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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg  
Procurement Officer

RE: ADDENDUM I  
TORFP NO. R00B4400075  
MDK12 AND REPORT CARD WEBSITES SUPPORT

DATE: April 15, 2014

**YOU SHOULD RECEIVE 20 PAGES  
In addition to the attendance sheet  
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628  
OR EMAIL [drichburg@msde.state.md.us](mailto:drichburg@msde.state.md.us)  
THANK YOU.**

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Tuesday, March 25, 2014;
2. Questions received prior to the Pre-Proposal Conference; and
3. Attendance Sheet.

**PROPOSALS ARE DUE NO LATER THAN  
2:00 PM EDT, THURSDAY, APRIL 24, 2014**

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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Baltimore, MD 21201-2595  
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TORFP NO. R00B4400075

**MDK12 AND REPORT CARD WEBSITES SUPPORT**

Received By \_\_\_\_\_  
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Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendor \_\_\_\_\_

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**PLEASE E-MAIL, FAX OR MAIL THIS TO:**

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**MS. RICHBURG:**

Okay. There's a sign-in sheet that's going around, so I'm going to ask everyone to please make sure you sign in. Again, good morning. I'm Dorothy Richburg. I'm one of the Procurement Officers here at MSDE.

And let me take this opportunity to say welcome to our Pre-Proposal Conference for the Procurement for the support and maintenance for the MDK12 and Report Card Websites.

With me this morning is the Project Manager, Leonard Smith, and he'll introduce himself and go over some things. But I just want to give you an overview of how we will conduct our Pre-Proposal Conference. Which one do you want to go to?

(Off the record on unrelated matter.)

**MS. RICHBURG:**

Okay. You've been here before. You know how I conduct a Pre-Proposal Conference. We'll have our introductions. We'll ask that you will state your name and the company that you're representing, after which Leonard Smith will give us an overview of the procurement.

You will then have an opportunity to answer as many questions as you like. We will conduct the Pre-Proposal Conference round-robin style. Excuse me.

**MR. SMITH:**

So let's start with introductions. My name is Leonard Smith. I'm the Project Manager for what we call MDK12.org, it's our school improvement website, and I'll give you a little background on that. And also, the Maryland Report Card, which is our compliance website for No Child Left Behind.

(Off the record on unrelated matter.)

**MS. RICHBURG:**

That's fine.

**MR. SMITH:**

I'll go into more of an overview of the Task Order RFP. So if you want to go around the room, please.

**MS. RICHBURG:**

Let's start with you.

**MS. CERASI:**

RheaAnn Cerasi, Wood Consulting.

**MS. KATRINO:(phonetic)**

My name is Kim Katrino. I'm with Preferred Technologies Solutions. We provide all the IT consulting services, QVC work, for State of Maryland.

**MS. RICHBURG:**

This is your first time here?

**MS. KATRINO:**

Yes.

**MS. RICHBURG:**

Great. Welcome. I'm glad to have you. What was your name again?

**MS. KATRINO:**

Kim Katrino. We're with Preferred Technology Solutions.

**MS. RICHBURG:**

Okay.

**MS. KATRINO:**

We're a Maryland certified MBE.

**MS. RICHBURG:**

Great.

(Inaudible)

**MR. ZERNHELT:**

Brian Zernhelt, Software Consortium.

**MS. RICHBURG:**

And also we have with us Bill who will be taking, he's with Conference Reporting Services, and he's here strictly for the purpose of taking our minutes.

Okay. I'm going to turn it over to Leonard.

**MR. SMITH:**

Okay. Just real briefly. Well let me see...

**MS. RICHBURG:**

Come on in and have a seat. You want to introduce...sit at one of these tables here. Would you introduce yourself.

**MR. SMITH:**

And again, my name is Leonard Smith, I'm the Project Manager for both of these websites. The one website, MDK12, it's a school improvement website.

We have a lot of content on the website that helps teachers, parents, administrators, to develop ways to help students with testing and just learning, understanding the data that's available on the report card.

And that's a high level overview. The details are in the RFP. The other website, and it really takes a great deal more priority over MDK12, because it's governed by the Federal Department of Education, and we have certain compliance issues we have to deal with, and they give us those guidelines.

And we adhere to those as a state education system. And we have certain releases that have to be done every year, elementary, middle, high, and then components of that.

The data is stored in a warehouse, a data warehouse, and the vendor is given that data. However, there's no manipulation by the vendor to that data.

You'll receive the data as we want you to present it. So you cannot change it and you don't want to change it. You don't want to be responsible for our data, you really don't.

So that's a high level overview. So if there are any detail questions, I'll be happy to take those or any comments, but Dorothy, I'm going to turn it back to you because I know you have a certain way to do that.

## **QUESTIONS – ANSWERS--CLARIFICATIONS**

**MS. RICHBURG:**

Okay. With that said, I'm going to go ahead and open it up for questions. We're going to start with Pete.

**Q.** I don't have anything.

**MS. RICHBURG:**

Okay.

**Q.** I was wondering, do you currently have a prime contractor for this project?

**MS. RICHBURG:**

Yes. Yes, we do. Gantech is our incumbent.

**Q.** Oh, Gantech, okay.

**MS. RICHBURG:**

Okay. Rhea?

**Q.** Nothing right now.

**MS. RICHBURG:**

Brian?

**Q.** Can the work be, I know it says the performance of work is here, I think, or can it be done offsite like we can take the information and ...

**MR. SMITH:**

Well, actually the work is here but it's not done here. It can be done remotely.

**Q.** Remotely. Okay.

**MS. RICHBURG:**

Krista?

**Q.** I have a question. 3.215, are those three references for the Master Contractor or for the four resources that are being submitted. On page 45.

**MR. SMITH:**

45. 3.215. Must have been three current references.

**MS. RICHBURG:**

You want to know what a Master Contractor...

**Q.** Or the ...

**MS. RICHBURG:**

Well, the four people will have to have their references. This is for the Master Contractor.

**Q.** So the Master Contractor gets three and the people get three?

**MS. RICHBURG:**

Yes. Because with a Master Contractor we need to have your state reference, you know, the company that you're working with.

**Q.** Okay.

**MS. RICHBURG:**

So it's both. Thank you. A gentleman just came in. We're conducting a question and answer period. Good morning.

**Q.** Good morning.

**MS. RICHBURG:**

I'm Dorothy Richburg, I'm the Procurement Officer. And we're conducting a round-robin style.

**Q.** Okay.

**MS. RICHBURG:**

So since you just came in, would you like to introduce yourself?

**Q.** Sure. My name is Gary Rowe. I am with a company in Fairfax, Virginia. It's called Blue Collar Objects and we do a lot of IT development, IT support. Yeah, I guess, you know, we have CATS+ so...

**MS. RICHBURG:**

Is it snowing there, yet?

**Q.** It is snowing. It is snowing. And that's part of why I'm late here.

**MS. RICHBURG:**

That's quite all right. We're just getting started.

**Q.** Because traffic was quite slow getting out.

**MS. RICHBURG:**

Okay. And this is Leonard Smith, our Project Manager.

**Q.** Okay. Hi.

**MS. RICHBURG:**

And as I said, we just started. So we're going around with questions. I'm going to come back to Peter.

(Inaudible)

**Q.** I have one more. Probably for the Project Manager. Now that the Project is still ongoing, so in the RFP I saw a transition in and transition out. Would you still need a transition in period if the same contractor?

**MR. SMITH:**

Oh, if the incumbent won.

**Q.** Yeah, incumbent.

**MR. SMITH:**

Then I wouldn't need that.

**Q.** You wouldn't need that. Okay.

**MR. SMITH:**

I need that, if, you know, somebody else picks it up. Transition from the incumbent to whoever the new contractor would be.

**Q.** So the transition period is still three months for a new contractor?

**MR. SMITH:**

What is that?

**MS. RICHBURG:**

Oh, 90 days, it is 90 days. Yeah three months.

**Q.** Okay. Thank you.

**MS. RICHBURG:**

Okay. Rhea. Brian?

**Q.** Is there a start date for, like obviously the contract is ending, so is it June —

**MS. RICHBURG:**

I do have an extension. We do have an extension, so I would like to say we will start by July 1. Okay. I would like to say we will get started with July 1. Okay. You have a question? We're asking one at a time to go around.

**Q.** Oh, okay. Not at the moment.

**MS. RICHBURG:**

Okay. Krista? A lady just came in. Good morning.

**FEMALE VOICE:**

Good morning. I'm so sorry.

**MS. RICHBURG:**

That's okay.

**FEMALE VOICE:**

My name is Jessica.

**MS. RICHBURG:**

Okay. Jessica. And who are you with?

**FEMALE VOICE:**

I'm with Driveta (phonetic) Consulting.

**MS. RICHBURG:**

Okay. Jessica. We're just getting started with our questions and answers. And we're going to do one at a time and go around.

Do you have a question?

**Q.** I did have a question. I apologize if I missed it already but it was whether there was an incumbent for this work?

**MS. RICHBURG:**

That's quite all right. Yes, you did miss it, but Gary wasn't here either so I don't mind repeating it. I wouldn't mind repeating it twice but yes, Gantech is our incumbent.

**Q.** Okay. Great. Thank you very much.

**MS. RICHBURG:**

Pete, we're back up to you.

**Q.** Nothing.

**Q.** Because in the pricing sheet you identified number of hours for the resources, so if you need a transition with a new contractor, how would it work?

Because the hours are identified in the price sheet thing that the key personnel, they have like over 2,000 hours. PM has like 600 hours. I'm not sure if that's the number or not. But I remember seeing all the hours, so if you have a new contractor.

**MR. SMITH:**

Oh, are you asking.

**Q.** The hours are going to be, their transition hours are going to be part of that 2,000 price sheet hours?

**MS. RICHBURG:**

Uh-huh.

**Q.** If you don't need transition, it's the same hours.

**MR. SMITH:**

Those hours, yeah, those hours in the price sheet, those are the actual hours for the contract.

**Q.** Okay.

**MR. SMITH:**

The transition period, you could still, those hours, they're not going to change.

**Q.** Okay.

**MR. SMITH:**

Whether there was a transition or not.

**Q.** Well, sounds to me like what the new contractor, the transition hours are going to be, their hours, they're going to have to eat it, or --

**MR. SMITH:**

No, they're not going to have to eat it. I understand what you're asking.

**Q.** Yeah, because the number of hours, the incumbent is not going to need the transition.

**MR. SMITH:**

Right.

**Q.** But the new contractor is going to need the transition.

**MR. SMITH:**

That's a good question. We'll have to write that down or is that recorded somewhere?

**MS. RICHBURG:**

It is recorded but you may want to, okay.

**MR. SMITH:**

Let me get back to you on that.

**MS. RICHBURG:**

So your question again is.

**MR. SMITH:**

I understand. Oh, go ahead.

**MS. RICHBURG:**

No, go ahead. I just wanted you to repeat it.

**MR. SMITH:**

No, no, I understand what she, because you have a certain number of hours, or a fixed number of hours in the pricing sheet.

**MS. RICHBURG:**

Uh-huh.

**MR. SMITH:**

Then if there's a transition period, are those hours taken out of that to cover the transition?

**Q.** Yes.

**MR. SMITH:**

But they're not, she wanted to know, do they have to eat whatever hours they spend on it in transition.

**MS. RICHBURG:**

You may have to put another cost in there for transition.

**MR. SMITH:**

I'm thinking we have to do another, another hour, yeah.

**Q.** That's my question. Right. Because the incumbent, you were saying that the incumbent vendor is not going to require the transition...

**MS. RICHBURG:**

But you will, with a new contractor.

**Q.** The new contractor will require a transition?

**MR. SMITH:**

Right. And we'll have to add those hours in separately, so.

**MS. RICHBURG:**

Okay. So that will be a new, okay.

**MR. SMITH:**

That's something we have to take back.

**Q.** Does the current contract have a transition out powers?

**MR. SMITH:**

No.

**Q.** Okay.

**MS. RICHBURG:**

No, we don't. Okay. Good point. Okay. Thank you. Rhea?

**Q.** No, ma'am.

**MS. RICHBURG:**

Brian?

**Q.** Did Gantech create and develop the websites or do they, or they current just as a maintenance for replacement? Usually, sometimes they develop a ... after it's developed because



of contract or are they just basically doing the maintenance now.

**MR. SMITH:**

Say that again.

**Q.** Did Gantech, being the incumbent, do the development of the websites and now maintenance needs to be done or because of the contract ending or --

**MR. SMITH:**

They do both.

**Q.** They do both now. But they developed it, right.

**MR. SMITH:**

They did.

**Q.** It was developed prior to them having the ...

**MR. SMITH:**

It was developed prior to them having it.

**Q.** Okay. So this is just a repeat of a maintenance contract?

**MR. SMITH:**

No, no. That's not. It's not just that. They did not develop the initial website. But there is ongoing development and maintenance of this website. And they do both.

**Q.** Got it.

**MR. SMITH:**

Okay.

**MS. RICHBURG:**

Gary?

**Q.** Nothing right now. I'm sorry.

**MS. RICHBURG:**

That's okay.

**MR. SMITH:**

That's okay.

**MS. RICHBURG:**

Krista?

**Q.** No.

**MS. RICHBURG:**

Jessica?

**Q.** I do have a question about documentation.

**MS. RICHBURG:**

Uh-huh.

**Q.** In terms of what level of documentation or types of documentation could a new vendor expect to find in terms of custom developed work?

**MR. SMITH:**

Everything we need up to date. And we, it's stored here. Gantech, they update. We do quarterly meetings to go over documentation and it's all stored here on MSDE server, so all that documentation would be available to the vendor.

**Q.** Thank you.

**MS. RICHBURG:**

Okay. We're back to you.

**Q.** So during transition, there would be a transition review and we are working with Gantech in order to fill in any gaps? Because I'm not sure it's up to date how, what kind of review you

do actually while it's in progress.

Because it's not as important because your, the same contractor is doing it. They know what's happening. So keeping the documentation, you know, like user's manuals and ... and up to date can be true but is there, you know, I'm not sure if we have verification of that. So during the transition process all that would have to be done.

**MR. SMITH:**

Yeah, all that will be done.

**Q.** Right. While they're actually developing, because if Gantech doesn't have a transition period, then I'm assuming they're going to continue on their same work, and it's up to the new contractor to do all of that, gap analysis.

**MR. SMITH:**

It would have to take place prior to their contract ending.

**Q.** Right. So then if there are any gaps, who would be responsible for those? Because they don't have a transition?

**MR. SMITH:**

You would.

**Q.** Okay.

**Q.** When does the current contract end?

**MR. SMITH:**

Well, I thought it ended May 31st, but Dorothy just said something about an extension.

**MS. RICHBURG:**

The contract does end May 31st, 2014.

This is a CATS II contract. But we are getting extensions on the contract.

**Q.** Okay.

**MS. RICHBURG:**

This is a DoIT contract. You're taking it to the board and we are extend, DoIT is extending all the contracts for one year. And right now I'm trying to, I'm just extending it through September 30th.

**Q.** This one?

**MS. RICHBURG:**

Yeah. Well, hopefully I won't need it though. Hopefully we won't need it. Hopefully we will have this done. It's our plan to have this done.

**MR. SMITH:**

Can I say something because ...

**MS. RICHBURG:**

Yes. We plan to have this done.

**MR. SMITH:**

I don't want you all walking out of here thinking this ends September 30th.

**MS. RICHBURG:**

No, because we plan to have this done.

**MR. SMITH:**

I need you walking out of here and thinking it ends May 31st.

**MS. RICHBURG:**

Okay.

**MR. SMITH:**

Because that's what I'm shooting for.

**MS. RICHBURG:**

That's what we're shooting for.

**MR. SMITH:**

I mean real hard. I don't want an extension. I want to get this thing going under the new CATS+ and be done with it.

**MS. RICHBURG:**

And that's our goal. Because I know the vendors have heard about the extension because they've been contacted by DoIT. So I know they've heard about it. But it's up to the individual state agency, if and how long they want to extend it.

**MR. SMITH:**

Right. And our department is not in that mode of thinking.

**MS. RICHBURG:**

We're pushing forward.

**MR. SMITH:**

We're pushing forward from, you know, June 1st.

**MS. RICHBURG:**

Rhea?

**Q.** No.

**MS. RICHBURG:**

Brian?

**Q.** No, thank you.

**MS. RICHBURG:**

Gary?

**Q.** Yeah. Please forgive me for asking this question but I've just been ...

**MS. RICHBURG:**

Ask it please.

**Q.** ... in this position a very short time trying to take over. But I notice like in the proposal, there are four key positions that are necessary for the proposal, right? And then there are several other, maybe 9 or 10 other positions that are required.

Now these are the positions. Is it limited to a certain number of people or is there a certain range, do you understand what I'm saying? Like could one position be two people in that position?

**MS. RICHBURG:**

No. You mean, you're saying can one person, can you hold two positions?

**Q.** No, no, no. Other way around. Can one position like for example, you might need two junior --

**MR. SMITH:**

Here. Let me answer that for you. If you look on, in the year one and it will follow through the remaining years, the only one that's multiple people for one position, is Internet Site Developer, Senior Internet Site Developer, and we've listed quantity three in the price proposal.

**Q.** Okay. Okay. Maybe I've missed that. Okay.

**MR. SMITH:**

So it would be quantity three. The others are individuals.

**Q.** So it could be one person for each position?

**MR. SMITH:**

Yeah. We list it there. Yeah, it would be, all the others are one. I mean one project manager, one SME, one so on and so forth, and then three Senior Internet Site Developers.

**Q.** So then that category would be times by three?

**MS. RICHBURG:**

Yes, that's right.

**MR. SMITH:**

That will be times three.

**Q.** Okay.

**MS. RICHBURG:**

We have to change that, yeah.

**Q.** Thank you.

**MR. SMITH:**

Well, oh times three?

**MS. RICHBURG:**

Yeah.

**MR. SMITH:**

Well, okay.

**Q.** Thank you.

**MR. SMITH:**

Sure. No problem.

**MS. RICHBURG:**

Krista?

**Q.** No.

**MS. RICHBURG:**

Okay. Two gentlemen just came in. I'm going to ask you, sir, if you would introduce yourself. We're going around with questions and answers.

**MR. SIMMONS:**

My name is Dean Simmons from Data Networks.

**MS. RICHBURG:**

Hi, Dean. Nice to meet you.

**MR. SIMMONS:**

Nice to meet you finally.

**MS. RICHBURG:**

Okay. Do you have any questions right now?

**MR. SIMMONS:**

Not at the moment.

**MS. RICHBURG:**

Okay.

**MR. HARJANI:**

Sandeep Harjani from Infojini.

**MS. RICHBURG:**

Do you have a question?

**Q.** Yes. And I'm sorry if that question has been asked before. I just came in late, so, you know, if there are multiple people at, you know, multiple or labor categories which are listed, so do you anticipate they to be working on site, or would they be working off-site actually?

**MR. SMITH:**

Off-site.

**Q.** Off-site.

**MR. SMITH:**

Yes.

**Q.** All of them?

**MR. SMITH:**

Everyone.

**Q.** Okay. And is it possible to know what has been the current engagement in terms of how many hours each of the positions were used for in the last year or is that the numbers which we have as the --

**MR. SMITH:**

The numbers you have is what you'll need to respond to.

**Q.** Okay. Thank you.

**MR. SMITH:**

You're welcome.

**MS. RICHBURG:**

Jessica?

**Q.** I guess one question I had was about the data issues. I noticed that there was, I may have misread it but I thought I read that perhaps some of the data required for reporting may or may not already be collected and/or validated or currently pulled into reporting. Are there any known problems or challenges with the data or is it simply that there's additional development to be done?

So what I was reading through the RFP.

**MR. SMITH:**

Uh-huh.

**Q.** There's obviously a lot of data in one data base that's being used for Cross 2 Systems.

**MR. SMITH:**

Right. Right.

**Q.** And there are some specific reporting requirements that you need to meet.

**MR. SMITH:**

Correct.

**Q.** Are there any, at this time, any known issues where data, either it's not being collected that you need to report against, or where there may be some you know, sort of data work required to be reportable?

**MR. SMITH:**

No. We're pretty much caught up on the report card. We have a couple of releases coming out probably in the next couple of weeks or so. But that work is already done sitting on the server. And we're just waiting for the executives to approve a release date. And then we'll put it in production.

But you'll be coming in to a clean --

**Q.** Nice clean environment.

**MR. SMITH:**

Basically. And that's why I don't want to wait till September because then you'd be in the middle of it.

**Q.** Gotcha.

**MR. SMITH:**

That's when we start, really our busy time begins anywhere from April, we start planning things for the upcoming year, school year. But right now there's no development work that's being done.

**Q.** Okay. Great. Thank you.

**MS. RICHBURG:**

Peter, we're back up to you.

**Q.** No questions.

**MS. RICHBURG:**

All right. Questions? Brian?

**Q.** No.

**MS. RICHBURG:**

Krista? Dean? Sandeep?

**Q.** Nope.

**MS. RICHBURG:**

Jessica, we're back to you.

**Q.** One more.

**MS. RICHBURG:**

Yes, take your time. Feel free. We have the room until 12 noon.

**MR. SMITH:**

I'll stay till 3. I don't care.

(Laughter)

**Q.** My question. We have to have a lunch break first. I don't think I have that many questions. If there were anything that you had concerns about in terms of the work that you're looking for in the next period, could you describe what those might be?

**MR. SMITH:**

Yeah. One big one. We're going, the state is going away from Maryland School Assessments to the new Park Assessments which will require a, I won't say, well this year, it's, we have to report both MSA and Park. Next year, let's see, what school year, this year would be the 2014.

**MS. RICHBURG:**

2013-14.

**MR. SMITH:**

It will be the 2014 report card. Okay. And that report card will have a mixture of MSA and Park Assessments. So that's a challenge for us.

The following year will be all Park. MSA completely gone away. So that's a concern right now. Just that design, getting how to present that. That's the biggest concern right now in front of us.

**Q.** Thank you.

**MR. SMITH:**

Challenge.

**MS. RICHBURG:**

I'm just going to open the floor to questions. Not everyone speak at the same time. Jessica, do you have one? Please. I mean someone may have a question and another person

**MR. SMITH:**

Well, I have one.

**MS. RICHBURG:**

Okay.

**MR. SMITH:**

So how likely is it that we could really get this, this will be done and we'll start our new contract June the 1st? I mean do we have to go to September?

**MS. RICHBURG:**

No.

**MR. SMITH:**

So why is DoIT --

**MS. RICHBURG:**

Because, because just in the event that we can't make it.

**MR. SMITH:**

But we can make it. So right? We can make it, right? As far as I'm, I mean what's the hold up?

**MS. RICHBURG:**

You know how many I got on my plate?

**MR. SMITH:**

I should be sitting out there.

(Laughter)

**MS. RICHBURG:**

Do you know how many I've got on my plate? Have you all seen all of the procurements coming out MSDE? Okay.

**MR. SMITH:**

Okay. I meant, Dorothy, I'm your typical client. I don't care about you all. I just care about mine.

**MS. RICHBURG:**

But it's a safety net.

**MR. SMITH:**

Okay. So it's based on all the work DoIT has.

**MS. RICHBURG:**

Has.

**MR. SMITH:**

Where ours fit in, and...

**MS. RICHBURG:**

Some of them haven't been approved. You know that. I mean...

**MR. SMITH:**

Yeah, I know. We're still working on a couple.

**MS. RICHBURG:**

We're still sending out, still sending them out. But this one I'm saying is 75 percent sure we will start June 1st.

**MR. SMITH:**

Okay. I'll take that.

**MS. RICHBURG:**

But now keep in mind -- what's the date their proposals are due. I'm not.

**MR. SMITH:**

It's on the front.

**MS. RICHBURG:**

Okay. Thank you. April 16th proposals are due.

**Q.** Was that June 1st or July 1st?

**MS. RICHBURG:**

June 1st.

**MR. SMITH:**

Yeah, you did say July earlier.

**MS. RICHBURG:**

I'm sorry. June 1st. But proposals are due. Then we're going to have to have a re-evaluation.

**MR. SMITH:**

Right.

**MS. RICHBURG:**

And then oral presentation.

We all know we've scheduled any time set aside yet for orals. But you will be able to know, orals and if you're selected for the orals keep in mind your four key personnel, you would have to bring those in with you.

**MR. SMITH:**

Right.

**MS. RICHBURG:**

And they need to be in person.

So keep in mind that so you can start planning down, you know, your four people, you would have to bring those in. We do have an MBE goal of this procurement. Our MBE goal is 35 percent and there are sub goals. And we do not like waivers. Okay.

**MR. SMITH:**

But Dorothy, you say you don't like waivers. Is it waivers on an MBE or is it waivers on sub goals?

**MS. RICHBURG:**

Now with the sub goals, if, for example, if you can't meet one of the sub goals but you want to add it into another category, you can request that.

**MR. SMITH:**

Okay. That was more of a general question.

**MS. RICHBURG:**

Yeah.

**MR. SMITH:**

Since you brought it up.

**MS. RICHBURG:**

Well, I'm glad you did. Well, we will accept that. But we would like you to try to meet these sub goals as well.

**Q.** What is the current contract MBE goal? Do they have sub goals?

**MS. RICHBURG:**

Yes, 35 percent.

**Q.** Oh, the same, okay.

**MS. RICHBURG:**

But we didn't have sub goals then.

**Q.** Okay.

**A.** So it was, but yes. And they have been meeting their MBE goal.



**Q.** Okay.

**MS. RICHBURG:**

I think that is all that I could think of. We do have the MBE goal. But feel free. If you get back to your office or tonight, tomorrow, you're looking at the basketball game and your team isn't winning so you start writing down some more questions. My teams are losing, but feel free to email me additional questions. And I will answer them.

We hope to have the minutes to you by the first of next week.

So if you think of any additional questions, please try to get them to me by Thursday of this week, so we can include them with the minutes. But even if you get them to me after that, I'll still answer them.

Yes, Dean?

**Q.** Somebody may have asked this question.

**MS. RICHBURG:**

Well, that's okay.

**Q.** Who's the incumbent contractor?

**MS. RICHBURG:**

The incumbent is Gantech.

**Q.** It is Gantech.

**MS. RICHBURG:**

Yes, we're with Gantech. Uh-huh. I have a question. Go ahead.

**Q.** No, I remember. When I was coming in, you were in the middle of a question too, and it was referring to references for the company as well as the four main personnel.

**MS. RICHBURG:**

Yes. Well, we need, the companies still need to submit their references. And I think we asked for state references and you know, what state companies you've done business with. But we also need references for the four main resources.

**Q.** The four main.

**MS. RICHBURG:**

Resources. And I think that's on the attachment which you have to complete.

**Q.** Okay.

**MS. RICHBURG:**

So we do need the references for that.

**MR. SMITH:**

The other thing on the, this was a question that came in just real quick. On pages 22 through 24, where we list four personnel, Project Manager, Senior Disciplinary Engineer, IT Architect and so on. And then we have a different set of four on page 38.

The Project Manager should not be there on 22. That would be the Senior Internet Site Developer. So pages 38 through 40 are correct. Page 22, change Project Manager to Senior Internet Site Developer.

Right here.

**MS. RICHBURG:**

Okay. So those are the four --

**MR. SMITH:**

Main, yeah.

**MS. RICHBURG:**

So the four main --

**MR. SMITH:**

Named.

**MS. RICHBURG:**

Resources are Senior Internet Site Developer.

**MR. SMITH:**

Yeah. Senior Inter Disciplinary Engineer.

**MS. RICHBURG:**

Uh-huh.

**MR. SMITH:**

Senior IT Architect and Internet/Web Architect.

**MS. RICHBURG:**

Okay.

**MR. SMITH:**

Yeah.

**MS. RICHBURG:**

Okay. Are there any additional questions? Yes, Brian?

**Q.** Give us four again. Internet Site Developer.

**MR. SMITH:**

Senior Internet Site Developer. Senior Inter Disciplinary Engineer. Senior IT Architect. Internet/Web Architect.

**Q.** Okay. Thank you.

**MR. SMITH:**

You're welcome.

**MS. RICHBURG:**

I think it's cold and everyone is ready to get out of here. I don't mind the cold.

**MR. SMITH:**

Oh really?

**MR. SIMMONS:**

You got snow outside.

**MS. RICHBURG:**

Is it snowing now, Dean?

**MR. SIMMONS:**

It started snowing on my way up.

**MS. RICHBURG:**

Okay.

**FEMALE VOICE:**

It's just teasing us.

**MS. RICHBURG:**

Teasing us. Okay.

**MALE VOICE:**

I think in Rockville it wasn't a teaser.

**MS. RICHBURG:**

You all put a stick in there.

**MALE VOICE:**

There's a stick in Columbia.

**MS. RICHBURG:**

And the guy that came from Virginia, it was sticking.

**FEMALE VOICE:**

It wasn't sticking when I was there but there was a huge difference between where I came from and here.

**MR. SMITH:**

There was nothing here when I arrived.

**FEMALE VOICE:**

It's on its way.

**MR. SMITH:**

There's still no snow out there.

**FEMALE VOICE:**

I don't know.

**MS. RICHBURG:**

Okay, Bill. Okay. Well with that said, you're welcome to stay in the room. We have it until 12 noon. Or you may want to go out in the hall and talk. It's warmer. But thank you all for coming. Have safe travel going back and I wish all of you the best.

**GROUP:** Thank you.

**(Whereupon, at 10:40 a.m., the meeting was adjourned.)**

SUPPORT AND MAINTENANCE FOR MDK12 AND REPORT CARD WEBSITES  
TORFP R00B4400075

The following questions were received prior to the Pre-Proposal Conference:

1. On pages 22-24, the TORFP requests a Project Manager, Senior Interdisciplinary Engineer, Senior IT Architect, and Internet/Web Architect.

On pages 38-40, the TORFP requests a Senior Internet Site Developer, Senior Interdisciplinary Engineer, Senior IT Architect, and Internet/Web Architect.

Would you please clarify the four named personnel you require? **Pages 38-40 are the correct named positions.**

2. Could you please provide more detailed information about the requirement in section 2.7.3 “The TO Contractor shall maintain a Visual Basic.NET application that creates four (4) PDF files for every school and system as well as the State for the Maryland School Report Card”? **This refers to the annual MD Print Reports.**
3. Could you please clarify if the three current references required for section 3.2.1.A.5 are for the TO Contractor or for the resources being submitted? **This question refers to the Master Contractor.**
4. Would you please clarify that the 4 positions listed in Section 2.12 Minimum Qualifications are correct? They do not align with the required positions to include in proposal, as indicated in Section 2.7 Requirements. **Section 2.12 are the named resources required for this TORFP. Section 2.7 are the additional resources needed.**
5. We like to know that is there any incumbent for this project? If yes, kindly provide the details of the same. **Gantech.**
6. We would like to know will the team of resources under this TORFP be allowed to take up entire project activities from offsite. **Yes.**