

Pre-Proposal Conference Minutes
CATS+ TORFP J01B5400014
MDTA – Project Management Resources
Wednesday, January 7, 2015, 2:00 p.m. Local Time

Welcome to the Pre-proposal conference for the Consulting & Technical Services Plus, Task Order Request For Proposal #J01B5400014 for the Maryland Transportation Authority – Project Management Resources. 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 Gail Tutko and Peter Arrey, (Maryland Department of Transportation, Office of Transportation Technology Services, Contract Management Office), and Sheronda Williams, Delores Ragsdale, Andrew Cole and Margaret Hajantoni (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 17, 2014.
- We will attempt to answer every question, but our responses may be subject to clarification later. Any 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 to **the Procurement Officer**. **Questions must be submitted by email to Joseph.Palechek@mdot.state.md.us**. The deadline

for submission of written questions **Friday, January 9, 2015 by 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 **Friday, January 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 34 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.
- 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 two (2) Master Contractors for two (2) Project Management Resources each for a total of four (4) Project Management Resources.**
- 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 **no Minority Business Enterprise (MBE) Goal** for this project. However, MDOT encourages MBE firms to participate in this solicitation.
- **This solicitation is a Small Business Reserve (SBR) solicitation only.**

Friendly reminder:

- It is your 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
- 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 – Project Management Resources
TORFP #J01B5400014**

TITLE: MDTA – Project Management Resources

DATE: Wednesday January 7, 2015

[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		
Bithgroup	Laurie Hess	410.962.1188	lhess@bithgroup.com	✓	
Vetegrity	Mark Fetter	888-477-6653	mfetter@vetegrity.com		✓
Grantech	Luis Valdivieso	443-764-7755	lvaldivieso@grantech.net	✓	
DK Consulting	Heath Gaisovich	443-552-5851	hgaisovich@dkconsult.net	✓	
Software Consortium	Ken Mattola	410-740-1910	kmattola@softwareconsortium.com		
LINE OF SIGHT	KEN ALSTON	410-963-2817	KALSTON@LINE-OF-SIGHT.COM		
POWERSOLV	BETH WONG	703-230	WONGBA@POWERSOLVING.COM		✓
GAITUTKO/MDOT-010	GAITUTKO	684-7066	5500	5500	gaitutko.1@mdot.state.md.us
VIJAY BOURI					
N-3 Technologies, Inc.	VIJAY BOURI	301-254-5292	vijay.bouri@n-3tech.com	✓	
Group 2	Anthe Zairis	410-992-0888	azairis@group-2.net	✓	
ANGARAI INTL	BRIGGETTE HARRINGTON	301-351-5762	bharrington@angarai-intl.com	X	
Infojini, Inc	SAMEERA ADITHYAN		SAMEERA.ADITHYAN@infojiniconsulting.com		
MVS, Inc.	Lynn Davis	202-722-7981	ldavis@mvsconsulting.com	X (SBR)	

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MD. Dept. of Transportation	Joseph Palechek	410-865-1129	joseph.palechek@mdot.state.md.us		
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Netorian	Walter Borkowsky	443-619-3945	wborkowsky@netorian.com		
SYSCOM, Inc.	Verna Willes	410-539-3737	vwilles@syscom.com		✓
Momentum Inc.	Michael K Harrell	717-645-6054	mharrell@momentum-inc.com		
K2 Project Control Systems	Michael Marcell	240-876-4833	mmarcell@k2consulting.com		
3C Computer Solutions	Chris Thorpe	703-785-7135	chris@3csol.net		
ANGARAI Intl	Bruce Schrist	410-446-6191	bschrist@angarai-intl.com	✓	
Soft-Con Enterprises	Gerald McGhee	301-429-0075	gmcghee@softcon1.com	✓	
Soft-Con Enterprises Inc	Mary Kay McLaughley	301-429-0075	mkmcgaughey@softcon2.com	✓	
CANTON GROUP	THOMAS GARDNER	410-675-5708 ^{x7119}	tgardner@cantongroup.com	✓	
Software Consortium	Brian Zernhe	443-696-6880	BZERNHELI@softwareconsortium.com		
MDTA Procurement	Mergie Hajianfari	410-537-7812	mhajianfari@mdta.state.md.us		
MDTA	Audrey Cole	443-829-0620	acole2@mdta.state.md.us		
MDTA	DeLores Ragsdale	410-537-6734	dragsdale@mdta.state.md.us		
MDTA	Sheron Williams	410-537-1077	swilliams1@mdta.state.md.us		
ARSS SOLUTIONS	Russell Henderson	301-358-5889	RHENDERSON@ARSSOLUTIONSINC.COM	✓	
Bay-Tek Consulting	Mark R Wagner	443-677-6728	mwagner@bay-tek.net	✓	
Anurag Mehta Ela Consulting	Anurag Mehta	202-630-7620	anurag@elacconsultinginc.com	✓	

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