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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
                   Procurement Officer

RE: ADDENDUM I
                   CATS+TORFP #R00B4400088
                   Maintenance of Early Childhood Electronic Licensing
                   Inspection System (ELIS)

DATE: October 15, 2014

YOU SHOULD RECEIVE 24 PAGES
in addition to the attendance sheet
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628
OR EMAIL dorothy.richburg@maryland.gov
THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference
2. Questions received prior to Pre-Proposal;
3. Revised Price Proposal; and
4. Attendance Sheet.

PROPOSALS ARE DUE NO LATER THAN
12 Noon EDT, Wednesday, October 22, 2014

MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
410-333-2017 (Fax)

TORFP #R00B4400088
**Maintenance of Early Childhood Electronic Licensing
Inspection System (ELIS)**

Received By_____
(Print Name)

Signature_____Date_____

Vendor_____

Telephone No._____Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

**Dorothy M. Richburg, Procurement Officer
MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD   21201-2595**
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410-333-2017 (Fax)

MS. RICHBURG:

Good afternoon, everyone and Happy Monday! Phil has a birthday Wednesday.

MR. KOSHKIN:

I do.

MS. RICHBURG:

Happy Birthday!

PARTICIPANTS:

Happy Birthday!

MR. KOSHKIN:

66. I'm officially able to retire.

MS. RICHBURG:

Oh, that's a blessing, but hopefully you won't do that for a while.

MR. KOSHKIN:

66.

MS. RICHBURG:

Okay. Well those who do not know me, everybody knows me, I'm Dorothy Richburg, I'm the Procurement Officer. And I'm just going to say welcome to our Early Childhood Electronic Licensing Inspection System procurement.

I'm going to proceed to give you some instructions on how we will conduct our Pre-Proposal Conference, and then we will go from there.

We will have introductions over at the head table, after which we will ask each of you to introduce yourselves, identifying who you are and the company you represent. Once we have concluded our introductions, Phil Koshkin, our birthday young man –

MR. KOSHKIN:

Thank you.

MS. RICHBURG:

Phil will give us an overview of this procurement. Once that is done, we have the MBE liaison with us today, June Dwyer and she's going to proceed to give us a little information about the MBE and answer any questions you may have about the MBE. And once that has been done then we will entertain questions and answers from you.

We did receive a few questions in writing. We may not go over them today but if you feel free, you may ask them today. If not, the answer will be included with the written minutes that will come out.

We hope to have the minutes to you by the middle of next week, by next Wednesday or Thursday. As you know, Friday is a state holiday as well as Monday. There's a national holiday, Labor Day. So we may be a little bit behind.

Proposals are due October the 1st. Now all of you know that if I don't get the minutes out in time, I may have to extend this a couple of days, you know, your proposals, because I want to get some good, solid proposals.

This was a CATS II procurement and we did extend it to September the 23rd. However, as you know, we're not going to have a proposal in place or the contract in place by that time. They will be extended again and we're working with DoIT and Child Care now so we can extend it.

The extension may, the due date may be dated along with the extension. So just

look out for that.

This is a re-bid. We do have an incumbent. TCC. And we do have an MBE goal which our MBE liaison will discuss with us and go over the sub goals and the VSB goal.

So with all of that said, I'm going to start with our introductions and I'm going to start here on my right, my far right with LaJuan.

MS. LEE:

Hi, my name is LaJuan Lee, I'm with Maryland Higher Education Commission and I'm just here to observe the procedures today.

MS. DWYER:

I'm June Dwyer. I'm the MBE liaison for the Agency.

MS. RICHBURG:

Again, Dorothy Richburg, Procurement Officer.

MR. KOSHKIN:

Phil Koshkin, Division of Early Childhood here at MSDE. I'm the Chief of Research and Evaluation. For the purpose of what we're doing here today, I'm the TO Manager for the existing contract and will continue for the maintenance contract.

MS. KELLEY:

I'm Liz Kelley, I'm the Director for the Office of Child Care and have responsibility and oversight for childcare licensing statewide.

MR. PALCHER:

I'm Tony Palcher, I'm a contractual consultant here at MSDE and I'm helping procurement out.

MS. RICHBURG:

Thanks, Tony. Okay. Ken?

MR. MATTOLA:

Yes. Ken Mattola from Software Consortium.

MR. ZERNHELT:

Brian Zernhelt from Software Consortium.

MR. CONLEY:

Joseph Conley, SQN Systems.

MR. RILEY:

Don Riley from Bithgroup Technologies.

MR. BOYLE:

Mike Boyle with TCC Software Solutions.

MS. SCHAD:

Amber Schad with Gantech.

MS. RICHBURG:

And we have Doug with us from the Conference Reporting Services and he's here strictly for the purposes of taking our minutes.

Okay. At this point I'm going to turn it over to Phil.

MR. KOSHKIN:

Okay. You've all had a chance to read the TORFP so I think you have a pretty good idea of what we're looking to do, the background to the project. But let me just take a few minutes to go over that background real quickly to make sure we're on the same wave length.

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Since 2011, early March 2011, to be precise, we have had state-wide what we refer to as our Electronic Licensing Inspection System, ELIS. The primary purpose of which is for our licensing staff. We have 12, 13, depending on how you count them, regional licensing offices around the state.

And our specialists are all located out there. We don't do anything from the building here. I mean all of our licensing work is done externally through the regional offices.

And in 2011, ELIS was created to allow the specialists out there to conduct licensing inspections directly in an electronic format in a manner that would capture and retain and you know, keep for analysis all data related to inspections.

All right. And the application that was created at that time was created specifically for the purpose of operating on tablets and laptops because our folks, as you might imagine, have to go out to the field and do inspections. Can't really drag a desktop with you. So it's very much a laptop or a notebook application.

That's the fundamental or the base application and it creates the database from which everything flows. Now in addition to that, ELIS comprises two, two components which are highly important, both of which are web-based. ELIS itself is web-based. But when I say web-based, I'm talking about actual websites here.

One is for the purpose of the public. One of the reasons we created ELIS in the first place, we had for many years used paper licensing forms. Okay. And the problem, there are a number of problems with that, but one of the, the main problem was we couldn't really put that up for public viewing. It just wasn't feasible.

So we needed to have some way of gathering inspection data in a way that could be put up, to be put up in a public portal for Mr. and Mrs. Maryland to see.

And that's, the second critical component of ELIS. What happens is the database that's created in ELIS through daily licensing and inspection activities, that's refreshed on a 24-hour basis and pushed through to the site, maintained by the current vendor or hosted by the current vendor on the Internet called Check CCMD. And that's refreshed every night.

This morning, for example, you are able to see all inspections that were conducted yesterday. All right. So that's a permanent record, an ongoing record, for parents out there or anyone else who might be interested in taking a look at inspection results.

The second main component, or third actually, that has its own site is a, it's a permissions based secure site for the use, for use by Division personnel, specifically Licensing, Staff and those of us upstairs in the Headquarters Office.

That provides, and again it pulls off with the CCIS, what's the name, the ELIS database. It pulls off from the CCIS database the actual licensing inspections. You can go into that thing and you can actually pull up the licensing inspection and see the whole thing.

And it also maintains about a dozen, I don't know, dozen, dozen and a half perhaps, pre-determined data reports which we had worked on with the vendor when we started up this whole project, to provide various kinds of information that we would routinely want to have accessed. It may be for internal Management purposes, Quality Assurance purposes or for other kinds of purposes.

It could be just a list of providers with a contact information, their email addresses, their street addresses and so on and so forth. The kind of information that we from time to time need to have and which will be readily available through, through the kinds of

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information collected by ELIS.

Now, how does CCIS work? Where does the information that populates CCIS come from? The Division maintains, has maintained for a number of years now, something called CATS which is an acronym for the Child Care Administrative Tracking System. And it's a unified Case Management System comprising our licensing branch. We have Child Care subsidies. We're responsible for Child Care Subsidy, has that. Child Care credentialing and some other, some other kinds of business components.

The critical piece here for our purposes is the licensing component. All work done by, except for inspections, all work done by our licensing specialist, is done really in CATS. It's a direct kind of system. It's a fully integrated Case Management System. You don't have to put stuff on paper and then key it in. It's all done right then and there.

And what happens is, sometime ago, what we refer to as our provider extract file was created to provide the information needed by ELIS to drive or to populate the screens on the tablets of our licensing specialists.

So we created this abstract. It too refreshes on a 24-hour basis. It's transferred via a secure FTP server downstairs here in the building. The vendor picks up each morning. A script is read to pick up the file extract. That's pushed into CCIS which in turn populates the, the laptops and notebooks of our specialists.

So that if I'm a Specialist and I'm going out to do an inspection. I'm standing there in the center of the Family Child Care home. I open up my notebook, basically I just, I hit update, I'm over-simplifying here, update. The provider, the refreshed provider database comes through.

I search through it to identify the provider, the program where I am now, hit enter on that and that brings up the current information from CATS onto my screen formatted in such a way that it's ready for inspection purposes. All right.

The only thing I really need to enter as a Specialist during inspections, one or two data items. For example, Child Enrollment, Child Attendance. But everything else is pre-filled from CATS. The name of the provider, the license number.

Basically we don't want to create duplicate data sets. So the only thing we want to have going into CCIS is stuff that has to be entered, can only be entered by the Licensing Specialist on site.

As I say, information like Child (inaudible) ... and of course, the compliance findings from the inspection itself which would include written comments.

We have a whole dataset of pre-determined written comments based on the regulations, licensing regulations and the Code of Maryland Regulations in COMAR. That too is found in CCIS.

Because when we go forward, our Specialists go through and do an inspection, they have to be inspecting against something. You have to have a compliance, a set of compliance requirements. Where does that compliance requirement set come from? It comes from COMAR.

I'm also the regulations coordinator for the Division. So what I do is I, whenever regulations change, I make that change in CCIS so the regulations are always up to date. I created the database for the regulations and that is maintained.

Okay. So all of that's in the background, Specialists go through, and also created

the canned comments. So the Specialist goes through all this kind of thing, checks this, this and this. If everything's compliant, good. No contact. No canned comments pop up.

If something is non-compliant, a canned comment does pop up. Okay? Now there's a text box that allows the Child Care Specialist or the Licensing Specialist to do any additional findings as appropriate or as necessary.

So all of that is part of the inspection record, all the findings. Okay. And the provider herself signs off, there's an electronic signature of the utility there and bingo, that's basically it.

Hit "Submit", the licensing inspection record goes into the CCIS database which next day appears on the check CCMD website for the world to see. All right.

Plus data from that inspection merge with data from other inspections to update the predetermined reports that are mentioned that reside on CCIS. So that we can, you know, they're real time reports and they're 24-hour refreshed reports, but they're called up at any time. They're "on demand" reports. Right.

There is an ad hoc reporting capability to the system, to CCIS, but to be honest with you, it's still being built out. We've had some problems with it.

It is a very important function, though, and that is something we, we certainly want to build out further to make sure that it works the way it should. In a nutshell, those are the three components of DoIT.

MS. RICHBURG:

That was a big nut.

(Laughter)

MS. RICHBURG:

Does everyone understand that overview? That was clear. That was a good proposal.

MR. KOSHKIN:

Thank you.

MS. RICHBURG:

Okay. We're going now move on to our MBE liaison, June Dwyer and ask her to go over and explain the goals. And there was a question that was submitted and it was talking about now the MBE prime can they account up to 50 percent of overall goal and have a particular sub goal.

So I'm going to let June talk about that. She's going to tell us if that's correct or not. And then we'll entertain your questions and answers.

MS. DWYER:

I think every person in this room is an MBE, with the exception, and we have a veteran contractor in the room also, Joe, from SQN.

So that's awesome. I think this is the first time I've seen that happen.

MS. RICHBURG:

Now the Software is not.

MS. DWYER:

Oh, you're an MBE, aren't you?

MS. RICHBURG:

They're Small Business.

VOICE:

Yeah, we're small business but we might be.

MS. RICHBURG:

Okay.

(General conversation.)

MS. DWYER:

So we have a 30 percent goal on this procurement with 8 percent on a women-owned, 7 percent African-American owned, and two percent Hispanic sub goals on this procurement. There's also two percent Veteran Small Business Enterprise goal.

Now as to Dorothy's comment about the prime. I have to get back to you about that because there is some confusion with DoIT and the MBE Prime counting on contracts.

So I am not sure if they're going to allow it on this one and I need to clarify that and confirm with them. So I have to put that into the notes that go out and get posted for Dorothy.

So I will let you know, but typically how it works, is that here at MBE Prime, you can count yourself as one of the sub goals. If you happen to be Hispanic, you can fill the two percent. If you happen to be African-American, you can fill the 7 percent.

If you wanted to do the 50 percent, you have to fill the sub goals first. Then the remainder you can sell, so it may not be 50 percent on every procurement. It all depends because you have to fill the sub goals first.

So that's the way it typically works but again, I will get back to you and confirm whether they're going to let us count that on this particular one.

I'll take any questions if you have them.

QUESTION:

With regards to that, it's pretty difficult to get three, four different subcontractors that might meet those goals. If we show a good faith effort in trying to obtain those goals, are we allowed to shift some of the allocations from one particular sub-goal category to another?

MS. DWYER:

Not really shift them. What you could do is request a waiver for one of the sub goals. If you've made all of your good faith efforts, you've documented it, you've reached out to people, and you can prove that you couldn't find anyone to fill a sub-goal, then you can request a waiver for that.

However, if you request a waiver for a sub goal and then want to count yourself, that probably will not fly. You need to make sure that you're able to fill the sub goals before you do anything.

So it's not necessarily a shifting but you can request a waiver. Because I know there have been some times where you've really made all of your efforts and you can't find, for instance a Hispanic contractor. Then you would request a waiver of that.

But they're really getting strict on these waivers, so you need to really do your good faith efforts. You need to reach out and you need to find someone. And if you need a list or some help, I can provide you with a list of certified MBE's that you could contact.

QUESTION:

What is the certificate for veteran- owned that would demonstrate that they are in

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that particular category?

MS. DWYER:

They need to be registered with the Vet Bid Directory which is a Federal Government directory that goes through the Department of Veteran Affairs. And I also have a listing of some Maryland contractors in that category too if you need that.

MS. RICHBURG:

The veteran-owned as well?

MS. DWYER:

It's not but it is not very user friendly though.

MR. PALCHER:

That's true, but you can always search for the companies and you can go out there and you can see their certificates.

MS. RICHBURG:

But is it a list of the companies, something like the MDOT directory. Does it show your name, your company's name?

MR. PALCHER:

Well if you know the name.

MS. RICHBURG:

But if you don't know a company's name?

MS. DWYER:

You can type in a key word and search by key word. But you're going to get everybody in the entire United States most likely.

MS. RICHBURG:

What you don't want, then contact June.

MS. DWYER:

But I do have a Maryland one I keep here so I can provide that.

MS. RICHBURG:

And Joe, you are a veteran?

MR. CONLEY:

Yes, ma'am. I'm a veteran.

MS. RICHBURG:

Good. Okay. Any other questions? Okay. Well, we're going to start with our questions and answers. Ken, we're going to start with you and work our way on around.

MR. MATTOLA:

Sure. She mentioned that the system was up I believe in 2011.

MR. KOSHKIN:

That's when it was fully implemented. We had a pilot phase conducted in 2010.

MR. MATTOLA:

Okay.

MR. KOSHKIN:

But we built on that and it took till 2011 to roll it out.

MR. MATTOLA:

So the current vendor is the vendor that built the system?

MR. KOSHKIN:

Correct.

MR. MATTOLA:

Okay.

MALE VOICE:

No questions.

MS. RICHBURG:

Don?

MR. RILEY:

Do you have a data retention period for the licensing? Do you go back X number of years before you purge data or how far back does the system go?

MR. KOSHKIN:

In terms of the CCIS database, no, there is no purge set on that. For the purpose of a checked CCMD, we did by policy really, just establish a two-year viewing period.

QUESTION:

Okay.

MR. KOSHKIN:

After two years it will drop off, but they don't drop off the database.

MS. RICHBURG:

Mike?

MR. BOYLE:

No questions.

MS. LEE:

No questions.

MS. RICHBURG:

Back to you, Ken.

MR. MATTOLA:

It mentions September 28th being the extension date. Do you have a target date for award due to the fact that we have to name three people and the contractor would have to hold those people?

MS. RICHBURG:

And we're going to give you the name of those three and I don't think those positions were listed.

And we're going to make sure those positions are listed in the minutes. Which positions you have to submit your resumes for. That was one of our questions.

Ken, I don't know. I'm going to, that will be in the minutes. The new extension date will be in the minutes. It may be December. It may be May. You know, I don't know. I'm just. And I know if it's May, I mean that's going to really throw proposals off, but we're talking about it. We'll see.

MR. MATTOLA:

Okay.

MS. RICHBURG:

And like I said, that will be in the written minutes.

MS. SCHAD:

I'm fine.

MR. CONLEY:

      I have no questions.

MS. RICHBURG:

      Don?

MR. RILEY:

      Any substitutions prior to award? Do you have the list of –

MS. RICHBURG:

      What do you mean substitutions?

MR. RILEY:

      Are you requiring resumes and, for the various positions?

MS. RICHBURG:

      Uh-huh.

MR. RILEY:

      And then if we have to switch somebody up.

MS. RICHBURG:

      If you have to switch somebody up, that way then we may choose from the competition.

MR. RILEY:

      That's why I asked.

MS. RICHBURG:

      Just so that's clear. And that's how we're going to make sure and let you know of the due date.

MR. RILEY:

      Yeah.

MS. RICHBURG:

      Because we all want to give you someone and then that person tell you we've got a job and then we eliminate you from, you know, the procurement.

      Mike?

MR. BOYLE:

      No questions.

MS. RICHBURG:

      Amber?

MS. SCHAD:

      No questions.

MS. RICHBURG:

      Okay. Let's open it up. Ken?

MR. MATTOLA:

      Yes. I have a question for you. Do you expect any changes in the state law that would impact any new enhancements or features to this particular system? Changes in the law. You answered there are changes.

MR. KOSHKIN:

      In terms of regulations.

MR. MATTOLA:

Right.

MR. KOSHKIN:

At our lowest level. I mean you've got great relations and a state statute, federal statute. And the regulations under COMAR which is what I mentioned... The system for compliance. There are changes in COMAR all the time. But again, from the standpoint of ELIS, well, there are two factors involved here.

One is just getting the regulations updating regulations in CCIS. We looked at, from that simple standpoint, but that's really not a problem. I'll just go into CCIS, make the updates myself.

The problem comes in, is when COMAR, when the regulations change, it may be necessary depending on which regulation we're talking about. It may be necessary to change the actual, the actual matrix where the Specialist use on screen to check things off and I'll give you an example of that.

And this is strictly a made-up example. Let's say you have regulation -– Regulation 3 that has Sections A, B and C. Well, okay. Fine.

So the application's coded for 3A and 3B and 3C, not a problem. As long as the change you make, let's say if you change 3A, change a word in 3A, well that doesn't, that doesn't change the position of 3A as an item in the application. There is still a 3A. You're not taking anything away.

But let's say you add a 3D. This is a brand new section under the regulation. From the standpoint of COMAR, that's not a problem. From the standpoint of CCIS, adding it to the CCIS database, that's not a problem. The difficulty is coding the actual inspection form now to reflect 3D.

So there's that. Okay. Those kinds of things happen fairly often. We historically amend our licensing regulations, I would say at least once a year.

QUESTION:

Is that considered maintenance or is that considered an additional Task Order?

MR. KOSHKIN:

Well, it would go by, it would be a Task Order I'm inclined to think. But it's part of the routine kind of thing. I mean it's not out of the ordinary by any means. It's a fundamental operation under the existing contract and under the new one as well, the maintenance contract.

State law, the folks in Annapolis get one bite at the apple. That bite happens from January to April. It's a big bite but it's still a bit. And there's no way to predict. There is abs -- sometimes we expect a lot to come out but we have to implement the regulation, and it doesn't happen.

Other times we think well, no, there are no bills pending that are going to affect us. Oh, yeah. Come to find out the Governor just signed something that we need to get into regulation by October 1st. It happens.

On the federal level, not so much. There is no such thing really as federal Child Care regulations. So there's nothing; however we have things like the Child Care Development Fund and other federal kinds of things that for one reason or another end up kind of so to speak kind of trickling down into the licensing arena. Which we may not have to change or make change in our regulations around.

But as a matter of good practice, good policy we may decide to do that. So, and

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that may, that may, I'll give you an example of what I mean. To find out how our licensing regulations matched up with what's called the standards, the Head Start standards which is effective in their regulations. Okay.

Because the idea was let's see if we can kill two birds with one stone. Historically, Head Start Programs just don't get inspected, all right. Well, but our people are out there.

Except for two jurisdictions in Maryland, Montgomery and PG counties, we're license Head Start Programs. All right. And those two jurisdictions are run by the LEA so are exempt from licensure.

So well, you know, here's a neat opportunity. Let's see if we can somehow create a shadow, first of all crosswalk the state licensing regulations to the Head Start regulations.

See the lineup. See hands on. And then build out the application to effectively create a shadow inspection form whereby I'm the Specialist and I won't even have to know this is happening.

I'm going through Maryland checking my state licensing compliance blah, blah, blah, and on those items that have a shadow counterpart with Head Start, I've done and start inspection. Wonderful.

Now, is that required? No. Is it a good idea at some point? Maybe the federal government wanted to expand, you know, go in that direction? Sure. That's the kind of thing that, that's an example of what I'm talking about, how what happens at the federal level or could happen at the federal level might have an impact on what we're doing down here at the state, and specifically what we expect ...

But otherwise, it's a matter of state licensing regulation, COMAR, and possibly state legislation. Does that answer your question?

QUESTIONER:

Definitely. Yes.

MR. KOSHKIN:

Good.

MS. RICHBURG:

Yes. Brian?

MR. ZERNHELT:

Page 26. Section 2.9.2, Section 3 under offeror's companies, clarification.

MS. RICHBURG:

Say that again, 2.9 –-

MR. ZERNHELT:

2.9.2, number three...

MS. RICHBURG:

Okay.

MR. ZERNHELT:

Is that a qualification only the incumbent would have?

MR. KOSHKIN:

Are we talking about –

MS. RICHBURG:

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Say that again, 2.

MR. ZERNHELT:

In number three, number three.

MR. KOSHKIN:

There are two number threes. There's 2.9.2 –-

MS. RICHBURG:

And it's two years experience... No, there's not. No. There are other companies that have used this before, this software before.

MR. ZERNHELT:

Okay.

MS. RICHBURG:

And we brought that up. I have another question I was going to mention. I would be putting this on a price proposal because if another company wanted to submit a proposal, they need to contact TCC to get the license for the software.

So I'm going to be putting that on, I guess I should put that in the -– well, the licensing calls for the wireless web forms, let me change that.

I really don't need to do that, do I, Tony? Because that's going to be between the vendor and TCC.

MR. PALCHER:

Yeah.

MS. RICHBURG:

So I won't be putting that on the price proposal. There was a question that came up. Okay. So there are, to answer your question, there are other vendors who have use the software and you can procure it or contact TCC to get the license. Okay. More questions? Go ahead, Ken.

MR. MATTOLA:

It's a technical question. Is the service...

MS. RICHBURG:

I'm sorry. I'm not hearing you.

MR. MATTOLA:

SQL Server 2005. Is there any plans to move that up to current technology so that Microsoft will continue to sit there and check their database and considerations.

MR. PALCHER:

Currently Microsoft still supports 2005 and there are ... Currently Microsoft does support 2005 and 2005 is part of their (inaudible) For SQL for migration efforts and there are activities in the agency that MSDE OIT is supporting, upgrades. So it would be up to a vendor to schedule one that would be convenient for them to do any upgrades.

But there's no restriction that MSDE OIT is requiring them to do an upgrade right now. It's by application, so it wouldn't be the stakeholder's responsibility to find out when it would be convenient to do any upgrade to that. Right now they're doing 2012. Every upgrade's a different import.

MR. ZERNHELT:

Okay.

MS. RICHBURG:

This is open now for all questions. We don't have to go around round-robin. Ken?

MR. MATTOLA:

You mentioned earlier about having data accessible to the web. Is there any data that's considered propriety and confidential that you don't want exposed to the web? And suppose I did, does it come out of the licensing inspections?

MS. RICHBURG:

Yes.

MR. KOSHKIN:

I can't think of any offhand. Which is not to say that something might not exist, but I can't think of anything like this. Can you think of anything like that?

MR. MATTOLA:

Off the licensing inspection itself, the form itself.

MS. KELLEY:

We restrict some information that the bid is posted, but as far as the information that is posted to the web is being regulatory non-compliance and we can't fund that currently, we are working to get the additional comments in there so anything –

MS. KELLEY:

The text box that a Specialist would put in. And in that case there would sometimes be child information. That would not, that would be restricted from posting.

Also when Phil is talking about the various things that would trigger changes to how we practice their, our new federal regulations that will be going in before the end of the year which will require us to post complaint inspections. We don't currently post complaint inspections. Just our routine inspections.

But that's not really a change. It's just an addition of a type of inspection that would be posted to the website.

MR. KOSHKIN:

And actually that's something we had talked about, had kind of planned for in the current manifestation of, of ELIS. We just, though we made a business decision to say let's not go there yet. But, you know, there were some preliminary discussions around that.

We have to be very careful about that because again, it has further regulations or public information, PIA regulations that right now allow full disclosure of any confirmed complaint.

If a complaint is not confirmed or there's no ruling either one way or the other, we can't make a determination. That is unsubstantiated. That doesn't fall under public disclosure.

At this point, under regulation, only confirmed complaints do. And those are really the ones we were debating about, whether or not to expose via check CCMD and you know, the website.

MR. MATTOLA:

Would you think about having to encrypt the data that needs to be kept confidential so it doesn't get hacked?

MR. KOSHKIN:

    We haven't talked about that.

MR. MATTOLA:

    Okay.

MR. KOSHKIN:

    That's never come up for discussion.

MS. RICHBURG:

    Brian?

MR. ZERNHELT:

    Just to be clear on something. If TCC owns ELIS, not the State of Maryland. They developed it. If they have a license from them, they're a licensed vendor.

MS. RICHBURG:

    No, you have to get a license from them for the software for the (inaudible). (General conversation.)

MR. PALCHER:

    That's what you were probably reading in the RFP. That's where MPROS is migrating to, the Windows 8 version.

MS. RICHBURG:

    The cost proposal. In the key summary section it lists (inaudible) materials. This is the only kind of materials. We don't have any deliverables only fixed price. There's only timely materials. Is that right, Tony?

MR. PALCHER:

    They have to raise the only fixed...

MS. RICHBURG:

    That's the only thing, so I wanted to correct that.

MR. MATTOLA:

    And then on that, with a (inaudible) license, costs need to be there for the software, wireless web forms. Did I –-

MS. RICHBURG:

    No, because that's going to be between TCC and the vendor who is going to be. That shouldn't be MS -–

MR. PALCHER:

    The state does pay for the licensing of the software.

MS. RICHBURG:

    Okay. But if you're, I'm just going to say, Ken, if I could use Software Solution, if you're going to submit a proposal, they have to get the license from TCC?

MR. MATTOLA:

    They would buy the license from us and then resell it to the state.

MS. RICHBURG:

Well that cost would be included in their proposal, right. It may not be a line item if it's broken out?

(Inaudible)

MS. RICHBURG:

I'm sorry. What was that?

MR. MATTOLA:

You're not going to give us a high margin, right?

(Laughter)

MS. RICHBURG:

I'm deferring to you. I'm going to defer to you. Should we put that in there, I mean, I know you want to, because you're going to pass the cost of the license on to us. Okay.

MS. DWYER:

But you'd probably want that as a separate line item that's not racked in there... right?

MR. PALCHER:

Since it's not a fixed cost or your contract, they can only charge you for the labor.

MS. RICHBURG:

The labor, right.

MR. PALCHER:

They have to somehow pass on the cost of purchasing products to support your system to you.

MS. RICHBURG:

So we need to know what, you know.

MR. PALCHER:

Other than there's an evolvement system so this is the license requirement that we have here. So I would think that they would, you would have to have a line item.

MS. RICHBURG:

Okay. So I'll add it on there. So if you bid on it, then you would have to put that on there. I didn't know if you were just absorb the cost. I mean I know it would be passed on in maybe a labor rate. Okay. So we'll pass it.

QUESTION:

Is that a limited license for the organization or is it a per user license?

MS. DWYER:

It's per user.

QUESTION:

So if we're submitting potentially 10 resources, we would have to get, so 10 licenses. Supply them with the current license as part of the minutes.

MS. RICHBURG:

Is that a proprietary or is that something confidential or TCC?

MR. PALCHER:

You only have to give them an idea of how many named users there are.

MS. RICHBURG:

How many end users?

17

MR. PALCHER:

     If that's how the pricing is.

MS. RICHBURG:

     Is that how the pricing goes, Mike? I'm going to defer to you.

MR. BOYLE:

     It's by end user, so it would be the people in the field that are licensed for the application. So it's a number of field workers to have a license.

MS. RICHBURG:

     So we need to provide the number of end users?

MR. BOYLE:

     Yes, and you would have that probably on your current license agreement.

MS. RICHBURG:

     Okay. We'll provide that and then I will submit a revised cost proposal. So we'll put the line item for the licensing. So costs for the wireless web form and the cost for the expedited software.

     Okay. Let's go to questions.

QUESTION:

     You're migrating to expedite, right. By the time this contract's awarded, will it just be expedite that you'll do work on?

MR. KOSHKIN:

     That's the plan, yeah.

MS. RICHBURG:

     We need the wireless.

QUESTION:

     You wouldn't need wireless web forms for the new contract.

MS. RICHBURG:

     Okay.

MR. PALCHER:

     It would be a moot issue at that point.

MS. RICHBURG:

     Because of the cost proposal would just include one line for expedited software. And that's an annual cost?

MR. BOYLE:

     Yes.

MS. RICHBURG:

     Each year?

MR. BOYLE:

     Annual subscription cost.

MS. RICHBURG:

     Okay. Okay. So it's a base year of three years and two more year options. So that would be included with the cost proposal. That's very good. Thank you for clearing that up for me.

     Questions? Joseph, you've been quiet.

MR. CONLEY:

I've been quiet? I did have one question.

MS. RICHBURG:

Good.

MR. CONLEY:

The other personnel that's come out on TASER, how long do you give the contractor to fill that position?

MS. RICHBURG:

Tony, how long did we use... did we say, I know it's more than 48 hours.

MR. PALCHER:

You mean to replace somebody?

MS. RICHBURG:

No, for the other resources, like if we're going to use one of the other resources. We need them.

MR. PALCHER:

I don't think it's specified in there.

MS. RICHBURG:

Because it didn't specify.

MR. CONLEY:

Do you have a transition?

MS. RICHBURG:

No, these are like, say we need a document specialist.

MR. CONLEY:

Yes.

MS. RICHBURG:

Documentation Specialist for our project.

MR. CONLEY:

Uh-huh.

MS. RICHBURG:

And we submit that to XYZ vendor. We submit that to Gantech. We say we need a Documentation Specialist.

MR. CONLEY:

And you're on a team and they set out a time for...

MS. RICHBURG:

How long do we give them to provide that person?

MR. PALCHER:

Do you have a time line in?

MS. RICHBURG:

Uh-uh. We didn't provide – let us get back to you with that.

MR. CONLEY:

Okay. One question was...

MS. RICHBURG:

That was a good question. Okay. Do you have another one?

MR. CONLEY:

No, not at this time.

MS. RICHBURG:

Okay. I want to take the opportunity to say thank you, everyone, for coming out. You sure we're done with the questions? Okay. Again, I say please feel free to email me your questions. I would like to have all questions by this Friday. Although I'm not here, we still have your questions here.

You know, sometimes you see things coming out, it's going to be on a Saturday, we try to put it together. But we will try to have the minutes out to you next week, by the end of next Friday, if not sooner.

Again, thank you for coming out. Have a safe and enjoyable Labor Day holiday. The Ravens are doing good and we're going to look for a good season.

(Whereupon, at 1:45 p.m., the meeting was concluded.)

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

1. It is our understanding that MBE Prime Contractors may now count up to 50% of the overall goal and all of a particular sub goal. Is that correct?

No, the MBE policy recently put in place by GOMA is for all contracts executed after June 9, 2014. Since CATS+ was awarded in April 2013, the policy does not affect TORFPs.

2. Section 3.2.1.B.1 asks to propose exactly three resources, does it matter which 3 labor categories are proposed?

Project Manager, Application Development Expert, Sr. Help Desk Specialist (Level 2)

3. The TORFP says it is fixed price and time and materials, the pricing sheet only has time and materials available. Where do vendors submit the fixed price portion of pricing?

According to 2.5.1 and 2.7.3, certain Transition-In deliverables are fixed-price. However, Section 2.5.2(13(a) specifies that all work performed during the knowledge transfer period shall be done on a time-and-materials basis.

4. On the price sheet, there is not a place to charge for licensing cost of Wireless Webforms or eXpedite software. How will a vendor charge for the use of the software?
The revised price proposal is attached and includes licensing.

5. Can a Veteran Owned business who may prime this contract use its own certification to fulfill the VSBE goal of 2%? Or is this required to be fulfilled by a subcontractor?
It is required to be fulfilled by a subcontractor.

6. I noticed in reviewing this is hosting. Is there also going to be a line item in the price sheet for hosting?
The revised price proposal is attached and includes hosting.

7. On page 29 – section 3.2.1 – there is not a request for an executive summary. Will the contractors be penalized if they submit an executive summary?
This was an omission. All vendors submitting a proposal are requested to submit an executive summary.

8. On page 30 – F.2.G - The State employee contact person (name, title, telephone number and e-mail address) If the vendor is a subcontractor and does not have the state employee contact information, is it acceptable to submit the prime contractor contact information with the reference in lieu of the state employee contact info?
Yes.

9.   Since this procurement is for maintenance and support, would MSDE consider eliminating any of the MBE sub-goals for this opportunity?
Keeping that in mind, MSDE feels that the subgoals would be prohibitive in this case and will waive the subgoal requirement on this solicitation. However, the MBE goal still remains at 30% and the VSBE remains at 2%.

MAINTENANCE OF EARLY CHILDHOOD ELECTRONIC LICENSING INSPECTION SYSTEM (ELIS)
ATTACHMENT 1 – REVISED PRICE SHEET
TORFP# R00B4400088

The total class hours (Column B) are not to be construed as "guaranteed" hours; the total number of hours is an estimate only for purposes of price proposal evaluation.
A year for this TO shall be calculated as one calendar year from NTP.

 Labor Rate Maximums: The maximum labor rate that may be proposed for any CATS+ Labor Category shall not exceed the maximum for the CATS+ Master Contract year in effect on the TO Proposal due date.

Job Title from TORFP	Full Loaded Hourly Labor Rate (A)	Not to Exceed Hours (B)	Total Proposed CATS+ TORFP Price (C)
Year 1			
Project Manager	$	500	$
Testing Specialist	$	600	$
Sr. Help Desk Specialist	$	1200	$
Application Development Expert	$	1200	$
Junior Network Technician	$	100	$
Senior Database Management Specialist	$	200	$
Training Specialist/Instructor	$	400	$
Internet/Intranet Site Developer, Sr.	$	100	$
Documentation Specialist	$	200	$
Total Evaluated Price Year 1			**$**
Year 2			
Project Manager	$	400	$
Testing Specialist	$	300	$
Sr. Help Desk Specialist	$	800	$
Application Development Expert	$	800	$
Junior Network Technician	$	100	$
Senior Database Management Specialist	$	100	$
Training Specialist/Instructor	$	200	$
Internet/Intranet Site Developer, Sr.	$	100	$
Documentation Specialist	$	200	$
Total Evaluated Price Year 2			**$**

Year 3			
Project Manager	$	400	$
Testing Specialist	$	300	$
Sr. Help Desk Specialist	$	800	$
Application Development Expert	$	600	$
Junior Network Technician	$	100	$
Senior Database Management Specialist	$	100	$
Training Specialist/Instructor	$	200	$
Internet/Intranet Site Developer, Sr.	$	100	$
Documentation Specialist	$	200	$
Total Evaluated Price Year 3			$
Year 4 (Option Year 1)			
Project Manager	$	400	$
Testing Specialist	$	300	$
Sr. Help Desk Specialist	$	800	$
Application Development Expert	$	600	$
Junior Network Technician	$	100	$
Senior Database Management Specialist	$	100	$
Training Specialist/Instructor	$	200	$
Internet/Intranet Site Developer, Sr.	$	100	$
Documentation Specialist	$	200	$
Total Evaluated Price Year 4			
Year 5 (Option Year 2)			
Project Manager	$	400	$
Testing Specialist	$	300	$
Sr. Help Desk Specialist	$	800	$
Application Development Expert	$	600	$
Junior Network Technician	$	100	$
Senior Database Management Specialist	$	100	$
Training Specialist/Instructor	$	200	$
Internet/Intranet Site Developer, Sr.	$	100	$
Documentation Specialist	$	200	$
Total Evaluated Price Year 5			$

The Hourly Labor Rate is the actual rate the State will pay for services and shall be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate but may be lower. Rates shall be fully loaded, all-inclusive, i.e., include all direct and indirect costs and profits for the Master Contractor to perform under the TO Agreement.

Maintenance of Early Childhood Electronic Licensing Inspection System (ELIS)
ATTACHMENT 1 – PRICE PROPOSAL
TORFP #R00B4400088

ANNUAL LICENSE FEE

YEAR ONE	$
YEAR TWO	$
YEAR THREE	$
OPTION YEAR ONE	$
OPTION YEAR TWO	$
TOTAL EVALUATED LICENSE FEE	$

HOSTING

PERIOD	DESCRIPTION	MONTHLY	X		TOTAL ANNUAL COST
Year One	Monthly Hosting Services	$	X	12	$
Year Two	Monthly Hosting Services	$	X	12	$
Year Three	Monthly Hosting Services	$	X	12	$
Option Year One	Monthly Hosting Services	$	X	12	$
Option Year Two	Monthly Hosting Services	$	X	12	$
TOTAL EVALUATED HOSTING					$

TRANSITION

DESCRIPTION	COST
Transition Out (may be at any time during TO period)	$

Maintenance of Early Childhood Electronic Licensing Inspection System (ELIS)
ATTACHMENT 1 – PRICE PROPOSAL
TORFP #R00B4400088
SUMMARY
TORFP# R00B4400088

PERIOD	EVALUATED PRICE
YEAR ONE	$
YEAR TWO	$
YEAR THREE	$
OPTION YEAR ONE	$
OPTION YEAR TWO	$
ANNUAL LICENSE FEE	$
TOTAL HOSTING (5 Years)	$
TRANSITION	$
TOTAL EVALUATED PRICE	$

_____   _____
Authorized Individual Name   Company Name

_____   _____
Title   Company Tax ID #

_____   _____
Signature   Date