



Enterprise Budgeting System Replacement Project

RFP # DOIT-FY-16-24

Department of Information Technology

45 Calvert Street, Room 164 A&B

Annapolis, MD 21401

March 29, 2016 2:00 PM

- I. Welcome and Introduction.....Dale Eutsler, Procurement Officer
 - a. Attendees affiliated with State of Maryland
 - b. Maryland’s Commitment to Success.....Jonathan Martin, Executive Director OBA
- II. General Procurement Information & Key Dates.....Dale Eutsler, Procurement Officer
- III. MBE/VSBE Goal.....Dale Eutsler, Procurement Officer
- IV. How To Submit A Proposal.....Dale Eutsler, Procurement Officer
- V. How Your Proposal Will Be Evaluated.....Dale Eutsler, 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.

- I. Closing Remarks..... Dale Eutsler, Procurement Officer



Meeting Summary

Meeting Title Enterprise Budgeting System Replacement
Solicitation No. DOIT-FY-16-24 Pre-Proposal Conference

Date/Time 3/29/2016 @ 2:00 PM – 3:30 PM

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

State Participants	Org	Role
Martin, Jonathan	DBM	Executive Director, Office of Budget Analysis
Gerard, Cheri	DBM	Assistant Director, Office of Budget Analysis
Meinl, Michael	DoIT	Assistant Director of Procurement
Eutsler, Dale	DoIT	Procurement Analyst
Carrey-Beaver, Douglas	DoIT	Assistant Attorney General
Rost, Derek	DoIT	EBS Program Manager
Benvenga, Frank	DoIT	EBS Functional Project Manager
Krisko, Alyssa	DoIT	EBS Technical Project Manager
Mangone, Rich	DoIT	EBS Quality Assurance Manager
Thompson, Carla	DoIT	MBE Liaison
Industry Participants		See Attachment.

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

Resultant Action Items:

- Send questions to dale.eutsler@maryland.gov by Friday, April 1, 2016 at 2:00 PM Local Time.
(Industry Participants)
- Publish the Pre-Proposal Conference Summary and Attendee List on eMarylandMarketplace and to participants. **(D. Eutsler)**

Agenda & Discussion Summary

1. Welcome – D. Eutsler/J. Martin

- a. Mr. Eutsler 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 to make their bid/no-bid decisions.
 - ii. eMarylandMarketplace will have a published summary of today's meeting, and will serve as the primary location for procurement information and updates.



- iii. Mr. Eutsler will use the information provided on the sign-in sheet if it is necessary to contact today's attendees.
 - b. Mr. Martin welcomed the attendees and provided background and context for why the EBS is needed after 40 years. He noted that the legacy system does not serve the millennial generation workforce and efficiencies are needed. The State is committed to this initiative and thanks the vendor community for their attendance. Mr. Martin closed by stating that the State looks forward to receiving the audience's proposals.
- 2. General Procurement Information and Key Dates – D. Eutsler:**
- a. The *RFP Key Information Summary Sheet* on Page 7 includes key dates, times and points of contact for this procurement.
 - i. The deadline to submit questions is 4/1/2016 at 2:00 PM Local Time.
 - ii. The State tentatively plans to submit one set of responses to questions no later than 4/8/2016.
 - iii. The Proposal Due Date is 4/19/2016 at 2:00 PM Local 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 the State from accepting it.
- 3. MBE/VSBE Goals – D. Eutsler**
- a. The State will be issuing an amendment this week that corrects the MBE and VSBE Subcontracting Goals to be internally consistent within the RFP.
 - b. This solicitation has a 10% MBE Subcontracting Goal and a 1% VSBE Subcontracting Goal.
 - c. Mr. Eutsler 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.
 - d. The conference was attended by a mix of MBE and VSBE participants spanning change management, IT transformation, budget software development, training, project management, cyber security, systems integration, IT staffing, ERP consulting, data management and data analytics areas of specialization.
- 4. How to Submit a Proposal –D. Eutsler**
- a. For Volume I – Technical Proposal, follow Section 4.2 to ensure completeness of your proposal and compliance to format requirements. It is important that the submittals follow the exact order requested to ensure the State receives a response to all required elements and to facilitate evaluation. RFP Pages 88 and 89 documents page count limitations for each response section.
 - b. For Volume II- Financial Proposal, the Price Sheet (Attachment F) must be completely filled out. Do not enter any asterisks, notes, or conditions on the values entered.
 - c. Instructions for the proposal format and submittal begin on RFP Page 99.
 - i. The State will not accept email or fax delivery of proposals. Section 4.5 lists the acceptable delivery options.
 - ii. Delivery must be provided by the due date and time.
 - iii. The Technical and Financial Proposals must be sealed separately, marked and packaged in accordance with the instructions in Section 4.4. Inappropriately marking or packaging the proposal volumes can disrupt evaluation process.
- 5. How Your Proposal Will Be Evaluated – D. Eutsler**
- a. **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 the State 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. Ensure that your reference points of contact are accessible for the State's follow up.
- c. The **Evaluation Criteria (RFP Page 100)** listed in Section 5.2 are presented in descending order of importance. The evaluation process includes several gates.
- i. **Responsiveness:** The State will review the proposal for responsiveness (e.g., 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).
 - ii. **Compliance with Minimum Qualifications (RFP Page 36)**
 1. For the Company, compliance is a Pass/Fail judgement. The State will use reference feedback to ensure that the Offeror's experience is real.
 2. For the Solution, the Offeror will certify/assert the capabilities of your solution.
 - iii. **Technical and Financial Proposal Reviews**
 1. The State will review the proposal and do a qualitative analysis of the technical solution. The State will look for strengths and weaknesses. The Offeror's Technical Proposal will be ranked based on the technical solution. The Offeror with the best technical approach and solution will be ranked most favorably.
 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 are reminded that no pricing information should be included in the Technical Volume or any oral presentation materials.
 3. The State may, but does not always, request a best and final offer (BAFO) affecting either or both of the technical and financial reviews. It is important that your initial submission be your best effort.
 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 the 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 in significantly.
6. **Scope of Work Overview – D. Rost**
- a. This effort is for the budget for the State of Maryland to include executive agencies, other branches of government and higher education.
 - b. The legacy system is old and is augmented by many spreadsheets, Word documents, Access databases, etc. The legacy system covers maybe 10-15% of the current business needs.
 - c. 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

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



- (10) employees. The solution needs to accommodate processes, data entry, and data management for agencies that vary in size and have different degrees of permanent and part-time budget personnel. The State is estimating 1000 users.
- d. The scope of this effort does not include replacement of agency-specific systems where the agencies have a working capability and do not choose to adopt the EBS for internal budget management functions. All agencies will be minimally required to submit their budget requests in a uniform manner through EBS to DBM/OBA.
 - e. Usage levels will vary depending upon the time of year. The State would like seasonality to be taken into account with respect to service level agreements (SLAs) and scalability, for example.
 - f. 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 and some exchanges will be bi-directional.
 - g. The State needs to be able to print the Budget Books. Deadlines for printing the books are mandated and immovable.
 - h. The initial operating capability goal for the EBS Solution is to provide functionality no later than the start of development of the FY 2019 budget in May/June of 2017. The State does not expect all functionality to be available in May of 2017; however, the State does need functionality just in time to perform the priority budget functions during the Budget Cycle.
 - i. The State is looking to the vendor community's expertise to propose how to bundle and deliver functionality to meet priority objectives.
 - j. Key personnel are expected to be full-time and on-site in Annapolis to support the State until the solution is fully implemented (**RFP Page 21**).
- 7. Questions & Answers (All): Please send your questions in writing so you also have formal answer. Only formal responses should be relied upon for future clarification.**
- a. Attendees were encouraged to submit questions in writing to Dale Eutsler 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.
- 8. Wrap Up**
- a. An Amendment will be posted today to update the Key Information Sheet with explicit times for the submission of questions and proposals. The MBE and VSBE forms will also be updated to match the percentage requirements as noted on the *RFP Key Information Summary Sheet*.
 - b. Please remember, the proposal is due no later than 4/19/2016 at 2:00 PM local time. All required documents must be included and signed where indicated.
 - c. Email dale.eutsler@maryland.gov only with your questions. Only written questions will receive an official response.
 - d. On behalf of the Department of Information Technology and the Department of Budget and Management, thank you for attending today's session.





Attendee and Contact List

Company	Name	Certified MBE	Email Address	RSVP
Accenture	Martin Benison	No	martin.j.benison@accenture.com	Yes
AP Ventures	Theresa Boyle	Yes	tboyle@apvit.com	Yes
AST Corporation	Daryl Cockerham	No	DCockerham@astcorporation.com	Yes
CGI	Michael Tekampe	No	michael.tekampe@cgi.com	Yes
CompSec Direct	Manuel Benitez	Yes	m.benitez@compsecdirect.com	Yes
CompSec Direct	Jose Fernandez	Yes	j.fernandez@compsecdirect.com	Yes
Deloitte	Mark Wiggins	No	mawiggins@deloitte.com	Yes
Davis Unlimited Information Technologies, Inc	Denise Davis	Yes	dldavis@duit.us	No
Elements Consulting	Lois Findley	Yes	lfindlay@verizon.net	Yes
Fastech, Inc.	John Cornwell	Yes	jcornwell@fastechinc.com	Yes
Fastech, Inc.	Sarah O	Yes	sarah.o@atechsys.net	Yes
Gantech	Jay Walker	Yes	jwalker@gantech.net	Yes
iCube Systems, Inc.	Narayan Athreya	Yes	nvathreya@icubesys.com	No
Jumotek, Inc.	Monica Ugbaja	Yes	monica.ugbaja@jumotek.com	Yes
JuneGem Technologies	Stephanie Thomas	Yes	sthomas@junegemtech.com	No
Kilda Group LLC	Kevin Walsh	No	kevin.walsh@kildagroup.com	No
LSI	Charles Collins	No	ccollins@lsiconsulting.com	No
NetApp	Milton Weatherhead	No	milton.weatherhead@netapp.com	Yes
Oakland	Richard Wheeler	Yes	rwheeler@ocg-inc.com	No
OpenGov	Greg Keeney	No	gkeeney@opengov.com	No
Performa	Ezez Levi	No	Erez.Levi@Theperformagroup.com	Yes
PPC	Paul Meyers	No	PaulMeyers@ppc.com	Yes
Qlarion	Michael Donofrio	No	mdonofrio@qlarion.com	No
SAP	Drew MacGloan	No	drew.macgloan@sap.com	Yes
SAP	Doug Ross	No	douglas.ross@sap.com	No





Company	Name	Certified MBE	Email Address	RSVP
SAP	Satish Katiki	No	satish.katiki@sap.com	Yes
SQN Systems Corp	Louis Bullock	Yes	lbullock@sqnsystems.com	Yes
Stellar Services	Andy Liu	Yes	aliu@stellarservices.com	Yes
Symphony Placements	Richard McClearn	Yes	rmcclearn@symphonyplacements.com	No
Tech Mahindra	Radha Seetharaman	Yes	Radharkrishnan.Seetharaman@techmandria.com	Yes
TechnoGen, Inc	Rajan Natarajan	Yes	rnatarajan@technogeninc.com	No
TechnoGen, Inc	Phillip DeLeonibus	Yes	Pdeleonibus@TechnoGenInc.com	No
TMI Solutions, Inc.	Q.C. Jones	Yes	qcjones@tmi-solutions.com	Yes
V -Tech Solutions	Gina Lewis -Price	Yes	glewis-price@v-techsolutions.net	Yes

