

Pre-Proposal Conference Minutes

**CATS+ TORFP J05B3400032**

**MTA – Security Systems Hardware and Software Maintenance**

**Tuesday, February 24, 2015, 9:30 p.m. (EST)**

Welcome to the Pre-proposal conference for the CATS+ Task Order Request For Proposal #J05B3400032 for the Maryland Transit Administration – Security Systems Hardware and Software Maintenance. 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), Small Business Reserve (SBR) 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 Randy Fertig (Maryland Transit Administration), and Janet Unger and Paul King from AECOM

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 Mr. Fertig 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, address concerns, provide clarification, and provide instructions pertaining to the solicitation and scope of work. As well as answer questions, however, if you want a firm response to your question I ask that your question be submitted in writing to me via email.
- This CATS+ TORFP was released through email on February 9, 2015.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at [jpalechek@mdot.state.md.us](mailto:jpalechek@mdot.state.md.us)** The deadline for submission of written questions **Thursday, February 26, 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 **Tuesday, March 10, 2015 at 2:00 P.M. Local Time**. Per section 1.4, offers received after the stated due date and exact time will not be accepted.
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under Section 3.3 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)
- The Financial Proposal only must be sent Password protected. This is to ensure the proposal cannot be opened until the Procurement Officer requests the password from firms that after Technical Evaluation are susceptible for being selected for award.
- 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.
- The Maryland Transit 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 - 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. In addition there are sub-goals of 8% Woman owned, 7% African American, 2% Hispanic owned, and 0.5% Veteran Owned Small Business firms.
- 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.
- I want to take this time for all of the attending companies to introduce themselves.

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
CATS+ TORFP #J05B3400032**

TITLE: MTA – Security Systems Hardware and Software Maintenance Contract

DATE: Tuesday February 24, 2015

[ X ] PRE PROPOSAL MEETING

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Dept. of Transportation	Joseph Palechek	410-865-1129	joseph.palechek@mdot.state.md.us			
ARALIA.	ROBERT NORRINGTON	417-826-2147	snorrington@rivemesystems.com			
American Cabling Company	Yvette Allen	301-390-2774	yvette.allen@americancabling.com	✓		
GANTECH	Amber Schach	410-299-0523	aschach@gantech.net	✓		
DK Consulting	Heath Gaisovich	443-552-5851	hgaisovich@dkconsult.net	✓	✓	
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Skyline	BRIAN HACKENBERG	410-991-9125	bhackenberg@skylinenet.net			
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MTA Police	Precious Evans	410-481-1685	pevans7@mta.maryland.gov			
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