

## Pre-Proposal Conference Minutes

**CATS+ TORFP J00B5400006**

### **MVA MHSO Grants Management System (GMS) Development, Enhancement, and Support**

**Friday, April 3, 2015, 10:00 a.m. Local Time**

Welcome to the Pre-proposal conference for the Consulting & Technical Services Plus, Task Order Request For Proposal #J00B5400006 for the MVA MHSO Grants Management System (GMS) Development, Enhancement, and Support. My name is Joseph Palechek and I am the TO Procurement Officer assigned to this project.

If you have not already done so, please sign the attendance sheet and for those firms that are certified Small Business Reserve (SBR), Minority Business Enterprise (MBE)/ Disadvantaged Business Enterprise (DBE), or Veteran-Owned Small Business Enterprise (VSBE) firms, please make note of that in the far right hand columns of the sign-in sheet.

In attendance with me today are Donna Ziegenhien (Maryland Department of Transportation, Office of Transportation Technology Services, Contract Management Office), and Bruce Chaillou and Tom Surrock (Motor Vehicle Administration)

I will be going over the Procurement part of this project and will take questions; however, If an official answer is requested, please submit your question (s) to the Procurement Officer in writing via email. And then I will then turn this conference over to MR. Chaillou who will review the scope of work and take questions.

#### **Reminder to everyone:**

- The main purpose of this pre-proposal conference is to review the procurement requirements, answer questions, address concerns, provide clarification, and provide instructions pertaining to the solicitation and scope of work.
- This CATS+ TORFP was released through email on March 20, 2015.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted by email to [Joseph.Palechek@MDOT.State.MD.US](mailto:Joseph.Palechek@MDOT.State.MD.US)**.

The deadline for submission of written questions **Monday, April 6, 2015 at 2:00 P.M. Local Time**

- The Questions and Answers will be released via Addendum as soon as possible after the due date and time.
- Also, changes to the scope of work or any response requirements will be published as an addendum and supersede the original published documents per COMAR 21.05.02.07.
- Pre-proposal minutes, sign in sheet and all questions and responses will be published as an addendum and become part of this solicitation.
- The Technical & Financial Proposals are due no later than **Thursday, April 16, 2015 at 2:00 P.M. Local Time**. Offers received after the stated due date and time will not be accepted.
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under the List of Attachment on page 28 of the TORFP,), are to be sent in a separate email from the Financial Proposal and please make sure the subject line of each email contains the TORFP # what attachments are included in the email (Technical Proposal, Financial Proposal, Attachments, etc) and number your emails (1 of 2, 2 of 2 etc)
- Please be aware that MDOT has a file size limitation of 8 megabytes on all email transmissions.
- It is the Contractor's responsibility to ensure that the Procurement Officer has received your offer. If you do not receive a "received" email response from me, the Procurement Officer, you should call and confirm that your email was received.
- **PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.** The date and time of an e-mail TORFP submission is determined by the date and time of arrival of all required files in the TO Procurement Officer's e-mail inbox.

***\*Sending your Proposal Submission at 1:59 p.m. does not mean MDOT will receive your submission at 1:59 p.m.***

- Please follow the directions with regard to submission of your Task Order Proposal. Offers must be submitted electronically to the Procurement Officer, **Joseph Palechek**; hard copies shall not be accepted.

- Section 3.2 of the TORFP states: **“The TO Financial Proposal shall be contained in one email, with one attachment containing password protection. The Procurement Officer will contact Offerors for the password to open each file. Each file shall be encrypted with the same password”**

This email shall include:

Subject line “CATS+ TORFP #J02B5400007 Financial” plus the Master Contractor Name. One attachment labeled “TORFP J02B5400007 Financial” containing the Financial Proposal contents, signed and in PDF format.

- The Motor Vehicle Administration will award this project to One (1) Master Contractor.
- You are required to provide the name/number of your point of contact to set up interviews
- The TO Proposal should provide all the information requested in this section.
- Submit your offer in the format listed in Section 3.4 of the TORFP, as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.
- Please be sure to review Section 4.2 – the “Technical Proposal Evaluation Criteria.
- This solicitation is a Small Business Reserve (SBR) solicitation only, there is no MBE Goal. If you are currently not certified as an SBR firms with the Department of General Services (DGS) , you must be by time of award.

**Friendly reminder:**

- It is you’re responsibility to update your company’s information as necessary on the DoIT website. (ie. MBE, SBR, address, point of contact and especially point of contact).
- MDOT or MDOT Procurement does not have the capability of updating DoIT’s master contractor’s information.
- Any questions or concerns should be directed to [ITPO.DoIT@maryland.gov](mailto:ITPO.DoIT@maryland.gov)

- Only the information communicated by the Procurement officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source.

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
PRE-PROPOSAL MEETING**

**TITLE:** MVA MHSO Grants Management System (GMS) Development, Enhancement, and Support

**TORPH #:** J00B5400006

**DATE:** Friday, April 3, 2015

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