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TO:             MASTER CONTRACTORS

FROM:        Dorothy M. Richburg
                   Procurement Officer

RE:             Pre-Proposal Conference
                   TORFP NO. R00B4400083
                   SAS APPLICATIONS PROGRAMMER

DATE:        February 27, 2014

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**YOU SHOULD RECEIVE 9 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**
**THANK YOU.**

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Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Thursday, February 20, 2014; and
2. Attendance Sheet

## PROPOSALS ARE DUE NO LATER THAN
## 2:00 PM EDT, FRIDAY, MARCH 21, 2014

**MARYLAND STATE DEPARTMENT OF EDUCATION**
200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
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TORFP NO. R00B4400083


SAS APPLICATIONS PROGRAMMER




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

**Dorothy M. Richburg, Procurement Officer**
**MARYLAND STATE DEPARTMENT OF EDUCATION**
**200 West Baltimore Street**
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**MR. BLACKBURN:**  Welcome, everyone.  We're here to talk about TORFP R00B4400083, Applications Programmer for SAS.  The TORFP was issued February 12th this year.  Period of performance is five years.  There's no MBE goal, but there is a Small Business Reserve.

We're going to introduce ourselves and then take some questions.  I'm James Blackburn, I'm with Procurement, MSDE.  My partner in crime is:

**MR. ALLEN:**  Marc Allen, I work in the Division of Curriculum Assessment and Accountability.

**MR. BLACKBURN:**  And we are pleased to meet you and you are?

**MS. CERASI:**  RheaAnn Cerasi, Woods Consulting.

**MR. BLACKBURN:**  And?

**MS. DEISHER:**  Kandace Deisher with United Solutions, LLC.

**MR. BLACKBURN:**  Very good.  Okay.  Thank you.  And we can start with Ms. Cerasi, I guess, if you have a...

**MR. ALLEN:**  Follow me.

**MR. BLACKBURN:**  Oh, that's right.  Marc is going to give us an introduction.

(Off the record.)

Marc is going to give us an introduction to this and then we will take some questions.

**MR. BLACKBURN:**  Welcome.

**MR. HARJANI:**  Hi, how are you today?

**MR. BLACKBURN:**  Fine.  Good to see you.  I've got a sign-in sheet for you and why don't you go ahead and introduce yourself so we can get it on the tape.

**MR. HARJANI:**  Yes.  Sandeep Harjani from Infojini.

**MR. BLACKBURN:**  Thank you, sir.

**MR. ALLEN:**  Okay.  As James was saying, this is for an Applications Programmer for SAS.  He mentioned it's a Small Business Reserve.  If you need more information regarding the SBR Program and Small Business Standards, they can be obtained from DGS website and www.smallbusinessreserve.md.gov.

There's a few sections.  The proposals are due by March 21st at 2 o'clock.  That's on the

key information sheet.  No MBE goal but as we've said, Small Business Reserve.

The purpose and I'm on page 10 of the TORFP, the purpose of issuing this is to obtain one on-site SAS Programmer to support educational performance and accountability information, preparation and analysis to support agency initiatives.  That comes straight from Section 2.1 on page 11, Section 2.3 lists the duties and responsibilities of the position.  I'm not going to read each one there.  Because they're documented there.

Next page, page 12, begins to list the deliverables for this TORFP.  Again, I'm not going to read them.  They're listed there.

Then starting on page 13, is the personnel minimum qualifications and it goes to the next page and also there are personnel other requirements listed on page 14.


## QUESTIONS – ANSWERS--CLARIFICATIONS

So with that being said, we'll answer any questions you may have.

**MR. BLACKBURN:**  Ms. Cerasi, do you have a question?

**MS. CERASI:**  Yes.  On page 17, it's under B, number 2), certification that all proposed personnel meet the minimum required qualifications.  Aside from the Attachment 4, the resume summary, what type of certification would you like to see?

**MR. ALLEN:**  All right.  Which one again?

**MS. CERASI:**  Under B, number 2).  So aside from Attachment 4, what other type of certification would you like to see?

**MR. ALLEN:**  Just that they meet the minimum requirements that are listed on page, let's see. Five years of programming experience.  Three years of experience using SAS.

**MS. CERASI:**  So that would be on the resume template which is Attachment 4, but is this another certification that you want, like a signed –-

**MS. DEISHER:**  Are you just looking for a statement as simple as we certify -–

**MS. CERASI:**  Yeah.

**MS. DEISHER:**  That the –-

**MS. CERASI:**  A certification.

**MS. DEISHER:** -- individual meets --

**MR. ALLEN:** If the person has any SAS certification, you could put that.

**MS. CERASI:** Okay.

**MR. BLACKBURN:** Okay. Mr. Harjani?

**MR. HARJANI:** No questions.

**MR. BLACKBURN:** Okay. Ms. Deisher?

**MS. DEISHER:** Yeah. Okay. The first one is under B, number 1) and number 4), you ask for a resume in number 1) and then in number 4) you ask for the Attachment 4. Do you want a separate resume from the Attachment 4 or do you just want to see Attachment 4 that incorporates the relevant portions of the resume?

**MR. ALLEN:** You could submit both.

**MS. DEISHER:** Okay.

**MR. ALLEN:** Make sure Attachment 4 is signed by the candidate and the vendor as required.

**MR. BLACKBURN:** Okay. Very good. Ms. Cerasi, how about you?

**MS. CERASI:** Is this a new contract?

**MR. ALLEN:** No.

**MS. CERASI:** Is there an incumbent from the last one?

**MR. ALLEN:** Yes. And off the top of my head I don't know who that is.

**MS. CERASI:** Okay.

**MR. ALLEN:** But we are satisfied with the incumbent.

**MS. CERASI:** Okay.

**MR. ALLEN:** But we can find out and let you know.

**MS. CERASI:** Okay. Thank you.

**MR. BLACKBURN:** Mr. Harjani?

**MR. HARJANI:** No questions.

**MR. BLACKBURN:** All right. Back to you, Ms. Deisher.

**MS. DEISHER:** Okay. In number 3.3 A)3), it requests that we list the tools the TO contractor owns and proposes to use. Is this saying that we would be bringing in our own –

**MR. ALLEN:** No.

**MS. DEISHER:** Okay.

**MR. ALLEN:** No. The SAS operator would be provided by MSDE.

**MS. DEISHER:** So would there be really any tools that the programmer would be using that come from the Company?

**MR. ALLEN:** No.

**MS. DEISHER:** Okay.

**MR. BLACKBURN:** Very good. Ms. Cerasi?

**MS. CERASI:** That's it for me.

**MR. BLACKBURN:** And Mr. Harjani?

**MR. HARJANI:** Thank you.

**MR. BLACKBURN:** And finally.

**MS. DEISHER:** I have a couple more.

**MR. BLACKBURN:** Okay. That's fine.

**MS. DEISHER:** The next one is on number, 3.3 B)5), you ask specifically for a copy of their BA/BS college degree. If they have additional degrees, should we include those as well, like Master's Degrees?

**MR. ALLEN:** Sure. Sure.

**MS. DEISHER:** And then in 3.3 D), you ask for the references of the Master Contractor? Do we need to include anywhere references for the individual resource as well?

**MR. ALLEN:** Yes.

**MS. DEISHER:** Okay. In addition to the Master Contractor's references?

**MR. ALLEN:** If you can provide that.

**MS. DEISHER:** Okay.

**MR. ALLEN:** Definitely for the candidate.

**MS. DEISHER:** Okay. And I believe my last question –-

**MR. BLACKBURN:** Which you will wait for just a moment. Ms. Cerasi, have you thought of anything?

**MS. DEISHER:** I'm sorry.

**MS. CERASI:** No.

**MR. BLACKBURN:** Mr. Harjani?

**MR. HARJANI:** No.

**MR. BLACKBURN:** Now.

**MS. DEISHER:** In 3.3 E) you were asked for the proposed facility of the Master Contractor. Is that all you want is the address? Because it says from which any work will be performed, but in the key summary it says that the work will be performed here.

**MR. ALLEN:** Yes. It will be on-site. A lot of this is just boiler plate.

**MS. DEISHER:** Okay. Okay.

**MR. ALLEN:** So that the work will be on-site here.

**MS. DEISHER:** So if we essentially just put our address of our current location, that's sufficient?

**MR. ALLEN:** Or you can put MSDE.

**MS. DEISHER:** Oh, okay.

**MR. ALLEN:** Or to be done at MSDE, something like that.

**MS. DEISHER:** Okay.

**MR. BLACKBURN:** Now I suspect that Ms. Cerasi and Mr. Harjani have no more questions? (Affirmative response.)

**MR. BLACKBURN:** How about you, Ms. Deisher? If you do, please. Go right ahead. We're in no hurry.

**MS. DEISHER:** I'm pretty sure that was it for me.

**MR. BLACKBURN:** Everyone all right? Everyone set? Very good. Do we have anything more to add, are we all set? I guess we're in good shape.

**MR. ALLEN:** No more questions about the requirements, responsibilities?

**MR. BLACKBURN:** One moment. Ms. Deisher's looking one more time.

**MS. DEISHER:** Sorry.

**MR. BLACKBURN:** She'll find something I know.

**MS. DEISHER:** No. This one was pretty straightforward compared to some of them.

**MR. BLACKBURN:**  Very good.

**MR. ALLEN:**  So the only outstanding is the incumbent, find out who the incumbent is?

**MR. BLACKBURN:**  Right.

**MR. ALLEN:**  Yes?  Okay.

**MR. BLACKBURN:**  Very good.  Thank you for coming.

**MS. DEISHER:**  Thank you.

**MR. BLACKBURN:**  That's a wrap.

**COURT REPORTER:**  We're off the record.  Thank you.

(Whereupon, at 10:20 a.m., the meeting was adjourned.)


**POSTSCRIPT:**  It was determined immediately following the conference that iCUBE is the incumbent.

# Questions for TORFP R00B4400083
## SAS APPLICATIONS PROGRAMMER

1. With respect to "Scope of Work", can you please confirm that this section can be deleted due to just a resume submittal?

   *Section 2 Scope of Work of TORFP cannot be deleted. Section 2 is a critical part of the TORFP. It outlines items like Purpose, Duties and Responsibilities, Deliverables, and Personnel Minimum Requirements.*

2. With respect to TORFP item "3.3 TO TECHNICAL PROPOSAL" on page 17:
   a. With respect to "A) Proposed Services, 1) Executive Summary", because vendors are just submitting a resume, can one delete the clause "and summarize the proposed methodology and solution for achieving the objectives of the TORP"?

   *Vendors do not need to propose a methodology and solution for achieving the objectives of the TORFP.*

   b. For the same reason, can "3) Tools the TO Contractor…" in the same subsection as above be deleted?

   *MSDE will provide the tools like SAS software the SAS applications programmer will use.*

3. With respect to "E) Proposed Facility", will the work be performed on the government's site?

   *MSDE is looking for an onsite SAS applications programmer. Please refer to Section 2.1 Purpose. Work will be performed at our 200 West Baltimore Street location.*

4. With respect to section "2.6.2 TO CONTRACTOR PERSONNEL OTHER REQUIREMENTS", there is the requirement in subsection "A)" of two years' experience in a local, state or federal education department. Is it possible for the State to modify the requirement to include "a commercial environment" also?

   *Requirement referenced above cannot be modified or rewritten.*

5. Is this an existing or new project?

   *This is an existing procurement.*