



TORFP: J00B6400012 MVA WebFocus Support Task Order
November 17, 2017
1:00 PM Local Time – 2:00 PM Local Time
TSO – Harry Hughes Conference Room 1 & 2

Pre-Proposal Summary

Greeting- **Joy Abrams**, TO Procurement Officer

- Welcome:
 - Thank everyone for coming
 - Confirm attendees signed in
- Networking if time permits
- General info:
 - Silence or turn off cell phones
 - Location of restroom
 - Emergency evacuation
- Introductions: **Kameel Hall**, MVA TO Manager, **Donna Ziegenhein**, Chief, OTTS Contract Management Office (CMO), **Brenda Townsend-Milton**, MBE Compliance Program Manager, Office of Diversity and Equity, TSO.

Purpose of Meeting & Project Description:

- To provide general procurement information associated with MVA's WebFocus Support TORFP.
- Keep in mind that the purpose of today's conference is to give information & guidance to potential offerors on the requirements of the solicitation. We will allow questions after each section has been reviewed. All questions related to the SOW for the TORFP, shall be submitted in writing to me for a written formal response, as well as those inquiries requiring a written response for any area of the procurement discussed today. Q&A's will be issued via email and any issues that arise which cause the solicitation to be amended, a copy of the addenda/amendment will be forwarded via email. All information released during this procurement will also be posted on DoIT's website.
- Review Key Summary Sheet:



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<ul style="list-style-type: none">• Deadline for questions:<ul style="list-style-type: none">• All questions directed to me ONLY; no one else listed on this procurement, anyone speaking here today or any other MVA or DoIT staff member• If you don't get a "received" response from me when submitting questions or proposals, please follow up after 24 hours• Deadline for proposals• Late responses shall not be accepted; regardless of issue• ○ MBE/VSBE- Goal- None for this project, however we strongly encourage our Master Contractors to partner with minority and/or veteran owned firms whenever possible.
Small Business Reserve Designation- Ms. Brenda Townsend-Milton
Questions from vendors regarding the SBR designation
<ul style="list-style-type: none">• How to Submit A Proposal; Section 4<ul style="list-style-type: none">○ 2 submissions; technical and financial; label each volume clearly. Do not include the financials with the technical○ Password protect each with a separate password. Do not provide password until requested to do so by the Procurement Officer.○ Submit at the same time○ Section 4.2- MDOT/MVA strongly desires TO Proposal submissions in e-mail format. An Offeror wishing to deliver a hard copy (paper) TO Proposal shall contact the TO Procurement Officer for instructions no later than December 13, 2017○ Section 4.4 provides guidance for submitting your proposals to include the order it should be in and what it should include○ Per Section 4.4.2, please submit the price sheet in PDF format. These are fully loaded rates. Proposed rates shall not exceed the rates defined in the Master Contract for the Master Contract years in effect at the time of the TO Proposal due date.○ Prices shall be valid for 120 days
<ul style="list-style-type: none">• How Your Proposal Will Be Evaluated



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- There are several steps to achieve an overall ranking
- 1st – review for responsiveness by the procurement officer
 - Was the proposal received by the due date and time
 - Submitted on time as 2 separate volumes
 - Are proposals password protected
 - Were the required attachments submitted and did they include signatures
 - If any or a combination of these responses are “no” it may result in your proposal being deemed as nonresponsive- which means that no further evaluation would take place
- 2nd- Review the offeror’s proposal to determine if it meets the minimum qualifications listed in Section 2 and quality of responses to Section 4.4.1, TO Technical Proposal.
- 3rd- Thorough review of your technical evaluation by the evaluation team using the evaluation criteria in Section 5.2 of the TORFP
 - All proposals deemed technically qualified will be scheduled for oral presentations
 - The team will capture strengths and weakness
 - Proposal will be ranked based on the best technical approach
- 4th step- Review of the financial proposals. Financials are not open prior to this point in the evaluation. Therefore, do not discuss pricing in your technical proposal or during your oral interview. The State may request a Best and Final Offer (BAFO). At the conclusion of this stage, offerors will again be ranked based on the lowest price offered.
- 5th and final- Overall ranking of the offerors. Per Section 5.3 of the TORFP, the firm determined to have the most advantageous offer to the state will be selected for award, noting that technical factors will receive greater weight than financial factors.

Vendor Questions regarding information reviewed by TO Procurement Officer above

Overview of the project: Ms. Kameel Hall

Vendor Questions as it relates to information reviewed by TO Manager

- Friendly Reminders:
- Proposals must be received by due date and time; no exceptions
 - Don’t wait until last minute to deliver your proposal
 - Keep in mind that hard copy of proposals may be delivered to MDOT TSO



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- Notify TO Procurement Officer no later than Wednesday, December 13, 2017, that you're delivering your proposal
- Please keep your CATS+ Master Contract contact information current. Only DoIT can update your information.
- Consider having a default email address rather than an email that includes someone's name
- Make sure your email addresses have been entered correctly in DoIT's master list
- Make sure your server has the capacity to receive solicitations
- Read all instructions, including those in the body of the email solicitation. Do not overlook information that may cause your firm to be removed from the procurement process or receive a lower score

Closing reminders: Question due date: Wednesday, November 22, 2017 at 12:00 PM local time

Proposal due date: Friday, December 15, 2017 at 2:00 PM local time

MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)
THE SECRETARY'S OFFICE (TSO)
MOTOR VEHICLE ADMINISTRATION (MVA)

PRE-PROPOSAL CONFERENCE
 TORFP #J00B6400012
 WEBFOCUST SUPPORT TASK ORDER
 FRIDAY, NOVEMBER 17, 2017 1:00 PM – 2:00 PM LOCAL TIME
 TSO HARRY HUGHES #3- GROUND FLOOR

Please Print:

ATTENDEE NAME & TITLE	FIRM NAME AND ADDRESS	TELEPHONE NUMBER	REPRESENTATIVE/ E-MAIL	MBE CERTIFIED YES / NO	VETERAN SMALL BUSINESS YES / NO	SMALL BUSINESS CERTIFIED YES / NO
JOHN EDWARDS SR CONSULTANT	CUSTOM SOFTWARE SYSTEMS	410 507 8164	ROBERT COSACK RCOSACK@CUSTOMSOFTWARESYSTEMS.COM	N	N	Y
MANU BAKSHI	SERVBEYOND SOLUTIONS	301 275 9973	MANU.BAKSHI@SERVBEYOND.COM	Y	NO	Y
Antoine B Wright	Mindboard Inc	484 326 511	awright@mindboard.com	Y	Y	Y
Kathleen Lipman	CTS	410 294-3989	Krlipman@verizon.net	N	Y	Y
Roger Lipman	CTS	410 245 6753	rlipman@cybernateLLC.com	N	N	Y
Erin Hamilton	DK consulting	443-552-5852	ehamilton@dkconsult.net	Y	N	Y
Lakisha Jackson	Mattix Systems & Tech.	240-339-4524/ 301 875-7144	lakisha.jackson@msandtne.com	Y	N	Y
Jennifer Dickens	United Solutions	240 643 0120	jennifer_dickens@unitedsolutions.biz	Y	N	Y

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Paul Barr Director of Govt. Relations	1101 W. Hamilton St Allentown, PA 18101	267-401-1300 x 110	pbarr@ usjit usjit.com	Yes	No	Yes
VIVEK BALI CEO	CLX - 1900 Campus Commons Dr. # 100 Reston VA	703-665-0813	VIVEK@CLX-INC.COM	Yes	NO	Yes
NARSIMA RAO Director	ANGARAI Int'l	443 854 2495	nrao@Angarai-Intl.com	?	Yes	Yes.
Scott Bolder, VP Software Consortium	Software Consortium	410-740-1910	sbolder@primasoft.net	No	No	Yes
Catherine Kruder Senior Support Mgr	InfoTEK Corp	410-290-1902	catherine.kruder@infotekcorp.com	Yes	No	Yes
Eric Bundymanan	Bith Group Technologies	410-962-1188	ebundy@bithgroup.com	Yes	NO	YES
TINA DORN			Tdorn@MDTA.state.md.us			
NARAYAN Aranya	iCure Systems	703-222-3636	NARAYAN@ICURESYS.COM	Yes	Yes	Yes.

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JAY Walker, Business Dev.	DSFederal	240-381-7564	JAY.Walker@DSFederal.com	Y		Y
N Bohanan MVA	MVA	410 768 7895	Nbohanan@mdot.state.md.us			
V Preskey MVA	MVA		VPRESKEY1@MDOT.STATE.MD.US			
Mike Ross	Cambridge Federal	410 221-7546	Mike.Ross@CambridgeFederal.com		X	X
Adis Sblimi	SSSI	410-715-5700	adis@sssi.net	✓		✓
NAYAB SIDDIQUI	Anchor TC	410.707.6941	NAYAB@AnchorTC.com	✓	✓	✓
Christa Stank	GANTECH	410 499 2181	cstank@gantech.net	X		
Fred Maier	DMI	703 851 2545	fmaier@dminc.com			

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Sandeep Kanyan	INFOJINI INC Columbia, MD	443-257- 0086	SHARJANI @ INFOJINI CONSULTING.COM	Yes	-	Yes
Kameel Hall	MDOT MVA	4107687188	khall3@mdot.state.md.us			
INDERBIR SINGH	CORELOGIX CONSULTING	703 665 0813 x104	INDER@CLX-INC.COM	YES	NO	YES
Dana Ziegenhein	MDOT	410-865-1315	dziegenhein@mdot.state.md. 5			
Anna Kolluri	Resourcesys Inc	410 715 2112	anna@resourcesys.com	Yes		Yes
Amy Abram	TSO	410-865-1129				
Brenda Townsend-Milton	TSO	410-684-7055	btownsendmilton@mdot.state.md.us btownsendmilton	N/A	N/A	N/A