



**DEPARTMENT OF
BUDGET & MANAGEMENT**

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**Summary of the Pre-Proposal Conference for
Project No.: 050R5200205
Web Enterprise Systems
On April 22, 2005, 10:00 AM**

At approximately 10:05 am William M. Bowser, Procurement Officer for Web Enterprise Systems, convened the Pre-Proposal Conference.

Mr. Bowser introduced Teri Greene, Contract Manager for the resulting contract, and other DBM employees, Bill Dye, Jason Ross, Jacque Boock, DanaWalker, and Janice Montique. Mr. Bowser requested that all that had not done so to sign-in on the Pre-proposal Attendee List. Mr. Bowser stated that the attendee list will be distributed via e-mail along with the summary of this conference. Attached to this summary is the Attendee list for this procurement. Mr. Bowser then requested that all questions be held until the Q&A session. Mr. Bowser began the review RFP Sections 1, 2, 4, 5, and RFP Attachments. Mr. Bowser noted several areas of the general terms and conditions and suggested that attendees make sure that they review the State's requirements with all appropriate company personnel including attorneys. After Mr. Bowser completed the review of these sections, he asked Janice Montague to speak about the Minority Business Enterprise requirements for this RFP. The overall goal is 35%. All offerors were reminded of the changes to Maryland law as it applies to properly completing all require forms. Failure to properly complete and submit all MBE forms will result in the offer being rejected.

The Questions and Answers Period immediately followed the review (Some questions were deferred and place within the Q&R#1.)

1. Can you tell be on the current contract the number of staff incumbents for FDE?

RESPONSE: In the RFP we put the 2.25 that is actually down 1.5 for the plumtree. We don't manage services. It is a 24 x 7 operation preceding the availability and the security of the port .

3. Is the incumbent allowed to participate on this?

RESPONSE: Yes.

4. Are you going to be e-mail the summary of this conference?

RESPONSE: The summary of this conference will be e-mailed to all known by the procurement officer. Also please understand that the answers to the questions do not modify the RFP. It is generally designed to give additional information. If the question results in needing a change to the RFP, an Addendum would be issued.

5. If the incumbent is awarded the prime on the contract, what would the MBE requirements be at that point?

RESPONSE: 35% Goal. We expect any prime contractor, incumbent or not, that is awarded this contract to have the same obligations.

~Effective Resource Management~

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6. RFP Section 3.4.6 Can a prime contractor submit more than the 3 references that would focus on an MBE?

RESPONSE: There is no limit on the number of references MBE or otherwise.

7. Do you also provide list of the attendees?

RESPONSE: Yes. The list will be e-mailed with the conference summary to all who are known to the procurement officer.

8. Do you weigh more heavily a 100% MBE submission versus a 35% compliance?

RESPONSE: No. The MBE goal is not an evaluation criteria and thus would not be evaluated differently.

9. Was the incumbent before having to relate to Minority or not?

RESPONSE: Yes. The incumbent had an obligation under the TFP contract of 15% MBE participation.

10. Question about bid affidavit. Section K refers constantly to domestic and foreign corporations. We are LLC. What should we do?

RESPONSE: An LLC is not a corporation and would be recorded as an N/A.

Note, the answers do not change or alter the requirements of the RFP. Some of the questions caused the Department to change its requirements, see Addendum #1.

At the conclusion of the conference, Mr. Bowser again stated that a summary of the pre-proposal conference would be e-mailed to all who are known to the Procurement Officer.

There being no further questions, Mr. Bowser reminded all present that the due date and time for the solicitation is May 3, 2005 no later than 2:00 P.M. (local time) and the adjourned the conference at about 11:20 am.

< Signed >
William M. Bowser
Procurement Officer

