



Pre-Proposal Conference

**Enterprise Budgeting System Replacement Project
RFP # DOIT-FY-16-08**

**Department of Information Technology
45 Calvert Street, Room 164 A&B
Annapolis, MD 21401**

September 24, 2015 – 10:30 AM

- I. Welcome and Introduction.....Michael Meinl, Procurement Officer
 - a. Attendees affiliated with State of Maryland
 - b. Maryland’s Commitment to Success.....Marc Nicole, DBM Deputy Secretary
- II. General Procurement Information & Key Dates.....Michael Meinl, Procurement Officer
- III. MBE/VSBE Goal.....Michael Meinl, Procurement Officer
- IV. How To Submit A Proposal.....Michael Meinl, Procurement Officer
- V. How Your Proposal Will Be Evaluated.....Michael Meinl, Procurement Officer
- VI. Scope of Work.....Derek Rost, Contract Manager
- VII. Questions and Answers PeriodALL

We will attempt to answer every question, but our responses may be subject to clarification later. Moreover, the responses given verbally today by state representatives are not binding upon the state and are for informational purposes only. Questions for which you desire a firm answer should be submitted via email. All such questions will be answered by the State, time permitting (before proposal due date). The resultant questions and answers (Q&A’s) will be distributed, at no charge, via eMaryland Marketplace (eMM). Q&A’s will also be posted on the DoIT website (<http://doit.maryland.gov/pages/default.aspx>). Also, should issues be raised which cause the solicitation to be amended, a copy of the addenda/ amendment will be posted on eMM and the DoIT website.

- VIII. Closing Remarks..... Michael Meinl, Procurement Officer



Meeting Summary

Meeting Title Enterprise Budgeting System Replacement
Solicitation No. DOIT-FY-16-08 Pre-Proposal Conference

Date/Time 9/24/2015 @ 10:30 AM – 11:40 AM

Location 45 Calvert Street, Annapolis, 21401 Conference Room 164 A and B

Participants	State Participants	Org	Role
	Nicole, Marc	DBM	Deputy Secretary
Gerard, Cheri	DBM	Assistant Director, Office of Budget Analysis	
Meinl, Michael	DoIT	Assistant Director of Procurement	
Bhatt, Sachin	DoIT	Assistant Attorney General	
Rost, Derek	DoIT	EBS Program Manager	
Benvenga, Frank	DoIT	EBS Functional Project Manager	
Krisko, Alyssa	DoIT	EBS Technical Project Manager	
	Industry Participants		See Attachment.

Objective: To engage potential offerors to the Enterprise Budgeting System (EBS) Request for Proposals (RFP) by providing information and guidance on the requirements of the RFP. In addition, the forum provides an opportunity to have dialogue with the business community regarding the State’s intentions for the new budgeting system.

Resultant Action Items:

- Send questions to michael.meinl@maryland.gov by September 29, 2015 at 5:00 PM Local Time. **(Industry Participants)**
- Publish Pre-Proposal Conference Summary and Attendee List on eMarylandMarketplace and to participants. **(M. Meinl)**

Agenda & Discussion Summary

1. Welcome – M. Meinl

- a. Mr. Meinl welcomed attendees and thanked them for participating in this Pre-Proposal Conference.
 - i. The State is sensitive to the consideration that vendors will be making bid/no bid decisions. The State scheduled both the Pre-Proposal Conference and the deadline to receive questions early to provide the vendor community with as much information as possible as vendors make their bid/no-bid decisions.
 - ii. eMarylandMarketplace will have a published summary of the pre-proposal conference, and will serve as the primary location for procurement information and updates.



- iii. Mr. Meinl will also contact the attendees directly using information provided on the sign-in sheet.
 - b. Mr. Nicole welcomed attendees and provided background and context for why the EBS is needed after 32 years. He noted that the legacy system has worked, but is very basic. The State would like to automate and better support the budget request/decision making process with the Governor with a capability to answer questions quickly and improve the process for information sharing. Mr. Nicole noted that the [DBM] Secretary and Lieutenant Governor understand the system is expected to be ready for the FY 19 budget. Mr. Nicole closed by expressing appreciation for attendee participation and stating that the State looks forward to receiving the audience's proposals.
- 2. RFP Overview/General Comments – M. Meinl**
- a. This RFP takes an innovative approach, and the State is looking for a partner to make this initiative successful. The State is committed to making this effort a success.
 - b. Participants were instructed that answers to questions asked in this session are to be considered informal guidance. Formal response by the State will be provided to questions submitted in writing. Questions asked at this session should also be submitted in writing to the State.
- 3. RFP Section Highlights**
- a. **Key Information Sheet (Page 8) – M. Meinl**
 - i. The **deadline to submit questions** is 9/29/2015 at 5:00 PM Local Time.
 - 1. The State has not yet received many questions.
 - 2. The State tentatively plans to submit one set of responses between 10/1/2015 – 10/6/2015.
 - ii. The **Proposal Due Date** is 10/27/2015 at 2:00 PM Local Time. The State does not foresee an extension at this time. Proposals must be received by that date and time due. If delivery of your proposal is late by one (1) minute, State law/regulations will prevent us from accepting it.
 - iii. **MBE/VSBE Goals**
 - 1. This solicitation has a 15% MBE Subcontracting Goal, and a 0.5% VSBE Subcontracting Goal.
 - 2. The conference was attended by a mix of MBE and VSBE participants spanning change management, software development, training, data conversion/analytics, and ERP areas of specialization.
 - 3. Mr. Meinl reiterated that this event is a networking opportunity, and invited the MBE and VSBE representatives to introduce themselves, followed by an invitation to non-MBE/VSBE representatives to introduce themselves.
 - b. **Proposal Format and Submittal (Page 89) – M. Meinl**
 - i. Follow Section 4.2 to ensure completeness of your proposal and compliance to format requirements.
 - ii. The State will not accept email or fax delivery of proposals.
 - iii. The Technical and Financial Proposals must be sealed separately, marked and packaged in accordance with the instructions in Section 4.4. Inappropriately marking/packaging the proposal volumes can disrupt the evaluation process.



- c. **Evaluation Criteria (Page 99)** listed in Section 5.2 are presented in descending order of importance.
- d. **Price Sheet (Attachment F) – D. Rost**
 - i. The Price Sheet must be completely filled out. Do not enter any “*” notes and conditions on the values entered.
 - ii. Instruction Tab – provides instructions to fill out the other tabs.
 - iii. Summary Tab – Enter the offeror name and date - the rest is auto-populated.
 - iv. Base Contract (3 Years) Tab –
 - 1. The State is asking the Offerors to define what the “Deliverables” are. We defined the scope, you define the “Deliverables”.
 - 2. Anything the Offeror needs to do for which the Offeror expects to be paid should be part of your Deliverables. Add as many Deliverable rows as are needed to represent a complete solution.
 - 3. Include a cross-reference of your Deliverables to your Proposal, when the Deliverables will be completed, and the cost for each.
 - 4. Ensure your Deliverables cover the requirements of Maryland’s System Development Life Cycle (SDLC).
 - 5. Assume the Kickoff start date is March. Go-Live date for the EBS is May 2017.
 - 6. Section 2, licenses: Offerors must list all licenses that the State is required to acquire whether through the Offeror, or separately as a requirement of Offeror’s solution. Enter the number of licenses and the cost per license. Formulas are open to allow addition of rows; however, exercise caution to not corrupt the formulas.
 - 7. Hardware: Offerors must describe what the infrastructure needs are for their solution. Include all infrastructure that will be required to get the job done. Everything required to run the solution must be in the proposal. If it’s not listed, the State will not pay for it.
 - 8. Price the cost for the Capital Budget separately. The EBS is primarily focused on the Operating Budget, but the Operating Budget does include some capital projects. The price for Capital Budget capabilities must roll to the total, but must be clearly identified as a separate line item.
 - 9. Offerors must also explain what “other” costs they have included and why they are needed.
 - v. The Option Years (2 Years each) Tab follows the same format by year.
 - vi. Optional Items Tab: There are seven (7) optional items that are considered to be “nice to have”. Offeror’s should specify the additional requirements/costs are for each of these seven (7) items.
 - vii. Labor Categories Tab: All labor categories are listed so the Offerors can determine which ones apply to their Proposal. Offerors must include prices only for those labor categories that they will use. Use the labor category prices as basis for your Deliverable costs.
 - viii. The State is interested in audience feedback on the price sheet and how it works from the vendor perspective.

4. Evaluation – M. Meini



- a. In the Executive Summary, include the name, phone number, and email information for the contact to be used by the State for follow up purposes. Also keep company profile information toward the beginning of the proposal.
 - b. References: Think carefully about your references and reach out to them ahead of time to let them know we will be calling them. Ensure your reference point of contact is someone who knows the day-to-day performance attributes of your company during the course of your contract.
 - c. The evaluation process includes several gates.
 - i. **Responsiveness:** The State will review the proposal for responsiveness (delivered on time; follows the format; complies with packaging requirements; names MBE and VSBE subcontractors, identifies what part of the goal they will meet, indicates if they are certified Maryland MBE).
 1. Note that rules regarding MBEs serving as prime contractors were clarified last year. MBE primes must still meet specific subcontracting requirements.
 2. If you don't name your MBE and VSBE partners with an indication of their role on the project, the Offeror may be deemed not susceptible for award.
 3. The State will check certifications of VSBE partners with the Federal Government, and their ability to perform.
 - ii. **Compliance with Minimum Qualifications**
 1. For the Company it is a Pass/Fail determination. The State will use reference feedback to validate that the Offeror's experience exists.
 2. For the Solution, the Offeror will certify/assert the capabilities of its solution, and the State may ask for a demonstration of that functionality in an oral presentation.
 - iii. **Technical and Financial Proposal Reviews**
 1. The State will review the proposal and do a qualitative and quantitative analysis for the technical solution. The Offeror's Technical Proposal will be ranked based on its technical solution. The Offeror with the best technical approach and solution will be ranked #1.
 2. Once the technical review is complete, a financial review will be performed. Note that the Financial Proposal will not be opened until this point. Vendors were reminded that no pricing information should be included in the Technical Volume.
 3. The State may request a BAFO affecting either or both of the technical and financial reviews.
 4. The Financial Proposal will also be ranked. The lowest price, details included in the Financial Proposal, and total cost of ownership all contribute to the Financial Proposal ranking.
 5. Technical and financial proposal rankings will both be taken into account for final ranking. The State will award based on the most advantageous offer. The award may not necessarily be given to the lowest bid. Technical characteristics will heavily influence the outcome, but price will also factor significantly.
5. **Scope of Work Overview – D. Rost**



- a. The legacy system is old and is augmented by many spreadsheets, Word documents, Access databases, etc. Maryland's budget is not dissimilar from the other 49 states or the Federal government.
 - b. The budget process is complex, spanning numerous agencies¹ that vary in size. For example, one (1) agency has 23,000 employees and seven (7) agencies have less than ten (10) employees. The solution needs to accommodate processes and data entry / data management for agencies that vary in size and have different degrees of permanent and part-time budget personnel.
 - c. The solution must replace the legacy HOBOS mainframe system and the ancillary spreadsheets/tools that have developed across the State agencies with an understanding that the project should also result in process efficiencies for OBA, large agencies and small agencies.
 - d. It is necessary for the EBS to interface (share data through file exchanges) with other State supporting systems (e.g., financial, personnel). Integration is not necessary. There are numerous data interfaces.
 - e. Technical Proposals should specifically address the requirements as described in Section 3. Additionally, note that Attachment W includes detailed solution requirements and the State expects the Offeror to tell us how your solution complies with each requirement.
- 6. Questions & Answers (All): Please send your questions in writing so you also have formal answer.**
- a. Attendees were encouraged to submit questions in writing to Michael Mehl so that the State could respond through a Question and Answer document.
 - b. Questions that were asked during the pre-proposal conference will be paraphrased in the Question and Answer document and published on eMaryland Marketplace.
- 7. Wrap Up**
- a. Thank you for attending.
 - b. Email Michael.Mehl@maryland.gov only with questions.

¹ The State of Maryland Executive Departments, Independent Agencies, Other Agencies, Programs and Coordinating Offices are collectively referred to as "agencies". See http://www.maryland.gov/pages/agency_directory.aspx?view=Agencies





No.	Company	POC Name	POC EMAIL	POC Phone	MBE	VSBE
1	ACC Resource (Division of American Cabling Company)	Tom Buxton	TOM.BUXTON@ACCRESOURCE.COM	(301) 390-2774	x	
2	Application Alternatives	David Kiasi	david.kiasi@appalt.com	(301) 350-4752	x	
3	Aquas, INC	Raul Medrano	rmedrano@aquasinc.com	(301) 654-4000	x	
4	Bart & Associates	Jesus Medrano	medranoj@bna-inc.com	(703) 821-0030		
5	Bart & Associates	John Poling	polingj@bna-inc.com	(703) 821-0030		
6	C.L. Russell Group	Connie Russell Gorum	info@clrussellgroup.com	(240) 257-3141	x	x
7	Canton Group	Kelly Price	kprice@cantongroup.com	(410) 675-5708 ext. 7106	x	
8	CGI	Michael Tekampe	Michael.tekampe@cgi.com	(703) 267-8000		
9	Change Dynamix	Donnell S. Josiah	donnell.josiah@changedynamix.com	(855) 987-6900 ext.701	x	
10	Deloitte	Mark Henry Wiggins	mawiggins@deloitte.com	(410) 843-3222		
11	Dimensional Concepts	Sanjeet Harpalani	sanjeet@dimensional-concepts.com	(703) 880-6077 ext. 102	x	
12	DK Consulting, LLC	Heath Goisovich	hgoisovich@dkconsult.net	(443) 552-5851 ext. 104	x	
13	Eagle Age Consulting, LLC	Joy Babalola	joybabalola@eagleage.com	(301) 602-2424	x	
14	Enalogic	Chris Choe	hchoe@enalogic.Com	(301) 906-1472		
15	Entap	Janice Kelly	janice.kelly@entap.com		x	
16	Epilogue Systems	David Miller	dmiller@epiloguesystems.com	(443) 253-9751		
17	FASTech	Matthew Lee	mlee@fastechinc.com	(301) 886-8375	x	
18	Fosterknowledge	Susan Dawson	susan@fosterknowledge.com	(443) 261-5669	x	
19	GANTECH Inc	John Walker	jwalker@gantech.net	(443) 276-4777	x	
20	IBM	Melissa Burbage Doyle	mbdoyle@us.ibm.com	(843) 437-9016		
21	iCUBE Systems, Inc.	Narayan V Athreya	nvathreya@icubesys.com	(703) 222-3636	x	
22	inFor	Jason Farrow	jason.farrow@infor.com	(908) 752-1392		





No.	Company	POC Name	POC Email	POC Phone	MBE	VSBE
23	Macro Solutions	John Fales	jfales@macrosolutions.com	(202) 618-8144		
24	Mansai Corporation	Aparna V Iyer	aiyer@mansai.com	(301) 552-5372	x	
25	Mansai Corporation	Dr. R. S.Venkatachalam	venk@mansai.com	(301) 441-1011	x	
26	Navigator	Amanda Tate	atate@navmp.com	(410) 409-7693		
27	Ninth Ball	Onuan Akhigbe	onuan.akhigbe@ninthball.com	(301) 526-0933	x	
28	Oakland	Richard T. Wheeler	rwheeler@ocg-inc.com	(301) 577-4111	x	x
29	Oracle	Daniel A. Rice	daniel.rice@oracle.com	(706) 247-3561		
30	Oracle	Gerry Anderson	gerry.anderson@oracle.com	(301) 807-1718		
31	Powersolv	Beth A. Wong	wongba@powersolvinc.com	(703) 230-5500 ext. 23	x	
32	PPC	Paul Meyers	pauill.meyers@ppc.com	(703) 748-6434		
33	PPC	Erez Levi	Erez.levi@theperformagroup.com	(301) 873-3887		
34	PTS Inc.	Khin M. Contrino	kcontrino@preftec.com	(410) 294-4117	x	
35	Sierra-Cedar	Darren Smith	Darren.Smith@Sierra-Cedar.com	(470) 233.601 2		
36	SNAP, INC	Saju Varghese	Svarghese@snapinc.net	(703) 230-6620	x	
37	SQN Systems	Louis H. Bullock	lbullock@sqnsystems.com	(877) 207-8897 ext. 703	x	x
38	STELLAR	Andy Liu	ALiu@StellarServices.com	(212) 432-2848	x	
39	Tagetik	Bob Fitzgerald	bobfitzgerald@tagetik.com	(203) 546-0911		
40	TechnoGen, Inc.	Nagaphani Kumar	kumar@technogeninc.com	(703) 565-2832		
41	Versapro Group	Nate Owens	nowens@versaprogroun.com	(614) 330-1515		
42	Workday	Steve Trost	steve.trost@workday.com	(703) 639 -3500		
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