



April 3, 2018

**Summary – Pre-Proposal Conference**

**Information Technology Research and Advisory Services  
RFP #060B8400061**

**Held At: 100 Community Pl**

**Crownsville, MD 21032**

**Conference Room B, 1<sup>st</sup> Floor**

**Friday, March 30, 2018 at 2:00 PM**

The pre-proposal conference began at 2:00 p.m.

**I) Welcome and Introduction:**

Scharrence Richardson, the Department of Information Technology (DoIT) Procurement Officer (PO) for this project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

- Sachin Bhatt – DoIT

**II) General Procurement Information:**

Scharrence informed the attendees that 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. She 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. She then gave an overview of the RFP, highlighting important portions of the solicitation.

Scharrence reminded everyone to be sure to review the Key Information Summary Sheet on page iii of the solicitation document. **She also emphasized the due date for this procurement is 2:00 pm on Monday, April 9, 2018.** Please note the proposal due date and give yourself plenty of time to submit your proposal by the due date. **If the proposal is late, even by one minute, it cannot be accepted.**

**III) Submission Requirements:**



Scharrence discussed that submission via email is allowed for this solicitation and is the preferred method for response. Those wishing to submit a hard copy of their proposal, in the form identified in Section 5 of the RFP, are to email the PO at the email address identified on the Key Information Summary Sheet. The eMaryland Marketplace Bid number for this solicitation is: MDF50-310-377-82.

Scharrence reviewed the importance of the submission instructions in Section 4 of the RFP. Proposals with commingled Technical and Financial Responses will be deemed not susceptible for award. Proposals shall be separated into two volumes – Volume I & II. Volume I shall be clearly labeled as the Technical Proposal and Volume II shall be clearly labeled as the Financial Proposal.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in section 5.3. The group was informed if all required forms are not included, their proposal may not be susceptible for award. The attachments to this solicitation are available on eMaryland Marketplace in Microsoft Word format.

Scharrence explained that the financial volume must contain all price information in the format specified in Attachment B-1. Failure to properly complete the price sheet or to sign the price sheet may deem your proposal not susceptible for award.

Finally, financial and technical proposals are to be password protected. The Solicitation point of contact should be given the password for your financial proposal, an alternate point of contact is highly recommended. Scharrence will contact the solicitation point of contact for the password when the State begins its financial evaluation for this solicitation. It is recommended that the corporate contact also store the passwords in case the identified solicitation point of contact cannot be reached.

**IV) MBE and VSBE Requirements**

Scharrence explained that there is no MBE or a VSBE subcontractor participation goal for this RFP; however, both MBE and VSBE firms are encouraged to submit proposals for the Information Technology Research and Advisory Services RFP.

**V) Scope of Work**

Scharrence Richardson provided an overview of the scope of work as described in the RFP. Sachin Bhatt provided additional input regarding the scope of work as described in the RFP.

**VI) Questions and Answers**

At this point, the meeting was opened up to questions from the vendors in attendance. Before we began, Scharrence reminded the vendors that only written answers are to be relied upon. Therefore, if clarification is required, be sure to send in a written request per Section 4.3 of



the RFP. Additionally, vendors were informed that the State may ask that the Vendors in attendance at the pre-proposal conference may be asked to submit their question in writing.

**VII) Closing Remarks:**

Scharrence reminded all potential Offerors to follow the RFP instructions and include signed copies of all required documents. All proposals must be submitted to Scharrence by the day and time specified. Again, if a proposal is late, even by a minute, it will not be accepted. Scharrence informed everyone that a summary of today's meeting and list of all attendees will be distributed as soon as possible.

Scharrence thanked everyone for attending and the meeting was concluded.

**VIII)** The pre-proposal conference adjourned at approximately 2:15 p.m.