

Greeting

- Welcome:
 - Thanks everyone for coming
 - Confirm attendees signed in; those who have joined via webex, please forward a list of each member of your firm who participated
 - Agenda not posted, so I will read through it quickly.
 - Copy of powerpoint (includes agenda), list of attendees to include those joining us via webex; pre-proposal conference summary issued on eMM.
 - Please keep eMM information current to ensure you do not miss information
- Networking if time permits
- Silence or turn off cell phones
- Introductions: See powerpoint list of attendees

Purpose of Meeting & Project Description:

- To provide general procurement information associated with DoIT'S Enterprise Content Management System RFP and MVA'S DIWS 2 TORFP. Read RFP Section 1.1.1, 1.1.2 and 1.1.4
- Keep in mind that the purpose of today's conference is to give information & guidance to potential offers on the requirements of the solicitation. We will allow questions at the end as it relates to your proposal submissions, the evaluation process or MBE/VSBE goals and forms. All questions related to the SOW for the RFP and/or the TORFP, shall be submitted in writing to me for a written formal response. Q&A's will be issued on eMM and any issues that arise which cause the solicitation to be amended, a copy of the addenda/amendment will be posted on eMM. Any and all information released during this procurement will also be posted on DoIT's website.
- Review Key Summary Sheet:
 - Deadline for questions:
 - All questions directed to me ONLY; no one else listed on this procurement, anyone speaking here today or any other MVA or DoIT staff member
 - If you don't get a "received" response from me, please follow up after 24 hours
 - Deadline for proposals

<ul style="list-style-type: none">• Late responses shall not be accepted; regardless of issue○ MBE- Goals; ask MBE and VSBE firms to stand and introduce themselves; speak loudly and clearly into the microphone.
Warren- Review of MBE/VSBE goals and required paperwork submissions
<ul style="list-style-type: none">• How to Submit A Proposal; Section 4<ul style="list-style-type: none">○ 2 volumes; technical and financial; label each volume clearly. Do not include the financials with the technical○ Submit at the same time○ Section 4.2 of RFP provides guidance for submitting your proposals to include the order it should be in and what it should include○ Per Section 4.3 of the RFP, please submit the price sheet in PDF and Excel format. If there are any discrepancies, the PDF file shall be considered the correct submission. TORFP Price Sheet (Attachment F) has specific instructions and multiple tabs. Please read the instructions thoroughly. Failure to completely fill out the price sheet or to sign the price sheet may result in your proposal being deemed not susceptible for award.○ Section 4.4 covers the Proposal Packaging which includes the # of copies; file format type; redacted version; physical submission and page numbering○ Section 4.5 – Proposal Delivery- Hand delivered, mailed or sent by private courier. Proposals faxed or e-mailed will not be considered Must be received by due date and time; no exceptions Don't wait until last minute to deliver your proposal Keep in mind that proposals will be delivered to the MVA Headquarters. Allow sufficient time to park due to heavy customer volume at this location. Escalator, stairs and elevator access to 2nd floor Call when you arrive at Room 223 Joy's office: 410-787-7792/ Procurement General Line: 410-768-7241
<ul style="list-style-type: none">• How Your Proposal Will Be Evaluated<ul style="list-style-type: none">○ There are several steps to achieve an overall ranking○ 1st – review for responsiveness by the procurement officer<ul style="list-style-type: none">▪ Submitted on time as 2 separate volumes▪ Were the required attachments submitted with signatures▪ Did you propose the proper MBE or VSBE subcontractor on the correct form, are those companies certified either by the State (MDOT) or by the Department of Veteran Affairs, are the certified to do the work you indicated that will do.▪ If any of these responses are “no” it may result in your proposal being deemed as nonresponsive- which means that no further evaluation would take place

- 2nd- Review the offeror's proposal to determine if it meets the minimum requirements. For this project, there are minimum qualifications for both the company/offeror and the personnel. All minimum qualifications are pass/fail. This who "fail" will not continue through the evaluation process
- 3rd- Thorough review of your technical evaluation by the evaluation team using the evaluation criteria in Section 5 of the RFP
 - All proposals deemed responsive will be scheduled for a 2 hour oral presentation(Section 1.16.1)
 - In the event that more than 10 responsive proposals are received, the procurement officer may elect to down select the process (Section 5.5)
 - Those firms selected in the down-select process, a 4-5 hour live demo will be conducted
 - The team will capture strengths and weakness
 - Proposal will be ranked based on the best technical approach
- 4th step- Review of the financial proposals. Financials are not open prior to this point in the evaluation. Therefore, do not discuss pricing in your technical proposal or during your oral interview. The State may request a Best and Final Offer (BAFO). At the conclusion of this stage, offerors will again be ranked based on the lowest price offered.
- 5th and final- Overall ranking of the offerors. Per Section 5.5.3 of the RFP, the firm determined to have the most advantageous offer to the state will be selected for award, noting that technical factors will receive greater weight than financial factors.

- Richard Durkee Discuss DoIT's **Application Enterprise Program**

- Bruce Chaillou – Review Key Topics of TORFP #1; MVA's DIWS 2 Project

Questions-

Next steps: Question due date: Friday, August 26, 2016 12:00 standard time

Bid due date: Wednesday, October 5, 2016 2:00 standard time