



Pre-proposal Conference Summary
Digital High Resolution Aerial Photography
CATS+ TORFP #060B8400047
May 10, 2018 at 2:00 PM at DoIT
via In-person and Phone

The pro-proposal conference began promptly at 2:00 PM. The phone attendee was asked to identify and introduce himself.

I. Welcome and Introduction

Memory Jackson, Procurement Officer at Department of Information Technology, welcomed the attendees. She introduced herself and the panel:

- Lisa Lowe - Contract Manager for the TORFP referenced above.
- Matthew Sokol - GIS Program Manager
- Scott Moore, Assistant Attorney General

II. General Procurement Information

Ms. Jackson informed the group that the purpose for the pro-proposal conference was to give general information and guidance to potential Offerors on the requirements of the Digital High Resolution Aerial Photography TORFP. Further, she emphasized that meeting 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. Then, she gave an overview of the TORFP, highlighting important components of the solicitation, including:

- Key Information Summary Sheet on page 2 of the TORFP.
- Closing date for questions and answers which is May 14, 2018 at 2:00 PM EST.
- Closing date for technical and financial proposals which is June 1 at 2:00 PM EST.

Attendees were informed that late submissions would not be accepted.

III. Proposal Submission Requirements

- Ms. Jackson informed the group of the importance to note that DoIT **strongly desires** submission of Proposals via email, and those who wish to submit a hard copy of their proposal, in the form identified in Section 5 of the TORFP, shall email me at Memory.Jackson@Maryland.gov.



- Per section 5.2 of the TORFP, all proposals shall be submitted in 2 separate volumes. Volume I is the Technical Proposal, and Volume II is the Financial Proposal. The directions for proposal packaging and delivery are outlined in Sections 5.2 thru 5.5. Please note that those proposals with commingled Technical and Financial Responses will be deemed not susceptible for award.
- DoIT can only receive emails less than or equal to 25 Mb in size. If a submission exceeds this size, split the submission into two or more parts and include the appropriate part number in the subject line (e.g., Part 1 of X, Part 2 of X, up to Part X of X).
- Ms. Jackson strongly encouraged attendees to pay close attention to the submission instructions in Section 5.2 and 5.4 when creating technical responses; they should be in the same order as listed in these sections. Doing so will help ensure that your proposal addresses everything as required. In addition, if all required forms and affidavits are not filled out, Offerors' proposals may be deemed not susceptible for award. Some forms cannot be cured, if completed incorrectly and may result in the proposal being removed from competition.
- Please keep the following in mind when preparing the technical proposal: Clearly identify the solicitation point of contact while the proposal is in the evaluation process. Often it can be difficult to determine who the appropriate point of contact should be. It's a good idea to list the solicitation contact on the cover sheet or near the beginning of the proposal.
- In addition, the financial volume must contain all price information in the format specified in Attachments B-1, B-2, B-3, and B-4. Please review the Financial Proposal instructions (Attachment B) carefully, and please submit your Financial Proposal on the price sheets provided. Failure to properly complete the price sheet(s) or to sign the price sheet(s) may result in a determination that your proposal is not susceptible for award.
- Finally, both the Technical and Financial Proposals volumes must be password protected. One password should be used for all items within Volume I, the Technical Proposal, and a separate, unique password should be used for all items within Volume II, the Financial Proposal. The solicitation point of contact should be given the passwords for your Proposal. I will contact the solicitation point of contact for the appropriate password when the State begins its evaluation of this solicitation. It is recommended that the corporate contact also store the passwords



for your company's Proposal in case the identified solicitation point of contact cannot be reached.

IV. MBE/VSBE Goal

Ms. Jackson informed the group that there is no MBE/VSBE goal for this TORFP.

V. Scope of Work – Section 2

Ms. Lowe discussed the background, purpose, and requirements of the Scope of Work for this Task Order. Her remarks included:

- The purpose of this TORFP- to acquire statewide aerial imagery, on a cyclical basis, to support emergency management and public safety initiatives.
- Number of awards the State intend to award- Two (2) in FA1 for the imagery program and FA2 for Quality Assurance/ Quality Control program. Ms. Lowe made clear that FA2 is not guaranteed and the Offeror selected for FA1 cannot be selected for FA2.
- Ms. Lowe informed attendees that multiple municipals including federal, state, local, private and non-governmental organizations will have access to the imagery as needed.
- The project will cover the eastern and western shore regions at approximately 10,000 square miles.
- One Work Order will be issued for FA1 upon award.

VI. Questions & Answers

Ms. Jackson gave the attendees an opportunity to ask questions but still encouraged them all to submit their questions in writing for a formal response. 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. Jackson reminded everyone again that only written answers should be relied upon.

The phone attendee was given an opportunity to raise questions as well.

VII. Closing Remarks

Before the pre-proposal conference concluded, Ms. Jackson reminded potential Offerors to follow the layout as described in the TORFP when creating their proposals. She also reiterated that a summary of the pre-proposal conference and list of all attendees will be posted on the CATS+ TORFP Status web page as soon as possible.

Lastly, Ms. Jackson thanked everyone for attending and concluded at approximately 3:15 PM.



ATTENDEE LIST

NAME	TITLE	COMPANY	EMAIL	PHONE	WEBSITE	METHOD
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