

ORIGINAL

STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION

Pre-Proposal Conference
Consulting and Technical Services
Task Order Request for Proposals
Vermont, Maryland and West Virginia (VMW)
UI Modernization (UIM)
Project Management Office (PMO)

DLLR-FY-2015-005-004, P00B5400010

1100 North Eutaw Street
Fifth Floor
Baltimore, Maryland

August 8, 2014

LATESA THOMAS, Chief of Procurement

SANDY CRISAFULLI, Procurement Officer

DENNIS MORTON, Deputy Assistant Secretary for
Unemployment Insurance

MELISSA GANLEY, VMW Project Director

GLENN GODWIN, Project Manager for Maryland

MONIQUE SMITH, Assistant to the Program Director

1 PRESENT FOR VENDORS:

2 KATHLEEN RECKIEWICZ, CSG

3 BILL HASSLER, Edwards Project Solutions

4 DEAN LAYMAN, Leidos

5 ROBERT CARBERRY, Intueor Consulting

6 BRIAN ZERNHELT, Software Consortium

7 M. WAGNER Edwards Project Solutions

8 SHERREE ROGERS, Connect2tek

9 DENNIS GLORIOSO, Navigator Management

10 MIKE MEGAHED, Infojini Consulting

11 DORIS HOLLEY, ANGARAI

12 KEN MATTOLA, Software Consortium

13

14

15

16

17

18

19

20

21

INDEX

	<u>Page</u>
1	
2	
3	Opening by Ms. Crisafulli 4
4	Introductions of DLLR Participants 5
5	Presentation by Ms. Ganley 6
6	Vendor Questions 11
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	

P R O C E E D I N G S

(9:30 a.m.)

1
2
3 MS. CRISAFULLI: Welcome to the Department of
4 Labor, Licensing and Regulation. I'm Sandy Crisafulli,
5 the Procurement Officer for Consulting and Technical
6 Services Task Order Request for Proposals, Vermont,
7 Maryland and West Virginia, UI Modernization PMO, DLLR-
8 FY-2015-005 [sic], P00B5400010. I'm going to be the sole
9 point of contact for this procurement. At this time I
10 would like everyone to please sign in on the sign-in
11 sheet and place your business cards in the brown
12 envelope, if you haven't done that already. Today is
13 August 8th. It is 9:30. This Pre-proposal Conference is
14 being recorded to ensure compliance with the State of
15 Maryland, COMAR Title 21.

16 When asking questions, it's important to
17 identify yourself, including your company name, and speak
18 in a clear voice. I would like to ask you to turn off
19 your cell phones because it gets a lot of -- she can't --
20 it picks up interference.

21 At this time, I would like to ask a few

1 individuals from DLLR to introduce themselves. They're
2 not necessarily will be on the Evaluation Committee, but
3 they are sitting in for purposes to clarify any questions
4 you may have.

5 We'll start here.

6 MS. THOMAS: Good morning. I'm Latesa Thomas,
7 Chief of Procurement.

8 MR. MORTON: I'm Dennis Morton. I'm the Deputy
9 Assistant Secretary for Unemployment Insurance.

10 MS. GANLEY: Melissa Ganley, VMW Project
11 Director.

12 MR. GODWIN: And I am Glen Godwin, the Project
13 Manager for the State of Maryland.

14 MS. SMITH: Monique Smith, Assistant to the
15 Program Director.

16 MS. CRISAFULLI: I would like everybody to turn
17 to page 4. I just want to talk about some key
18 information. I'll go over, reiterate the TO project
19 number is DLLR-FY-2015-005 [sic]. And functional area
20 10, IT Management Consultant Services. The TORFP was
21 issued July 30, 2015 [sic]. The questioned due date and

1 time is August 12th at 2 p.m. local time. The closing
2 date for this procurement is August 20, 2014, at 2:30
3 p.m., local time. Please submit all questions to the
4 Procurement Officer, me, Sandy Crisafulli. The period of
5 the performance is three base years with two one-year
6 renewal options. There's no MBE goal. There's no vet
7 goal and no SBR goal.

8 Move to page 8. I just want to talk to you
9 about 1.11, the travel reimbursement. Expenses for
10 travel performed in completing tasks for the TORFP shall
11 be -- shall not be reimbursed. I just wanted to make
12 that clear.

13 Now I would like you to go to page 10, and
14 we're going to turn it over to Melissa so she can go over
15 the scope.

16 MS. GANLEY: Hello. The first thing I want to
17 point out is that obviously for many of you, you've seen
18 this in a different iteration, and at a former Pre-
19 proposal Conference we had our partners from West
20 Virginia and Vermont here. They are, unfortunately, not
21 able to attend today's meeting, but they are with us in

1 spirit. So it truly is a three-state project, and it's
2 unfortunate they weren't able to make it for this, for
3 this Pre-proposal Conference. But they will certainly be
4 part of any future interviews and the work going forward.

5 As Sandy pointed out, one of the biggest
6 differences for this solicitation is the MBE goal, the
7 fact that that has been removed. There are a few other
8 things that I want to go through and highlight. I'm
9 going to start on page 10, third paragraph down, where
10 the second sentence begins with the word however. In the
11 first version we had a Senior Project Manager and Junior
12 Project Manager. Now we simply have the Senior Project
13 Manager, and that is further emphasized down in the
14 seventh paragraph where it says for making an award
15 determination, the TO contractor shall propose exactly
16 one. We only want one. We don't want a whole list.
17 We're looking for one individual Senior Project Manager.

18 Moving forward to page 12, just to give you a
19 global picture of the project, this solicitation is for
20 the project management services. So we want -- and these
21 project management services will help guide us in our

1 work with the design and development vendor. The
2 contractor selected for this procurement is not eligible
3 for work with that design -- to do any of the design
4 work. So we'll have this Project Management Office to
5 help the consortium and be an independent voice for the
6 consortium in working with the vendor. And then we're
7 also going to have obviously the design vendor, and we
8 already have secured a legal vendor for -- to be a
9 resource in contract negotiations down the road. So
10 there are three procurements as part of this project, and
11 this is the second of the three.

12 Page 13, 2.72 at the bottom of the page. The
13 TO contractor shall provide individuals to deliver Core
14 PMO services in the following areas as directed by the TO
15 Manager or designee. So, again, we only want the one
16 Senior Project Manager, and after we have that one Senior
17 Project Manager, additional resources will be onboard at
18 the discretion of the consortium. And that's for all
19 other services. Now we do want a staffing plan
20 submitted. So we want to see what -- and that's to give
21 us an idea of your experience with the size and

1 complexity of the project. How do you see this? When do
2 you see resources being brought in? But the ultimate
3 decision on when those resources are involved is at the
4 discretion of the consortium.

5 Page 21 talks to additional project services,
6 and those are the ones that we envision that we will
7 need, but we certainly can't give you an hour. We don't
8 know. They're not part of Core. These will most likely
9 be on work order time and material basis as opposed to
10 any fixed cost. So we certainly, one of the requirements
11 is that each TO contractor who is submitting bids for
12 this solicitation has these resources listed at their
13 disposal, and however you want to select those
14 individuals is up to your discretion, but we want, if we,
15 if we call you up and say, you know, we think we're going
16 to need a group facilitator, you should be able to get
17 one relatively easily.

18 I want to point out, page 29, Section 2.10,
19 Minimum Qualifications. These are the same as they were
20 before, with the exception of number three. In the
21 previous version, you may remember that there were two --

1 or excuse me. There were three IT projects. We've
2 reduced that to two. As for the rest of the minimum
3 qualifications, we did discuss them at length within the
4 three -- between the three states, and we feel strongly
5 that we want a company who has had background doing the
6 size and scope of a project. So they are -- these
7 minimum qualifications will not be changed further beyond
8 the reducing of the -- as we already said, we reduced it
9 from three projects to two project. As they are stated
10 here in this document is what they will remain.

11 And then, lastly, I want to flip over to
12 Section 4, page 39. And that is looking down at
13 Selection Procedures, B and C. We are going to hold
14 interviews with the contractor again to see that the
15 contractor, that the TO contractor has experience
16 providing services that meet this level of a project.
17 But then also we're going to interview the Project
18 Manager to make sure that that is a good fit as well. So
19 it is a two-prong approach to the selection.

20 I really think that that's about it for me,
21 Latesa.

1 MS. THOMAS: Okay.

2 MS. CRISAFULLI: I just wanted to go over one
3 other thing. I wanted you all to take a look at page 34
4 to make sure you understand how to submit the proposals
5 in the proper format so you won't make any mistakes.
6 Just make sure you pay attention to that. And make sure
7 that you submit with the required -- the required
8 responses. That's pretty much all I wanted to say. If
9 you have any questions about the TORFP, please submit in
10 writing before the closing date questions, which is
11 August 12th.

12 Is there any questions for any of us up here?

13 MS. RECZKIEWICZ: So any questions -- Kathy
14 Reczkiewicz, CSG, any questions that we have, we should
15 just put in writing. We should not ask those at this
16 time.

17 MS. CRISAFULLI: You can ask them at this time,
18 and we will respond in writing.

19 MS. RECZKIEWICZ: Okay. May I ask?

20 MS. CRISAFULLI: Sure.

21 MS. RECZKIEWICZ: In Section 3.4.1.A.3.

1 MS. CRISAFULLI: What page are --

2 MS. RECZKIEWICZ: Oh, boy.

3 UNIDENTIFIED SPEAKER: 3.4.1 --

4 MS. CRISAFULLI: 35.

5 MS. RECZKIEWICZ: Yes.

6 (Simultaneous comments.)

7 MS. CRISAFULLI: Okay.

8 MS. RECZKIEWICZ: Instructs the contractor
9 shall provide an initial staffing plan based on the
10 notional project schedule. What does the State mean by
11 notional? What should be included in this part of the
12 response? Are we talking about -- breakdown structure?
13 So just to clarify what notional means.

14 MS. GANLEY: Am I allowed --

15 MS. CRISAFULLI: Yes.

16 MS. GANLEY: Do I need to respond in writing?

17 MS. THOMAS: No. You can respond now.

18 MS. GANLEY: We're looking for a sequential and
19 approximate timeline. You would imagine that at this
20 point in the project you'd be bringing on this type of a
21 resource, and at this point in the contract you'd be --

1 on this. So it's not a formal detailed work breakdown
2 structure, but we do want to get an idea that you know
3 during which phase, during what point in the project you
4 are going to need to pull in those additional resources.

5 MS. RECZKIEWICZ: Thank you.

6 MS. GANLEY: Glen, do you have anything to add
7 to that?

8 MR. GODWIN: No, that's exactly right. Exactly
9 what we're looking for. A rough timeline.

10 MR. HASSLER: Can I follow-up with that
11 question?

12 MS. GANLEY: Sure.

13 MR. HASSLER: Bill Hassler, Edwards Project
14 Solutions. So earlier in the document you described that
15 you had gone through Phase 1, which is SCLC Phases 1
16 through 4. So you have a high level understanding of
17 what the requirements are going to be for this pursuit.
18 Could the State allow the contractor base to understand a
19 little bit better about the size, scope and complexity of
20 these three unique systems that are going to be legacy
21 systems that are going to be replaced? Because, you

1 know, if it's a \$10 million venue, it may have one
2 level of staffing for that staffing plan. Or if it's
3 \$100 million venue, there are differences in the
4 complexity when -- understand that the steps are still
5 the same, but giving a staffing profile is a little bit
6 difficult not understanding the complexity of this
7 software --

8 MS. GANLEY: We have approximately 400 use
9 cases to cover the three business -- functional areas,
10 tax appeals and benefits. I'm trying to think of the
11 numbers to give you.

12 MR. GODWIN: I'm trying to think about -- yeah,
13 you're right what the use case is about what, 900
14 individual requirements have been identified. Those
15 requirements of course they run the gamut from very --
16 easy to understand stuff to some more complex stuff. But
17 there's about 900 requirements. How many use cases did
18 you say?

19 MS. GANLEY: Approximately 400.

20 MR. GODWIN: About 400 use cases.

21 MS. GANLEY: Maybe a little bit more.

1 MR. GODWIN: The use cases are extensive. We
2 are, we are quite keen on seeing that those use cases are
3 addressed. I mean we can tell you that.

4 MS. GANLEY: And each use case does have
5 pre-conditions and post-conditions, and it's a very --
6 the requirements are pretty -- they're still high level,
7 but they are, you know, they do connect, and they show
8 the web of how everything intertwines between the three
9 systems and should intertwine.

10 MR. HASSLER: So for the 400 use cases, how
11 many are common to all three states and how many are
12 unique?

13 MS. GANLEY: I'd say probably about 90 percent
14 of our requirements are common between the three states,
15 and the 10 percent that are different are designated as
16 different.

17 MR. HASSLER: Thank you.

18 MR. GODWIN: And we have identified those. All
19 requirements are identified as common to all states or we
20 indicate the states to which they're applicable. So we
21 do have a pretty good handle on that. And as Melissa

1 said, 90 percent, possibly more are common.

2 MS. GANLEY: We try to do the requirements
3 keeping them as common as possible. And where they're
4 not common is usually some state law or reason that was
5 not changeable by simple business process.

6 MR. HASSLER: Thank you.

7 MS. RECZKIEWICZ: Kathy Reczkiewicz, CSG. I
8 have a page number this time. Page 37h, Offeror General
9 Information, number iii, instructs contractors to submit
10 with the technical proposal MBE participation, submit
11 completed MBE documents, Attachment 2, Forms D-1 and D-2.
12 Can the State please confirm that this was included
13 mistakenly?

14 MS. CRISAFULLI: This was mistaken. And it was
15 sent out as an addendum on July 31st.

16 MS. RECZKIEWICZ: I did not receive it. I'm
17 sorry.

18 MS. GANLEY: The addendum, I believe, just
19 addressed 2. or 1.5.

20 MS. CRISAFULLI: Right.

21 (Simultaneous comments.)

1 MS. RECZKIEWICZ: And along those same lines,
2 the list of attachments, notes that the Minority Business
3 Enterprise participation attachments that are applicable
4 to this TORFP must be submitted with the proposal.
5 Again, that's not --

6 MR. GODWIN: We missed that.

7 MS. CRISAFULLI: Does anyone have any questions
8 about the minimum qualifications?

9 MR. HASSLER: I think it's pretty clear that --
10 this is Bill Hassler again, Edwards Project Solutions,
11 that subcontractor will not be considered as part of the
12 minimum. So a team configuration will not be considered.

13 MS. GANLEY: That's correct.

14 MR. HASSLER: It has to be the prime.

15 MS. GANLEY: There was a question over there.

16 MR. LAYMAN: Yes. Dean Layman, Leidos. You make
17 it clear that no travel expenses will be reimbursed, but
18 is the contractor expected to make out-of-town trips to
19 like Vermont and West Virginia as far as --

20 MS. GANLEY: The majority of the work will be
21 done in Baltimore, but, yes, there will be times we'll

1 ask, you know, whether it's the Senior Project Manager or
2 one of the other staff members to travel to the other
3 states.

4 MR. LAYMAN: Is there a way to quantify about
5 how many trips that would possibly be?

6 MS. GANLEY: I think we talked about eight per
7 year. Is that, Glen, is that about what you remember?

8 MR. GODWIN: Well, for the PMO folks, I don't
9 think it would be that many. I envision the first year
10 probably three.

11 MS. GANLEY: Three trips?

12 MR. GODWIN: Yeah. One or two to Vermont and
13 the other to West Virginia. And then a lot of the work
14 will be done here. They'll be coming here as well. So I
15 would say three trips for the first year is a good
16 estimate. Subsequent years the same. I would use that.
17 We'll, you know, our feeling is as the project progresses
18 and everyone, you know, learns how to work through our
19 processes and procedures that we should be able to
20 possibly minimize some of that travel, but that would be
21 in the later years. For the first two years I would

1 definitely count on three trips per year.

2 MS. CRISAFULLI: Any other questions about the
3 minimum qualifications or anything else?

4 MS. RECZKIEWICZ: This is Kathy from CSG one
5 more time. I just want to clarify the oral presentations
6 -- interviews they will in fact -- Section 1.5 says it
7 will be required. Then Section 4.3 says it may be
8 required. So they will occur, correct?

9 MS. GANLEY: For qualified offerors.

10 MS. RECZKIEWICZ: Okay. And that two-prong
11 approach, can we assume that the company and the Project
12 Manager interviews will occur on the same day?

13 MS. GANLEY: Yes.

14 MS. RECZKIEWICZ: Okay. Thank you.

15 MS. GANLEY: We certainly wouldn't want to, you
16 know, make companies travel on different days. That
17 makes more sense.

18 MS. RECZKIEWICZ: Thank you.

19 MR. HASSLER: Bill Hassler, Edwards Project
20 Solutions. Do you have an anticipated award date for
21 this contract?

1 MS. GANLEY: We --

2 MR. HASSLER: -- would you like to have.

3 MS. GANLEY: Given that we're already a little
4 bit further behind the schedule where we wanted to be, I,
5 my, my goal is late September, early October.

6 MR. HASSLER: Thank you.

7 MS. CRISAFULLI: She's still thinking.

8 MR. GODWIN: No more questions?

9 MS. CRISAFULLI: Okay. This concludes the
10 conference, and I thank you all for coming out.

11 (Whereupon, the Pre-Proposal Conference
12 concluded at 9:50 a.m., on August 8, 2014.)
13
14
15
16
17
18
19
20
21

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

C E R T I F I C A T E


This is to certify that the attached
proceedings before the Department of Labor, Licensing and
Regulation in the matter of:

Pre-Proposal Conference
Consulting and Technical Services
Task Order Request for Proposals
Vermont, Maryland and West Virginia (VMW)
UI Modernization (UIM)
Project Management Office (PMO)

PLACE: Baltimore, Maryland

DATE: August 8, 2014

were held as herein appears, and that this is the
original transcript thereof for the file of the
Department.


Cathy Belka, Reporter
FREE STATE REPORTING, INC.

DEPARTMENT OF LABOR LICENSING AND REGULATION
SIGN-IN SHEET

August 8, 2012 at 9:30 A.M.

(VMW) UI Modernization (UIM) Project Management Office (PMO)

Company Representative	Company Name Mailing Address	Phone Number	Fax Number	E-Mail Address
Matthew Kiezkiewicz	CSG Government Solutions	217-417-3356		KRECHKIEWICZ@csghelios.com
Robert Carberry	Intueor Consulting	717-758-7577		CARBERRY@INTUEOR.COM
Brian Zernhel	Software Consortium	443-690-0880		BZernhel@scinsc.com
Dean Layman	Leidos	443-367-7553		Dean.J.Layman@leidos.com
M. Wagner	Edwks	-		
Bill Hassler	Edwards Proj Solutions	703-268-6893		BHassler@edwps.com
Sherrice Rogers	Connect2tek			SRogers@connect2tek.com
Dennis Glorioso	Navigator Management	443-803-3051		

DEPARTMENT OF LABOR LICENSING AND REGULATION
SIGN-IN SHEET

August 8, 2012 at 9:30 A.M.

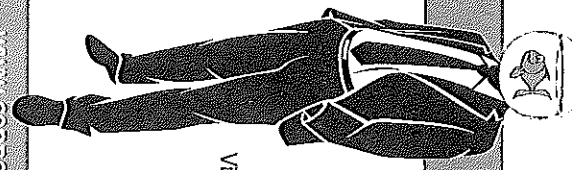
(VMW) UI Modernization (UIM) Project Management Office (PMO)

Company Representative	Company Name	Mailing Address	Phone Number	Fax Number	E-Mail Address
Mike Megahed	Enlojini Consulting		664053794		Mike.Megahed@enlojiniconsulting.com
Doris Pholley	ANCA RAI		3018320986		Pholley - anca.rai@1h+2
Ken Mathola	Software Consortium		4107481910		KenMathola@softwareconsortium.com

EDWARDS PROJECT SOLUTIONS

Bill Hassler
VP, Business Development
BHassler@EdwPS.com
www.EdwPS.com

443.561.2622 (direct)
800.556.2506 (main)
703.268.6893 (cell)
443.561.0199 (fax)



www.connect2tek.com

Meet Jim!

Now appearing
at a browser
near you!

Virtual Recruiting
and Hiring



Navigator Management Partners LLP
921 E. Fort Ave. Suite 325
Baltimore, MD 21230

Dennis Glorioso Jr.

Phone: (443) 803-3051

dgloriosojr@navmp.com
www.navmp.com

ANGARAI

BUSINESS TRANSFORMATION | MANAGEMENT CONSULTING | INNOVATIVE SOLUTIONS

Doris Holley, PhD, MS, PMP, RM, ITIL

Director of Health & Human Services Solutions

7331 Hanover Parkway, Suite C & D
Greenbelt, MD 20770
dholley@angarai-intl.com

410.457.7950 (W)
301.832.0987 (M)
301.220.2308 (F)

www.angarai-intl.com

8(a) GSA MBE DBE

- NAICS codes: 541511, 541512, 541513, 541519, 541611, 541618, 541690, 541990, 561320, 611420, 611430
- GSA Schedule 70: GS-35F-0272U
- Maryland MBE/DBE
- Founded in 1991

GSA A WOMAN-OWNED
SMALL BUSINESS

SBA 8m
Woman Owned Small Business

leidos

Dean J. Layman

Senior Program Manager
Project Management Professional (PMP)

6841 Benjamin Franklin Drive, M/S F1-3-S4
Columbia, MD 21046

O: 443.367.7553 C: 410.564.6383
dean.j.layman@leidos.com leidos.com

INTUEOR MAXIMIZING VALUE

ROBERT E. CARBERRY, JR.
VICE PRESIDENT - BUSINESS SOLUTIONS
(NORTH AMERICA)

OFF - (949) 753 9010
CELL - (717) 758 7577
FAX - (949) 753 9014

CARBERRY@INTUEOR.COM
7700 IRVINE CENTER DR.
STE 470, IRVINE, CA 92618



Kathleen Reczkiewicz
Client Executive, Unemployment Insurance

180 North Stetson Avenue
Suite 3200
Chicago, IL 60601
www.csgdelivers.com

Mobile: 217.417.3356
Chicago: 312.444.2760
kreczkiewicz@csgdelivers.com