



June 8, 2016

Summary – Pre-Proposal Conference

Title: GIS Support and Services

CATS+ TORFP#: 060B6400037

at

45 Calvert Street, Annapolis, MD

DATE: 6/08/2016 @ 1:00 PM

The pre-proposal conference began at approximately 1:00PM.

I) Welcome and Introduction:

Ms. Sini Jacob, the Department of Information Technology (DoIT) Procurement Officer for this project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

Mrs. Julia Fischer – GIO
Ken Miller – GIO Howard
Barr - AAG

II) General Procurement Information:

Ms. Jacob told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of this TORFP. She emphasized that today's session is merely for guidance and attendees should not rely on verbal communications for information regarding the TORFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. She then gave an overview of the TORFP, highlighting important portions of the solicitation.

She reminded everyone to be sure to review the Key Information Summary Sheet on page 2.

She also emphasized the due date for this procurement as 2:00 pm on Thursday June 23, 2016.

III) Submission Requirements:

Ms. Jacob reviewed the importance of the submission instructions in 4.2 of the TORFP. Proposals shall be submitted electronically in two (2) separate e-mails as described in Section 4.2



She also suggested that when creating your technical response, you should keep your proposal in the same order as the TORFP requirements in Section 4.4. By keeping the proposal in the same order, you will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. The attendees were informed that if all required forms are not included, their proposal may be deemed non-responsive or not susceptible for award.

Further, Ms. Jacob explained that the financial volume must be entirely filled out. All hourly labor rates must be clearly entered in dollars and cents. These prices cannot be contingent on any other factors or conditions. Every blank in the price sheet shall be filled in with the relevant data.

Ms. Jacob also stated that an Amendment would be forthcoming to the TORFP in order to correct Section 4 to include VSBE form requirements and directions for submission. She also directed vendors to look to the List of Attachments to identify which items must be submitted with the proposal response.

IV) **MBE/VSBE Requirements**

This TORFP has a 7% MBE goal and VSBE goal of 1%.

Ms. Jacob asked if there were any MBE's and VSBE's in attendance and asked them to please identify themselves and their company. Several companies introduced themselves as indicated in the attendee list. Ms. Jacob thanked them and encouraged everyone to network with these companies after the conference.

V) **Communications/Questions:**

Attendees were advised that all communication must be in writing for an official response. Questions should be sent by email to Ms. Sini Jacob, the procurement officer – only.

VI) **Scope of Work**

Julia Fischer from MD GIO provided a brief overview of the scope of work as described in the TORFP. She walked through all major sections of Section 3 – Scope of Work, specifically:

Why we need support?

- Maintain current initiatives and responsibilities of DoIT Geographic Information Office
- Expand initiatives and support of new initiatives of DoIT Geographic Information Office
- All efforts are related to the mission of the DoIT Geographic Information Office



- Improve quality and lower cost of government services through enterprise resources
- Enhance the understanding and utility of data (geospatial and alphanumeric formats)
- Facilitate sharing of data

What are we seeking?

- Two (2) Key Personnel
- Additional resources to meet the needs of incoming requests
- Full-time and on-demand support
- On-demand primarily related to WebEOC support
- On-demand work to be completed either on-site, at MEMA, or potentially off-site
- Full-time work to be completed at DoIT Headquarters (Annapolis or Crownsville)

What programs are supported (MD iMAP, MEMA, WebEOC, etc.)

MD iMAP

- Primarily through the Esri platform
- Administered by DoIT and contractors
- Central repository offering authoritative data, tools and applications, interoperability and open data solutions

Incident Management Software

- Primarily through the WebEOC and Esri platforms
- Administered by DoIT staff and contractors, at MEMA
- Supports collaborative emergency response, with local government emergency management and FEMA

Open Data Portal Software

- Primarily through the Socrata platform
- Administered by DoIT and contractors
- Central repository for data in support of the Open Data Act, government transparency and accountability

Ms. Fischer also noted that contractors should also review and speak to the following in their proposals:

Required Policies, Guidelines and Methodologies (Section 3.5, Bottom of Page 20 & Top of Page 21)

TO Contractor Responsibilities (Section 3.6.3.1, Page 22)

- Continuity of qualified staff coverage for full-time and on-demand support
- Qualified staff are briefed on existing systems and workflows and any in-progress work



TO Contractor Personnel Duties and Responsibilities (Section 3.6.4, Page 23 & Top of Page 24)

Functional and Technical Requirements

- Functional Requirements (See Section 3.6.5, Page 24)
- Technical Requirements (See Section 3.6.6, Page 25)
- Looking for your approach to meet these requirements and how you will fulfill these requirements

Deliverables/Table (See Section 3.8.4, Pages 32 through 34)

- Kick-off meeting, status meetings and status reports
- Graphics inventory, communication and marketing plan, training materials

Data Protection and Controls (Section 3.14.7, Pages 39 through 41)

- Security clearance is not required

Ms. Fischer also spoke to the Work Order Process, noting that:

Work Order Process

- First mentioned under Section 3.1, Page 18
- Description provided under Section 3.9, Bottom of Page 34 through Page 35
- Two (2) Key Personnel resources shall be set forth in a Notice to Proceed
- Additional resources and/or services shall be requested through a Work Order process
- Standing work orders shall be put in place at the outset to be used for on-demand requests (on-demand work is primarily for MEMA/WebEOC)

And finally, Ms. Fischer emphasized the most important evaluation criteria for this TORFP:

TO Proposal Evaluation Criteria (Section 5.2, Pages 48 and 49)

Emphasize, we are looking for:

- Master Contractor who, overall, can meet technical requirements of scope
- Personnel resources who are highly capable and experienced to perform required tasks

VII) Questions and Answers

At this point, the meeting was opened up to questions. There were new questions that Ms. Jacob encouraged potential Offerors to submit in writing. She explained that answers to those questions will be distributed in an official Q&A response from the State, distributed to all Master contractors and posted on the DoIT website. Also, Ms. Jacob reminded everyone again that only written answers should be relied upon. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to her via email.




VIII) Closing Remarks:

Ms. Jacob reminded all potential Offerors to follow the layout in Section 4 of the TORFP when creating their proposal. She reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Ms. Jacob then thanked everyone for their attendance and the meeting was concluded.

IX) The pre-proposal conference adjourned at approximately 1:30 PM.

**Pre-Proposal Conference Sign-in Sheet— GIS Support and Services
CATS+ TORFP #060B6400037– 06/08/2016 1pm ET**



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