



**PRE-PROPOSAL CONFERENCE
for
Independent Assessment Services (IAS)
RFP # 060B4400002
Conference Room 164 A&B
45 Calvert Street
Annapolis, MD 21401**

November 6, 2012 – 10:30 AM

- I. Welcome and Introduction.....Michael Meinl, Procurement Officer
 - a. Sign-In Sheet
 - b. Attendees affiliated with State of Maryland
 - c. Pre-proposal Conference presentation and attendee list will be emailed
- II. General Procurement Information..... Michael Meinl, Procurement Officer
- III. Proposal Submission Requirements.....Michael Meinl, Procurement Officer
- IV. MBE Goal..... Michael Meinl, Procurement Officer
- V. Procurement Communication.....Michael Meinl, Procurement Officer
- VI. Scope of Work.....Stacia Cropper, Chief Operating Officer
- 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

Pre-Proposal Conference Sign-in Sheet— Independent Assessment Services
 Project # 060B4400002 – 11/6/2013



Kurt John
 IT Audit Manager

2200 Pennsylvania Avenue, 4th Fl. East
 Washington, DC 20037
 Tel: 202.416.1749
 Fax: 202.737.2684
 Direct: 202.327.5145
 kjohn@bcawatsonrice.com

5 Penn Plaza
 New York, NY 10001
 Tel: 212.447.7300
 Fax: 212.683.6031
 www.bcawatsonrice.com

WatsonRice is a registered trademark of BCA Watson Rice LLP
 An Independently Owned Member, McGladrey Alliance

Certified MBE

Yes

No



ALTEK is a WBENC certified
 Woman Owned Small Business
 and Minority Business Enterprise

David Johnson
 Chief Operations Officer

241 East 4th Street, Suite 205
 Frederick, MD 21701

Office: 301.695.4440 x116
 Cell: 703.587.7165
 Fax: 301.695.9390
 E-mail: djohnson@al-tekinc.com
 www.al-tekinc.com

Certified MBE

Yes

No

PTS Inc.
 Preferred Technology Solutions

Maryland Certified - MBE
 Maryland Certified - SBE
 Commonwealth of Pennsylvania Certified - W/MBE
 SDB and 8(a) Certified

12516 Valley Pines Dr.
 Reisterstown, MD 21136
 Phone: 410-294-4117
 Fax: 410-998-9755

Khin M. Contrino
 President

kcontrino@preftec.com
 www.preftec.com

Technology and Management Consulting . QA/QC . IV&V . PMO

Certified MBE

Yes

No



ASSOCIATES, INC.
 GUARDIAN OF YOUR INFORMATION GATEWAYS

7000 Security Blvd., Suite 334
 Baltimore, MD 21244
 johnm@janusassociates.com
 www.janusassociates.com

John Munyasya, CISA
 Sr. Security Consultant Specialist/
 Project Manager

Ph: 203-251-0200
 Fax: 203-251-0222
 Local: 410-597-9815 x145
 Cell: 202-415-8590

Certified MBE

Yes

No



Rob Jolliffe
 Managing Partner

Phone: 410-991-3257
 Email: Rob.Jolliffe@visicoretech.com
 Web: www.visicoretech.com

Certified MBE

Yes

No



David A. Standley
 President & COO

703.995.5941 (Direct)
 703.352.7552 (Main)
 703.352.5910 (Office)
 dstandley@ctgusa.com
 www.ctgusa.com

10461 White Granite Drive, Suite 250, Oakton, VA 22124

Certified MBE

Yes

No



MOMENTUM
 Management Consulting

Gain Momentum... Produce Results!

Women Owned Small Business

Kevin Dunlap
 Account Manager

2120 Market Street
 Suite 100
 Camp Hill, PA 17011

Phone: (717) 214-8000 Ext. 30
 Cell: (717) 965-3044
 Fax: (717) 214-8004
 Email: kdunlap@m-inc.com

Certified MBE

Yes

No



"Minority Business Enterprise (MBE)"

RICHARD K. McCLEARN
 Business Development Manager

rmcclearn@exxelot.com

5831 Brandons Way
 Elkridge, MD 21075
 410-715-0113
 Fax 410-715-0114
 Mobile 443-204-5131
 www.exxelot.com


Certified MBE

Yes

No

Pre-Proposal Conference Sign-in Sheet— Independent Assessment Services

Project # 060B4400002 11/6/2012



Richard K. McClearn
Business Development Manager

rmcclearn@caeiinc.com
(T) 443.319.5381
www.caeiinc.com

Certified MBE Yes No

Client Specific IT Solutions for Business and Government



TIDAL FEDERAL SOLUTIONS
TIDAL TECHNOLOGIES CORP.

802 Cromwell Park Drive, Suite Q
Glen Burnie, MD 21061

Henry Cohn
Senior Vice President

800 . 319 . 9955 toll free
410 . 863 . 8850 phone
410 . 863 . 8845 fax

hcohn@tidal-group.com email
www.tidal-group.com website

Certified MBE Yes No



ALTEK
Information Technology Inc.

Jeff L. Chamberlain
Proposal Manager

241 East 4th Street, Suite 205
Frederick, MD 21701

Office: 301.695.4440 x122
Cell: 410.570.4767
Fax: 301.695.9390
E-mail: jchamberlain@al-tekinc.com
www.al-tekinc.com

*ALTEK is a WBENC certified
Woman Owned Small Business
and Minority Business Enterprise*

Certified MBE Yes No



MATRIX SYSTEMS & TECHNOLOGIES, INC.
"Making Technology Your Solution"

Willie Davis
Sr. Account Executive

1300 Mercantile Lane Suite 136F
Largo, MD 20774

301.875.7144 (P)
240.766.0586 (F)

www.matrixsystemsonline.com

Certified MBE Yes No



Soft-Con Enterprises, Inc.
Providing Tech Service From A Fresh Perspective

Gerald McGhee
Systems Engineer

301-429-0075 -office
202-746-4648 -cell
301-429-0036 -fax

gmcghee@softcon1.com
www.softcon1.com

9701 Apollo Drive, Ste. 202
Largo, Maryland 20774
Certs: MD-DOT,SBD,GSA,8A


Certified MBE Yes No



David Mills
Program Administrator

1891 Brightseat Road • Hyattsville, MD 20785
Office: (301) 322-7860 • Cell: (202) 809-8785
Fax: (301) 322-7862
Email: dmills@cmtservicesinc.com
Website: www.cmtservicesinc.com

Certified MBE Yes No



BerryDunn

Charles Leadbetter, PMP
Principal
Government Consulting Group

d/f: 207.541.2249 • c: 207.749.1804
cleadbetter@berrydunn.com

Certified MBE Yes No



BerryDunn

Ryan J. Wisley, PMP
Manager
Government Consulting Group

d/f: 207.541.2234 • c: 207.902.0616
rwisley@berrydunn.com

Certified MBE Yes No

Pre-Proposal Conference Sign-in Sheet— Independent Assessment Services
Project # 060B4400002 – 11/6/2013



Falecia M. Stuckey
Principal Strategist

PO Box 1946 • Ellicott City, Maryland 21041-1946
 T: (888) 851-6844 F: (410) 465-7112
 falecia.stuckey@vsmconcepts.com • vsmconcepts.com

Certified MBE Yes No



Rodney G. Hawkins
President / C.E.O.

SDB
GSA IT Schedule 70
ITSS
SITE
SeaPort-c
Alliant
CIOSP3
MWAA
MDOT

WASHINGTON TECHNOLOGY GROUP, INC.
www.washtechgroup.com

Headquarters
1010 Wayne Avenue, Suite 650
Silver Spring, MD 20910
E-mail: rhawkins@washtechgroup.com

Tel (301) 588-3248
Fax (301) 588-8534
E-Fax(240) 331-7570

Certified MBE Yes No



John B. Chamberlain
Business Development
(International)

SDB
GSA IT Schedule 70
ITSS
SITE
SeaPort-c
Alliant
CIOSP3
MWAA
MDOT

WASHINGTON TECHNOLOGY GROUP, INC.
www.washtechgroup.com

Headquarters
1010 Wayne Avenue, Suite 650
Silver Spring, MD 20910
E-mail: Jchamberlain@washtechgroup.com

Tel (301) 588-3248
Fax (301) 588-8534
Cell: (301) 922-1738

Certified MBE Yes No



Annette Johnson
President

1891 Brightseat Road
Hyattsville, Maryland 20785
Office (301) 322-7860 Fax (301) 322-7862
Mobile (301) 651-1537
annette.johnson@cmtservicesinc.com

Certified MBE Yes No



Xpand Horizons, LLC
Certified 8(a), MBE, DBE, Small Business

Vikrant Kothari, MS, MBA
Managing Partner

443-682-4611
1637 Bear Paw Lane
Hanover, MD 21076
vkothari@xpandhorizons.com
www.xpandhorizons.com

Certified MBE Yes No



Colleen Rooney
Vice President, State & Local

MAIN: 480 423 8184
CELL: 571 969 9271
FAX: 703 827 0005

colleen.rooney@cognosante.com
www.cognosante.com

7926 Jones Branch Drive, Suite 330 | McLean, Virginia 22102

Certified MBE Yes No



Joanne P. Vatz, PMP
PRESIDENT

C 443.621.4890
jovatz@cir dangroup.com

Columbia
7067 Columbia Gateway Drive, Suite 250
Columbia, MD 21046
P 410.312.4795 • F 410.312.4796

Certified MBE Yes No





David Beveridge, PMP | Senior Manager
700 12th Street NW, Suite 700 | Washington DC 20005
410.707.2762 | dbeveridge@credence-llc.com
www.credence-llc.com

Innovative Management & Technology Solutions

Certified MBE Yes No

Pre-Proposal Conference Sign-in Sheet— Independent Assessment Services
Project # 060B4400002 – 11/6/2013

 <p>Linda Folsom Jackson President/CEO</p> <ul style="list-style-type: none"> • Full Service Information Technology • Security Management (C&A, COOP, DR) • IT Governance/Program Management • Enterprise Architecture • Web Site Management • 8(a) SDB • MDOT MBE/DBE • MSDC MBE • GSA Schedule • Award Winning! <p>4800 Hampden Lane Suite 200 Bethesda, MD 20814</p> <p>Mobile 202.465.1964 Main 888.974.0999 Fax 888.543.2221</p> <p>lindajackson@infoagesolutions.net • www.infoagesolutions.net</p> <p>Certified MBE <u>Yes</u> No</p>	<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>
 <p>Walter Butcher</p> <p>1050 Connecticut Ave. NW, Suite 1000 Washington, DC 20036 email: wbutcher@cambrasolutions.com www.cambrasolutions.com</p> <p>mobile 530.701.3757 office 202.772.1114 facsimile 202.772.1116</p> <p>Certified MBE <u>Yes</u> No</p>	<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>
<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>	<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>
<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>	<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>



November 7, 2013

Summary – Pre-proposal Conference
Title: Independent Assessment Services (IAS)
RFP#: 060B4400002
Pre-Proposal Conference at
45 Calvert Street, Annapolis, MD
DATE: 11/6/13 @ 10:30 AM

The pre-proposal conference began at approximately 10:30 am.

I) Welcome and Introduction:

Michael Meinel, the Department of Information Technology (DoIT) procurement officer for this solicitation, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

Stacia Cropper – DoIT
Tony Ma – DoIT
Larry Jasmann - DoIT
Doug Carrey-Beaver – DoIT AAG

II) General Procurement Information:

Michael told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of this RFP. He emphasized that today's session is merely for guidance and attendees should not rely on verbal communications for information regarding the RFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. He then gave an overview of the RFP, highlighting important portions of the solicitation.

He reminded everyone to be sure to review the Key Information Summary Sheet on page 1.

He also emphasized the due date for this procurement as 2:00 pm on Tuesday November 19th.

Please note the proposal due date above and give yourself plenty of time for your proposal to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**

III) Submission Requirements:



Michael reviewed the importance of the submission instructions in Sections 3.3 of the RFP. Proposals shall be submitted in two separately sealed volumes and labeled as directed in Section 3.3. Proposals shall be sent by mail, private courier or hand delivered.

He also suggested that when creating a technical response, you should keep your proposal in the same order as listed in Section 3.4. By keeping the proposal in the same order, you will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in sections 3.4. The group was informed if all required forms are not included, their proposal may be deemed non-responsive.

Further, Michael explained that the financial volume must be entirely filled out. All hourly labor rates must be clearly entered in dollars and cents. These prices cannot be contingent on any other factors or conditions. Every blank in the price sheet shall be filled in with the relevant data. In addition, Michael reminded Offerors that the prices provided are the maximum, not to exceed labor rates chargeable during the Master Contract. However, please keep in mind that this is a limited award Master Contract that will have a financial evaluation.

IV) MBE Requirements

This RFP has a 15% MBE goal, but does not have subgoals. All solicitations at the secondary level will be assessed for an MBE goal. When submitting a proposal to this RFP, an Offeror must complete Attachment D-1A to acknowledge the possibility of an MBE goal at a secondary level. Michael asked if there were any MBE's in attendance and asked them to please identify themselves and their company.

Several companies introduced themselves as indicated in the attendee list. Michael thanked them and encouraged everyone to network with these companies after the conference.

V) Communications/Questions:

All communication must be in writing for an official response. Questions should be sent by email to Michael Meinl, the procurement officer – only.

VI) Scope of Work

Stacia Cropper provided a brief overview of the scope of work as described in the RFP. She briefly described the concept of the RFP and how she envisions the Master Contract will be used once awarded. She explained that this Master Contract will be used for a broad range of quality assurance work, ranging from IV&Vs to security consulting.

VII) Questions and Answers



At this point, the meeting was opened up to questions. There were new questions that Michael encouraged potential Offerors to submit in writing. Also, Michael reminded everyone again that only written answers should be relied upon. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to him via email.

VIII) Closing Remarks:

Michael reminded all potential Offerors to follow the layout in Section 3.4 of the RFP when creating their proposal. He reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Michael then thanked everyone for their attendance and the meeting was concluded.

IX) The pre-proposal conference adjourned at approximately 11:15 am.