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Gayle, thanked everyone for their attendance and the meeting was concluded.

**IX)** The pre-proposal conference adjourned at approximately 10:40 pm.


Pre-Proposal Conference Sign-in Sheet— DoIT Web Shared Services

Project # E50B4400054 - 5/7/2014

 <p><b>vTech Solution Inc.</b>  <b>Michael Dement</b>          Business Development Executive          1025 Connecticut Ave.          Suite 511          Washington DC 20036</p> <p>202.241.0177 (O)          571.389.1900 (C)          866.733.4974 (F)          Michael.D@vTechSolution.com          www.vTechSolution.com</p>	<p>3036          PM</p>	<p>Name <i>Yvette Allen</i>          Company <i>American Cabling Company</i>          Address <i>551 Commerce Drive Suite B</i>          City State Zip <i>Upper Marlboro, MD 20774</i>          Voice <i>301 390-2777</i> Fax          E-mail <i>Yvette.allen@americancabling.com</i></p>
<p>Certified MBE <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Certified MBE <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
 <p><b>Manish Dave</b>          Director          Cell: 703-598-4270          mdave@grpa.com</p> <p>Maryland          3351 Montrose Road          Indian Head, MD 20640          Phone: 301-870-8164</p> <p>Virginia          4031 University Drive, Suite 100          Fairfax, VA 22030          Phone: 703-277-7729          Fax: 301-843-0264          • SDB • MBE</p>	<p>N          C          A          C          V          E</p>	 <p><i>MBE</i></p> <p><b>Brian Zernhelt</b>          Vice President Business Development          bzernhelt@softwareconsortium.com          Office: 410 740 1910 x 104          Mobile: 443 690 0880          www.softwareconsortium.com</p>
<p>Certified MBE <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Certified MBE <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
 <p><b>G.R. Patel</b>          President          Cell: 301-751-5477          grpatel@grpa.com</p> <p>Maryland          3351 Montrose Road          Indian Head, MD 20640          Phone: 301-870-8164</p> <p>Virginia          4031 University Drive, Suite 100          Fairfax, VA 22030          Phone: 703-277-7729          Fax: 301-843-0264          • SDB • MBE</p>	<p>C          A          C          V          E</p>	<p>Name          MUREED NAZIR          CTO/CIO</p>  <p><i>Let us show you what real performance is</i>          12200 Tech Road, Suite 100          Silver Spring, Maryland 20904          301-384-1425 x334 FAX 301-384-1405          Cell 240-372-9077          Email: mureed.nazir@ats.com www.ats.com</p>
<p>Certified MBE <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Certified MBE <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
 <p><b>Amber Schad</b>          Account Executive</p> <p>GANTECH Inc.          9175 Guilford Rd.          Suite 101          Columbia, MD 21046</p> <p>VSP</p> <p>443.319.8437          443.276.4777          410.299.0573          aschad@gantech.net</p>	<p>C          A          C          V          E          C</p>	<p><b>AMERICAN CABLE COMPANY</b>          IT Consulting, Security &amp; Cabling</p> <p><b>Timothy Matthews</b>          President &amp; CEO          551 Commerce Drive, Suite B          Upper Marlboro, Maryland 20774          Phone: 301.390.2774          Fax: 301.390.7840          timothy.matthews@americancabling.com          www.americancabling.com</p>
<p>Certified MBE <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Certified MBE <input type="radio"/> Yes <input type="radio"/> No</p>	

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Project # F50B4400054 – 5/7/2014

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Providing Innovative IT solutions

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E High Productivity • Fixed Price • On Time • Within Budget • Defined Processes • Metrics

Certified MBE Yes   No

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Certified MBE Yes   No

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