



PRE-PROPOSAL CONFERENCE
for
Enterprise Budgeting Systems (EBS) Project Staffing
TORFP # F50B5400003
Conference Room 164 A&B
45 Calvert Street
Annapolis, MD 21401

July 31, 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.....Mark Conrad, TO Manager
- VII. Questions and Answers PeriodALL

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 5. 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 5 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



July 31, 2014

Summary – Pre-Proposal Conference
Title: Enterprise Budgeting System (EBS) Project Staffing TORFP
TORFP#: F50B5400003
Pre-Proposal Conference at
45 Calvert Street, Annapolis, MD
DATE: 7/31/14 @ 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:

Mark Conrad – DoIT
Cheri Gerard – OBA
Howard Barr – AAG

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 4:00 pm on Tuesday August 19th.

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 a 33% 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

Mark Conrad 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:

Gayle 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 10:50 pm.

**Pre-Proposal Conference Sign-in Sheet— Enterprise Budgeting System (EBS) Project Staffing TORFP
Project # F50B5400003 – 7/31/2014**

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Certified MBE Yes No

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Project # F50B5400003 – 7/31/2014

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Certified MBE Yes No

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**Pre-Proposal Conference Sign-in Sheet— Enterprise Budgeting System (EBS) Project Staffing TORFP
Project # F50B5400003 – 7/31/2014**

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