

**Pre-Proposal Conference Minutes**

**CATS+ TORFP J01B5400010**

**MDTA – OPENTEXT LIVELink Enterprise Content Management System and  
Support Services**

**Wednesday, December 17, 2014, 2:00 p.m. Local Time**

Welcome to the Pre-proposal conference for the Consulting & Technical Services Plus, Task Order Request For Proposal #J01B5400010 for the Maryland Transportation Authority – OPENTEXT LIVELink Enterprise Content Management System and Support Services. 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 Minority Business Enterprise (MBE) 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 and Gail Tutko, (Maryland Department of Transportation, Office of Transportation Technology Services, Contract Management Office), and Delores Ragsdale, Kaushik Dutta, Andrew Cole and Kelvin Hudson (Maryland Transportation Authority)

I will be going over the Procurement part of this project and will take questions. And then I will then turn this conference over to Ms. Ragsdale and her team 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 December 8, 2014.
- Offerors will have the opportunity to submit questions in writing; written questions must be submitted by email to **Joseph.Palechek@MDOT.State.MD.US**. The deadline for submission of written questions **Monday, December 22, 2014 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 **Monday, January 12, 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 38 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 you email was received.
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.
- 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 Maryland Transportation Authority 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
- Submit your offer in the format listed in section 3 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 - Task Order Award Process, in particular Section 4.2 – the “Technical Proposal Evaluation Criteria.
- There is a **25% Minority Business Enterprise (MBE) Goal** for this project. MDOT encourages MBE firms to participate in this solicitation. New MBE Forms allow an MBE Prime self performance towards the MBE Goal. See the MBE Forms for more information. Specifically Form B, Part 1, Page 1 of 3, #5
- If there are any MDOT Certified MBE firms or Veteran Owned Small Businesses in attendance today, this would be a good opportunity to network with Firms planning to submit as a Prime Contractor.

**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**

**MTDA – OPENTEXT LIVELink Enterprise Content Management System and Support Services  
TORFP #J01B540010**

TITLE: MDTA – OPENTEXT LIVELink

DATE: Friday, December 17, 2014

[ X ] PRE PROPOSAL MEETING

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	VSBE
MD. Dept. of Transportation	Joseph Palechek	410-865-1129	joseph.palechek@mdot.state.md.us		
SONIA Networks LLC	JAMES SHENTON	443 440 1508	jshenton@sonianetworks.com	✓	
The IQ Business Group	John (sean) Butler	301-633-4292	sbutler@iqbginc.com		
MDTA	ANDI COLE	443-829-0670	acole2@mdta.state.md.us		
MDTA	DELORAS RAGSDALE	410-537-6734	dragdale@mdta.state.md.us		
MDTA	Kelvin Hudson	410-537-8457	khudson@mdta.state.md.us		
MDTA	KAUSHIK DUTTA	410-537-6729	kdutta1@mdta.state.md.us		
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MDOT	Donna Ziegenhein	410-865-1315	dziegenhein@mdot.state.md.us		
G+RD Solutions, LLC	Gregory Dash	443-622-6523	gdash@grdsolutions.com	✓	✓
INFOJINI INC	Sandeep Kanyan	443-257-0026	SHARJANI@INFOJINICONSULTING.COM	✓	✓