

Pre-Proposal Conference Minutes

CATS+ TORFP J02B4400035

**SHA – Application Software Support and Maintenance for the Commercial
Vehicle Information Exchange Window (CVIEW) System**

Wednesday, February 4, 2015, 10:00 a.m. Local Time

Welcome to the Pre-proposal conference for the Consulting & Technical Services Plus, Task Order Request For Proposal #J02B4400035 for the State Highway Administration – Application Software Support and Maintenance for the Commercial Vehicle Information Exchange Window (CVIEW) System. My name is Trisha O’Neal. Joseph Palechek the Procurement Officer assigned to this project was unable to attend.

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) 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 Peter Arrey (Maryland Department of Transportation, Office of Transportation Technology Services, Contract Management Office), and Manoj Pansare and Dave Czorapinski (State Highway Administration)

I will be going over the Procurement part of this project and will take questions; However, any questions to be answered officially must be sent in writing to the Procurement Officer by February 6, 2015 @ 2:00 p.m.. And then I will then turn this conference over to Mr. Pansare and Mr. Czorapinski 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 January 21, 2015.

- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted by email to jpalechek@mdot.state.md.us**. The deadline for submission of written questions **Friday, February 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 **Friday, February 13, 2014 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 35 and 36 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. Any responses received after the exact due date and time, will not be accepted.
- 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. SHA 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 State Highway 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 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.

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
PRE-PROPOSAL MEETING**

TITLE: SHA – Application Software Support and Maintenance for the Commercial Vehicle Information Exchange Window (CVIEW) System

TORPH #: J02B4400035

DATE: Wednesday February 4, 2015

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	SBR	MBE	VSBE
Dept. of Transportation	-Joseph Palechek Trisha O'Neal	410-865-1129 ¹³⁸⁶	joseph.palechek@mdot.state.md.us toneal@mdot.state.md.us			
SHA	MANOS PASARAKIS	410 582 5730	mpasarakis@sha.state.md.us			
Socohwest Research Inst.	Tammy Duncan	210 522 3927	tduncan@swri.org			
SKyline	BRIAN HACKENBERG	410-553-2026	bhackenberg@skylinenet.net			
SKyline	Darby Ashmore		DASHMORE@SKYLINET.NET			
SHA / MCD	DAVE CZORAPINSKI	582-5730 410-582-5730	dczorapinski@sha.state.md.us			
MDOT / CMO	GAIL TUTTKO	410-684-7066	gtuttko1@mdot.state.md.us			
MDOT / CMO	Donna Ziegenhein	410-865-1315	dziegenhein@mdot.state			
MVS	Lynn Davis	202-722-7981	ldavis@musconsulting.com	✓	✓	
MDOT	Michael Hafley	410 865 1132	m.hafley@mdot.state.md.us			
XEROX	GEORGE HARDY	410.540.8571	GEORGE.HARDY@XEROX.COM			

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