



*ROBERT L. EHRLICH, JR.*  
Governor

*CECILIA JANUSZKIEWICZ*  
Secretary

*MICHAEL S. STEELE*  
Lieutenant Governor

**PRE-PROPOSAL CONFERENCE 050R6800087**  
**Statewide Wireless Interoperability Requirements and Proof of Concept**  
**November 4, 2005**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference at 300 W. Preston St., Baltimore, MD, on November 4, 2005.

The Procurement Officer, Cathryn Phelps, convened the conference and reiterated that all vendors sign in. Norm Grinnell, from DBM, made opening remarks about the requirements of the RFP and reviewed the following sections:

- 1) General Information, including a brief summary, contract type and duration;
- 3) Proposal Format, highlighting two parts: technical and financial, to be submitted separately, with the technical proposal to include the description of each major task and how these tasks will meet the State's requirements. In addition, Mr. Grinnell reviewed other Offeror responsibilities;
- 4) Evaluation Criteria, emphasizing the importance of the Offeror's response to work requirements and the associated plans designed to meet these requirements, in addition to the evaluation process: the evaluation committee will select the vendor proposal that is most advantageous to the State.

The following attachments were reviewed:

- A - pointed out that contract takes precedence over all other materials that might be included by reference such as the RFP and contractor proposals;
- B - Bid/Proposal Affidavit: emphasized all blanks are to be filled in and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland;
- C - explained contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the proposal;
- D - emphasis placed on vendor completion of the Minority Business Enterprise (MBE) forms, "Attachment D", to be submitted with proposal. Note that failure to submit attachments D-1 and D-2 will result in the State's refusal to accept proposal.
- F - Pricing form and instructions
- G - Conflict of Interest Affidavit, H - Non-disclosure agreement, I and J - Agency receipt and acceptance of deliverable forms and K- Procurement Officer checklist (a good reference to ensure Offeror has completed forms and instructions necessary for a successful proposal).

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

The State's Contract Manager, Jason Ross, summarized the RFP, Section 2: Scope of Work.

The floor was opened to questions with the caveat that formal written answers to questions would only be given if the question was submitted in writing, to the Procurement Officer, preferably by e-mail. Several verbal questions were answered.

A transcript of the conference can be obtained by email request from Freestate Reporting, 1324 Cape St. Claire Rd., Annapolis, MD 21401. Email request to: [debbieserio@freestatereporting.com](mailto:debbieserio@freestatereporting.com), or call 410-974-0947. **Note: A fee will be charged for each transcript ordered.**

Date Issued: November 8, 2005

Cathryn Phelps

<signed>

Procurement Officer  
410-260-7553  
[cphelps@dbm.md.state.us](mailto:cphelps@dbm.md.state.us)

Atch  
Attendance List

Vendor Attendee List: In-process or Certified MBE's  
Pre-proposal Conference  
Statewide Wireless Interoperability and Proof of Concept: # 050R6800087

Biz Card?	Company	Title	Name/Contact	Address	Email	Phone	Fax
y	IBSS Corp	Business Development Specialist	Misa O. Galitzin	1110 Bonifant St., Suite 410 Silver Spring, MD 20910	misa.galitzin@ibsscorp.com	240-247-0500	240-247-0502
y	Acela Technologies	Vice President	James Dertzbaugh	201-A Broadway St. 2nd Floor, Frederick, MD 21701	jdertzbaugh@acelatechnologies.com	301-846-9060	301-846-9062
y	BITHGroup Technologies	Chief Technology Officer	Wayne W. Armour	9151 Rumsey Road, Suite 150, Columbia, MD 21045	warmour@bithgroup.com	410-730-0077 x22 or cell: 908-962-7492	
y	Telecommunications Development Corp.	Vice President	Roger Richmond	1919 Thirteenth Street, NW, Washington, DC 20009	rrichmond@telcomdc.com	202-234-9400; cell 202-262-5286	202-234-0770
y	AEPCO Wireless Solutions	Program Manager Information Engineering Division	Santosh Kesavan	15800 Crabbs Branch Way, Suite 300, Rockville, MD 20855	Santosh.Kesavan@aepco.com	301-670-6770; cell: 240-393-7476	301-670-9884
y	Sidhu Associates, Inc. Consulting Engineers	Vice President I.T.	Harry Hans	Executive Plaza III, Suite 1000, 11350 McCormick Rd., Hunt Valley, MD 21031-1044	hansh@sidhuai.com	410-329-1115 x286	410-329-1172
y	The Phoenix Group & Associates, LLC	Associate Partner	Jerry A. Archer, Jr.	329 Bonnie Meadow Cr. Suite J., Reisterstown, MD 21136	jarcher@pqallc.net	410-517-1502	
y	Young Enterprise Systems	Vice President	James E. Sinclair	1800 Alexander Bell Dr. Suite 400, Reston, VA 20190	jsinclair@yesinc.net	703-385-9790; cell: 703-581-4305	703-848-9005
y	Cirdan Group; IT Program Performance, IV&V and Risk Mgmt. Services	IT Program Performance, IV&V and Risk Mgmt. Services	Joanne P. Vatz	1129 York Rd, Suite 200, Lutherville, MD 21093	jovatz@cirdangroup.com	410-560-0751; or cell: 443-621-4890	
n	Advanced Concepts, Inc.		Charles Bonney	3012 Kreinheder, St. Louis, MO 63125	cbonney@aci-hq.com	314-732-0362	314-732-0363
n	CTC		Joanne Hovis	5550 Stenett Pl., Suite 200, Columbia, MD 21044	jhovis@internetctc.com	410-964-5700	410-964-6478

Vendor Attendee List: Additional Signed-in  
 Statewide Wireless Interoperability and Proof of Concept: # 050 R6800087

Company	Title	Name/Contact	Address	Email	Phone	Fax
Columbia Telecommunications Corp.	President	Joanne Hovis	5550 Stenett Pl., Suite 200, Columbia, MD 21044	<a href="mailto:jhovis@internetctc.com">jhovis@internetctc.com</a>	410-964-5700	FAX: 410-974-56
RCC Consultants, Inc.		Terry Wright	2809 Emerywood Pkwy, Suite 505, Richmond, VA 23294	<a href="mailto:twright@rcc.com">twright@rcc.com</a>	804-353-0300	804-353-8509
SAIC	AVP/Business Manager	Robert Desortis	1120 Vermont Avenue NW, Washington, DC 20005	<a href="mailto:desourdisr@saic.com">desourdisr@saic.com</a>	202.261.9038	
Televate, LLC		David FitzGerald			703-915-1956	
Televate, LLC		Guy Jouanelle				
Advanced Concepts, Inc.		Charles Bonney		<a href="mailto:cbonney@aci-hq.com">cbonney@aci-hq.com</a>	314-732-0362	314-732-0363
Northrup Grumman Information Tech., Inc.		Clifford Bowen	Reston, VA	<a href="mailto:clifford.bowen@ngc.com">clifford.bowen@ngc.com</a>	703-380-0858	



Wireless Solutions

**Santosh Kesavan**  
Program Manager  
Information Engineering Division

Santosh.Kesavan@aepco.com  
(tel) 301-670-6770  
(cel) 240-393-7476  
(fax) 301-670-9884

15800 Crabbs Branch Way  
Suite 300  
Rockville, MD 20855

www.aepco.com

**Thomas A. Moran**  
Program Manager  
tmoran@alionscience.com  
www.alionscience.com



**ALION**  
SCIENCE AND TECHNOLOGY

185 Admiral Cochrane Drive  
Annapolis, MD 21401  
tel: 410.573.7054  
fax: 410.573.7637  
cell: 410.703.2184

**ACELA TECHNOLOGIES, INC**



jdertzbaugh@acelatechnologies.com

**James A. Dertzbaugh**  
Vice President

201-A Broadway St. 2nd Floor  
Frederick, MD 21701  
Phone: (301) 846-9060  
Fax: (301) 846-9062

www.acelatechnologies.com

**Ross R. Sorci**  
Assistant Vice President  
Center for Electromagnetic Science (CEMS)  
rsorci@alionscience.com  
www.alionscience.com



**ALION**  
SCIENCE AND TECHNOLOGY

8100 Corporate Drive  
Lanham, MD 20785  
tel: 301.918.1521  
fax: 301.918.1544  
cell: 410.507.5265



**Brian E. Gaffney**  
Technical Director  
RF Engineering  
Technical Support & Services

2551 Riva Road  
Annapolis, MD 21401-7465  
tel 410-266-4266  
fax 410-266-4010  
cell 410-458-5265  
email beg@arinc.com



**Kim A. Walters**  
Staff Analyst  
Advanced Technology

2551 Riva Road  
Annapolis, MD 21401-7465  
tel 410-266-2254  
fax 410-573-3553  
email kwalters@arinc.com

**James A. Tranquill**  
Marketing Director  
Marketing & Sales

2551 Riva Road  
Annapolis, MD 21401-7465  
tel 410-266-4255  
fax 410-266-2329  
cell 410-562-8417  
email jtranqui@arinc.com



**Elizabeth Leek**  
Director, Technical Operations  
Public and Enterprise Solutions

2551 Riva Road  
Annapolis, MD 21401-7435  
tel 410-266-2159  
fax 410-573-3553  
cell 410-320-5769  
email eleek@arinc.com

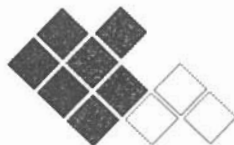


**Terry R. Bowie**  
V.P., Business Development  
tbowie@citechnologies.us



16 S. Summit Ave.  
Suite 100  
Gaithersburg, MD 20877  
Office: 240-379-6950  
Fax: 240-379-6953  
Mobile: 301-370-5734

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**Nathaniel J. Simmons**  
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CSA Signal and  
Communications Unit  
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Fax 215.997.1967  
Cell 267.251.1210  
4377 County Line Road  
Chalfont, PA 18914-1825  
nsimmons@csagroup.com

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www.csc.com



**Robert G. Joynson**  
Director, Mission Solutions  
Enterprise Mobile Solutions

Federal Sector  
15000 Conference Center Drive  
Chantilly, Virginia 20151  
703.818.5636 Fax 703.818.5484  
rjoynson@csc.com



**BITHGROUP**  
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**Wayne W. Armour**  
Chief Technology Officer

9151 Rumsey Road  
Suite 150  
Columbia, MD 21045  
warmour@bithgroup.com  
Ph: 410.730.0077 x.22  
Cell: 908.962.7492  
www.bithgroup.com



**CIRDAN GROUP**

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**Joanne P. Vatz**  
1129 York Road Suite 200  
Lutherville, Maryland 21093  
410-560-0751(o) 443-621-4890(c)  
jovatz@cirdangroup.com

**Computer Sciences Corporation**  
www.csc.com



**Ray Lehr**  
Director  
Public Safety and Homeland Security  
Networks and Telecommunications  
Integrated Solutions Division

Federal Sector  
15000 Conference Center Drive  
Chantilly, Virginia 20151  
703.818.5118 Fax 703.818.5199  
Cell 703.728.2477 rlehr@csc.com

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**Greg Pleinka**  
Southeastern Territory Sales Manager

51 Lakeshore Drive, Newport News, Va 23608  
office 757.988.0700 or 866.980.0700  
fax 757.988.0800 cell 757.344.2381  
gpleinka@efjohnson.com



COMMUNICATIONS

**Walter C. Karvetski**

20715 Timberlake Road • Suite 106  
P.O. Box 4579 • Lynchburg, VA 24502  
434-239-9200  
Fax: 434-239-9221  
e-mail: wkarvetski@ctacommunications.com  
website: www.ctacommunications.com

CTA COMMUNICATIONS A Hayes, Seay, Mattern & Mattern, Inc., Company

Michael Caponi III  
Senior RF Engineer



804 Lebanon Drive  
St. Louis, MO 63104  
www.heinzcorp.com

phone: 314.231.1290  
800.295.7957  
fax: 314.336.0363  
mobile: 314.267.2192  
e-mail: mcaponi@heinzcorp.com



**ELERT & ASSOCIATES**  
Technology Consultants

206 Forest Dale Drive  
Forest, VA 24551  
(651) 430-2772  
(651) 430-2661 (Fax)  
(434) 426-2608 (Direct)  
www.elert.com

**Mike Milas**  
Public Safety Consultant  
mike.milas@elert.com



**Peter Porter**  
Client Executive  
Public Sector Sales

100 E. Pratt St.  
Baltimore, MD 21202  
Tel 410 332 2262  
Fax 410 332 2456  
Mobile 410 303 1121  
pporter@us.ibm.com



**Niki Papazoglakis**  
Public Sector Sales  
Integrated Tech Services  
IBM Global Services

4111 Northside Drive  
Atlanta, GA 30327  
Tel 877 763 914 7  
Fax 877 763 914 7  
Mobile 678 596 563 3  
aepapazo@us.ibm.com

**Misa O. Galitzin**  
Business Development  
Specialist



1110 Bonifant Street, Suite 410  
Silver Spring, MD 20910  
www.ibsscorp.com

(Office) 240-247-0500  
(Fax) 240-247-0502  
misa.galitzin@ibsscorp.com

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**Lisa S. Sams**  
Government Sales Executive  
IBM Sprint Alliance  
Wireless EBO

5440 Lemoyne Drive  
Atlanta, GA 30331  
Tel 404 921 552 4  
Fax 404 921 552 4  
Mobile 678 464 367 2  
lsomner@us.ibm.com

**LOCKHEED MARTIN**



**Tony Dubler**  
Business Development Analyst  
Lockheed Martin Information Technology  
3300 Lord Baltimore Drive Baltimore, MD 21244  
Telephone 410-496-9640 Facsimile 410-496-9646  
Cell 410-446-1846 E-mail: anthony.f.dubler@lmco.com

**LOCKHEED MARTIN**



**Cathy Wagenfer**  
Director Business Development  
Lockheed Martin Information Technology  
3106 3300 Lord Baltimore Drive Baltimore, MD 21244  
Telephone 410-496-9640 Facsimile 410-496-9646  
Cell 410-490-7469 E-mail: cathy.j.wagenfer@lmco.com



**L. Robert Kimball & Associates  
Architects and Engineers**

200 South Harbor City Boulevard, Suite 202, Melbourne, FL 32901-1389  
www.lrkimball.com

PHONE: 321.733.4448  
FAX: 321.733.4464  
CELL: 321.266.2237  
EMAIL: BillWaugaman@lrkimball.com

**William R. Waugaman**  
Business Development Manager  
Telecommunications and Technology



**Lucent Technologies**  
Bell Labs Innovations

**Hanan Novotny**  
Solutions Architect  
LWS PS

101 Crawfords Corner Rd  
Room Rm 4J-409  
Holmdel, NJ 07733-3030  
Office 732 949 3539  
hnovotny@lucent.com



**Joseph N. Dunston III**  
Sr. Account Business Manager

Motorola, Inc.  
7031 Columbia Gateway Dr., 3rd Fl.  
Columbia, MD 21046-2289 USA

+1 410.712.6578  
+1 202.374.2890 mobile  
c10655@mot.com

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**Derek Brown**  
SENIOR PRINCIPAL CONSULTANT

4377 County Line Road Chalfont, PA 18914  
215-997-5100 (Ext. 210)  
Fax: 215-997-3818  
Cell: 215-630-8430  
E-mail: dbrown@macro.com

**NORTHROP GRUMMAN**

**Peter West**  
Manager  
Command Centers  
and Wireless Solutions

**Northrop Grumman Corporation  
Information Technology**  
**Commercial, State & Local Solutions**  
12011 Sunset Hills Rd.  
Reston, VA 20190  
Telephone 703-345-7632  
Fax 703-345-7798  
Cell 540-270-0200  
peter.west@ngc.com

**Jeff King**  
Vice President

Communication Electronics Division  
703.547.3470 x254  
410.991.3853 mobile  
jeff.king@morgan-franklin.com

MorganFranklin Corporation 2325 Dulles Corner Blvd 703.547.3470 telephone  
Suite 430 703.547.3469 facsimile  
Herndon VA 20171 www.morgan-franklin.com

**MORGANFRANKLIN**

**NORTHROP GRUMMAN**

**Robert Aulhouse**  
Account Manager

**Northrop Grumman Corporation  
Information Technology**  
**Computing Systems**  
7501 Greenway Center Drive  
Suite 1000  
Greenbelt, MD 20770  
Telephone 240-684-6454  
Cell 240-446-5122  
robert.aulhouse@ngc.com

**Micheal A Hughes**  
Program Development  
Manager

**Northrop Grumman Corporation  
Information Technology**  
**Information Technology**  
12011 Sunset Hills Road  
Reston, VA 20190  
Telephone 703-473-4295  
Cell 202-431-2738  
micheal.hughes@ngc.com



**Doug Ware**  
Sales Manager  
704.553.1318 office  
704.905.9611 cell  
doug.ware@jps.com

## Raytheon JPS Communications

JPS Communications  
Raytheon Company  
6326 Montpelier Road  
Charlotte, North Carolina  
28210 USA  
www.jps.com



Syracuse Research Corporation  
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**Sean T. O'Hara**  
Research and  
Communications Engineer

Phone 315-452-8152  
Corporate 315-452-8000  
Fax 315-452-8180  
E-mail ohara@syrres.com  
www.syrres.com

6225 Running Ridge Road  
North Syracuse, NY 13212

**Donald W. Lee**  
Director

RESI Management  
Technology Consulting  
Division of Economic and  
Community Outreach

Towson University  
8000 York Road  
Towson, MD 21252-0001

t. 410 704-4631  
f. 410 704-4017  
dlee@resiusa.org

**Jeffrey Wendel**  
Chief Operating Officer

Division of Economic and  
Community Outreach

Towson University  
8000 York Road  
Towson, MD 21252-0001

t. 410 704-3765  
c. 443 827-0693  
f. 410 704-4908  
jwendel@towson.edu



## THE PHOENIX GROUP & ASSOCIATES, LLC

Sales & Business Management Consulting

**JERRY A. ARCHER, JR.**  
Associate Partner

*J.Archer@pgalle.net*

329 Bonnie Meadow Cr.  
Suite J  
Reisterstown, MD 21136  
410-517-1502



**SIDHU ASSOCIATES, INC.**  
Consulting Engineers

**Harry Hans**  
Vice President I.T.

Executive Plaza III, Suite 1000  
11350 McCormick Road  
Hunt Valley, MD 21031-1044

TEL: (410) 329-1115 x286  
FAX: (410) 329-1172  
E-mail: [hansh@sidhuai.com](mailto:hansh@sidhuai.com)



**TELECOMMUNICATIONS DEVELOPMENT CORP.**

Roger Richmond  
Vice President, Principal

1919 Thirteenth Street, NW  
Washington, DC 20009  
Telephone (202) 234-9400  
Portable (202) 262-5286  
Fax (202) 234-0770

Email: [r-richmond@telcomdc.com](mailto:r-richmond@telcomdc.com)

[www.telcomdc.com](http://www.telcomdc.com)

**Jason Vail**  
Regional Systems Sales Manager  
M/A-COM Wireless Systems

M/A-COM, Inc.  
24 Jefferson Avenue  
Pitman, NJ 08071-1559

Tele: 856 218 1245

Fax: 856 218 0385

E-mail Page: [JV@vtext.net](mailto:JV@vtext.net)  
[vail@tycoelectronics.com](mailto:vail@tycoelectronics.com)  
[www.macom-wireless.com](http://www.macom-wireless.com)

**tyco**

Electronics

M/A-COM

NETWORKFIRST

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EDACS

OpenSky

Susan R Nuzzi  
Public Sector Account Executive

**UNISYS**

Unisys Corporation  
Suite 300  
2219 York Road  
Timonium MD 21093

410 665 3742  
215 540 1777 Fax  
susan.nuzzi@unisis.com

**Ray Fuller**  
Area Sales Manager  
Public Safety - Utility - Transport

**tyco**

Electronics

**M/A-COM**

M/A-COM, Inc.  
Wireless Systems Business Unit  
P.O. Box 2148  
LaPlata, MD 20646

Tele: 301 392 3860  
Cell: 301 592 7306  
Fax: 301 392 3861  
fullerra@tycoelectronics.com  
www.macom-wireless.com

 **verizon**wireless

**Jean Paul Caumeil**  
Manager National Distribution

jean-paul.caumeil@  
VerizonWireless.com

**Verizon Wireless**  
2059 Chain Bridge Road  
Vienna, VA 22182  
Phone 703 847-5539  
Mobile 703 927-1788  
Fax 703 847-5600

 **verizon**wireless

**Joe Angel**  
Government Account Manager

joseph.angel@  
VerizonWireless.com

**Verizon Wireless**  
7600 Montpelier Rd.  
Laurel, MD 20723  
Phone 301 520-3000

**YES**  
Young Enterprise Systems

1800 Alexander Bell Drive Suite 400  
Reston, VA 20191

Office: 703-385-9790  
FAX: 703-848-9005  
Cell: 703-581-4305  
Email: jsinclair@yesinc.net

**James E. Sinclair**  
Vice President

Public Safety Wireless Systems

[www.yesinc.net](http://www.yesinc.net)

**WFI**

**Gregory D. Meacham**  
Vice President  
Business Development, Public Safety

**Wireless Facilities, Inc.**  
1840 Michael Faraday Drive  
Suite 200  
Reston, VA 20190 USA  
Direct +1 703 563 7297  
Fax +1 703 563 7200  
Mobile +1 703 856 0075  
gregory.meacham@wfinet.com  
www.wfinet.com