



Maryland Department of Budget & Management

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PRE-PROPOSAL CONFERENCE SUMMARY **PROJECT No. 050R3800141** **High Capacity Circuit Services (HCCS)** **May 14, 2003**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference in Room 164A at 45 Calvert Street, Annapolis, MD 21401, on May 14, 2003. An attendance list with the names of those attendees signing in is at Attachment 1.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference, recognized the State and Department (DBM) people present, and reiterated that all vendors sign in. The Procurement Officer advised that a transcript of the Conference would be available through the Free State Reporting transcription company and further advised vendors present to send the Procurement Officer an e-mail to be added/deleted from the vendor list for this RFP. The Procurement Officer then reviewed the RFP: Sections 1 (reviewed nearly every point related to type, terms and conditions of the solicitation), 3 (emphasized separate proposals required for DDS and FR/ATM services and that two volumes for each service are to be submitted separately with no price info in tech volume) and 4 (explained evaluation process and how State selects best proposal) and Attachments A (pointed out that RFP, contract and contractor proposals represent State expectations and requirements), B (emphasized all blanks are to be filled in and that “domestic corporation” means a corporation registered in Maryland), C (explained contract affidavit is reaffirmation of bid/proposal affidavit) and E (first five locations are State data centers and the remaining two locations are critical facilities).

The State’s Program Manager summarized the RFP, Section 2 (Scope of Work) and Attachment F (Proposal Price Forms).

Then, the floor was opened to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail. Questions received before the Pre-Proposal Conference but mentioned in the Conference are addressed in the State’s Q&A #2, issued on May 20, 2003. The summary of questions/answers follows and has been edited to include some extra information in responses to questions for clarity, conciseness and most important, meaning.

1. **Question:** Conrad Connor, MCI. There are two contracts with the State of Maryland. Currently an Inter-LATA contract (9911), and an Intra-LATA contract with Verizon. Is the State saying it is going to transition circuits from both those contracts to this contract?

Answer: That is the State's intent but affordability is key. There's a cost to transition these circuits to a new contract. There is a cost component for a monthly recurring fee and then there is a one time, flat fee cost component for circuit installation. It is the latter component that will drive the decision on how much the State will be able to transition since the State must pay the recurring cost regardless of what contract the circuits are under. Please remember Sec 1.1 advises there is no guaranteed service purchase amount from any resulting contract—a standard provision in most State contracts.

2. **Question:** Conrad Connor, MCI. Section 2.3.1.2 states in bold print that services ordered by an Agency shall include the necessary interfaces to existing circuits and shall support all of the standard interfaces for respective services. Does this include hardware?

Answer: No. What we are addressing is the need for new circuits ordered from one vendor to be interfaced to existing circuits from another vendor. Specifically, if a non-incumbent vendor is awarded the contract for FR/ATM services, the State shall first order the termination end of a requested FR/ATM circuit at selected locations so the non-incumbent vendor can begin the process of installing circuits statewide, when subsequent orders are placed. Once the new termination end circuit is installed, all other FR/ATM circuits are mapped to it. For example, at the Annapolis Data Center (ADC), the State would establish or install an OC3 ATM circuit first. Then, all orders for FR/ATM circuits needing to be mapped to the ADC could proceed. Not all circuits will be mapped to the ADC. There are other locations that will need a termination location to include but not limited to those specified in Attachment E to the RFP. The RFP will be amended to include this explanation.

3. **Question:** Conrad Connor, MCI. For pricing evaluation, we assume there are going to be different formulas used for FR and ATM pricing. Is the State evaluation going to be based on just total price or just how is the evaluation going to be done based on these different formulas from different companies?

Answer: The evaluated total price on RFP Attachment F, Proposal Price Form A-34 is what the State will use for its financial proposal ranking. The State will also consider the one time installation costs for ordered circuits because of the affordability issue on transitioning embedded circuits mentioned before. Please review Sections 3.5.1.4 and 4.3 of the RFP for an explanation of how to reach the evaluated total price and how the Vol II-Financial Proposal will be evaluated.

4. **Question:** Dana Able, Verizon. The RFP says the database that you're looking for to track your orders and trouble tickets should have 50 concurrent users. Are you looking for access to every Agency and everyone in the Agency or is it limited access?

Answer: The database required in Section 2.3.8 is for circuit service records and not related to trouble tickets. The problem reporting system is a different requirement covered in Sec 2.7.7. With regard to database access, it's limited. There are certain people in Agencies who do the ordering and receive invoices. There could easily be more than 50 authorized users but no more than 50 concurrent users. Each user will be authorized access via a password in accordance with Section 2.3.8 of the RFP.

5. **Question:** Conrad Connor, MCI. There is no MBE stated requirement in the solicitation?

Answer: The cover of the solicitation encourages MBE response but there is no MBE subcontracting goal in the RFP.

6. **Question:** Chuck Hutzell, Verizon. Do you have a vision for what format you would like to see for the additional information that supports our price sheets or what you're looking to receive with regard to that additional information?

Answer: Format is less important than every element that is required by Sec 3.4.2.12 being addressed in the Technical Proposal and every element required by Sec 3.5.1.10 being addressed in the Financial Proposal. These are the elements that will allow a State user to replicate any fee calculation. The important point here is that whatever you submit becomes part of the contract. Although the formulas, mileage information and unit price elements you propose will be the contractual basis for the fees of the winning Offeror(s), the individual elements are not an evaluated portion of the financial proposal. As mentioned before, what will be evaluated is the total on the Price Proposal Forms and the installation prices.

7. **Question:** Conrad Connor, MCI. Again, I just wanted clarification about transitioning the embedded base for your costs and evaluation. Is that based on submitted proposals or the existing contract?

Answer: It's based upon what Maryland currently has in its embedded base infrastructure. As the State makes its decision about what it wants to transition, I would envision the State would be asking for price quotes in blocks of circuits over a long period. The transition process could potentially continue over the entire base period of the contract and will not be instantaneous.

Date Issued: May 20, 2003

Norman H. Grinnell

<signed>

Procurement Officer

1 Atch
HCCS Pre-Bid Attendance List

Pre-Bid Attendance List

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