



Pre-Proposal Conference

GIS Support & Services CATS+ TORFP #060B7400074

**Department of Information Technology
100 Community Place, Conference Room A
Crownsville, MD 21032**

April 25, 2017 – 9:00 A.M.

- I. Welcome and Introduction.....Larif Hamm, TO Procurement Officer
 - a. Attendees affiliated with State of Maryland
- II. General Procurement Information & Key Dates.....Larif Hamm, TO Procurement Officer
- III. How To Submit A Proposal..... Larif Hamm, TO Procurement Officer
- IV. How Your Proposal Will Be Evaluated.....Larif Hamm, TO Procurement Officer
- V. Scope of Work.....Matthew Sokol, GIS Program Manager
- VI. 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.

- I. Closing Remarks.....Larif Hamm, TO Procurement Officer



Meeting Summary

Meeting Title GIS Support & Services CATS+ TORFP
Solicitation No. 060B7400074 Pre-Proposal Conference

Date/Time 4/25/2017 @ 9:00 AM – 9:35 AM

Location 100 Community Place, Crownsville, MD 21032 – Conference Room A

State Participants	Org	Role
Hamm, Larif	DoIT	TO Procurement Officer
Harp, Kevin	DoIT	Assistant Attorney General
Sokol, Matthew	DoIT	GIS Program Manager/Contract Manager
Industry Participants		See Attachment.

Objective: To engage potential Offerors to the GIS Support & Services CATS+ Task Order Request for Proposals (TORFP) by providing information and guidance on the TORFP requirements. In addition, the forum provides an opportunity to have a dialogue with the business community regarding the State's intentions for the GIS key personnel resource.

Resultant Action Items:

- Send questions to Larif.Hamm@maryland.gov by Thursday, April 27, 2017 at 2:00 PM Local Time. **(Industry Participants)**
- Publish the Pre-Proposal Conference Summary and Attendee List on the CATS+ TORFP Status Page (DoIT website) and to participants. **(L.Hamm)**

Agenda & Discussion Summary

1. Welcome – L. Hamm

- a. Mr. Hamm welcomed attendees and thanked them for participating in this Pre-Proposal Conference.
 - i. The CATS+ Plus Status Page on the DoIT website will have a published summary of today's meeting, and will serve as the primary location for procurement information and updates.
 - ii. Mr. Hamm will use the information provided on the sign-in sheet if it is necessary to contact today's attendees.

2. General Procurement Information and Key Dates – L. Hamm:

- a. The CATS+ TORFP *Key Information Summary Sheet* on Page 2 includes key dates, times and points of contact for this procurement.
 - i. The deadline to submit questions is 4/27/2017 at 2:00 PM Local Time.
 - ii. The State tentatively plans to submit one set of responses to questions no later than 5/3/2017.
 - iii. The Proposal Due Date is 5/8/2017 at 2:00 PM Local Time. Proposals must be received by that date and time due. If delivery of your proposal is late by one (1) minute, State law/regulations will prevent the State from accepting it.



3. How to Submit a Proposal –L.Hamm

- a. For Volume I – Technical Proposal, follow Section 4.2 to ensure completeness of your proposal and compliance to format requirements. It is important that the submittals follow the exact order requested to ensure the State receives a response to all required elements and to facilitate evaluation.
- b. For Volume II- Financial Proposal, the Price Sheet (Attachment 1) must be completely filled out. Do not enter any asterisks, notes, or conditions on the values entered.
- c. Instructions for the proposal format and submittal begin on RFP Page 31.
 - i. DoIT strongly prefers TO proposal submissions be made via e-mail.
 - ii. The Technical and Financial Proposals must be sealed separately, marked and packaged in accordance with the instructions in Section 4.4. Inappropriately marking or packaging the proposal volumes can disrupt evaluation process.

4. How Your Proposal Will Be Evaluated – L.Hamm

- a. **Executive Summary:** Include the name, phone number, and email information for the contact to be used by the State for follow up purposes. Also keep company profile information toward the beginning of the proposal.
- b. **References:** Think carefully about your references and reach out to them ahead of time to let them know the State will be calling them. Ensure your reference point of contact is someone who knows the day-to-day performance attributes of your company during the course of your contract. Ensure that your reference points of contact are accessible for the State's follow up.
- c. The **Evaluation Criteria (RFP Page 36)** listed in Section 5.2 are presented in descending order of importance. The evaluation process includes several gates.
 - i. **Responsiveness:** The State will review the proposal for responsiveness (e.g., delivered on time; follows the format; complies with packaging requirements; names MBE and VSBE subcontractors; identifies what part of the goal they will meet; indicates if they are certified Maryland MBE).
 - ii. **Technical and Financial Proposal Reviews**
 1. The State will review the proposal and do a qualitative analysis of the technical solution. The State will look for strengths and weaknesses. The Offeror's Technical Proposal will be ranked based on the technical solution. The Offeror with the best technical approach and solution will be ranked most favorably.
 2. Once the technical review is complete, a financial review will be performed. Note that the Financial Proposal will not be opened until this point. Vendors are reminded that no pricing information should be included in the Technical Volume or any oral presentation materials.
 3. The State may, but does not always, request a best and final offer (BAFO) affecting either or both of the technical and financial reviews. It is important that your initial submission be your best effort.
 4. The Financial Proposal will also be ranked. The lowest price, details included in the Financial Proposal, and total cost of ownership all contribute to the Financial Proposal ranking.
 5. Technical and financial proposal rankings will both be taken into account for the final ranking. The State will award based on the most advantageous offer. The award may not necessarily be given to the lowest bid. Technical characteristics will heavily influence the outcome, but price will also factor in significantly.



5. **Scope of Work Overview – M. Sokol**
 - a. Mr. Sokol provided an overview of the scope of work as described in Section 3 of the CATS+ TORFP.
6. **Questions & Answers (All): Please send your questions in writing so you also have formal answer. Only formal responses should be relied upon for future clarification.**
 - a. Attendees were encouraged to submit questions in writing to Larif Hamm so that the State could respond through a Question and Answer document.
 - b. Questions that were asked during the pre-proposal conference will be paraphrased in the Question and Answer document and published on eMaryland Marketplace.
7. **Wrap Up**
 - a. Please remember, the proposal is due no later than 5/8/2017 at 2:00 PM local time. All required documents must be included and signed where indicated.
 - b. Email Larif.Hamm@maryland.gov only with your questions. Only written questions will receive an official response.
 - c. On behalf of the Department of Information Technology, thank you for attending today's session.



Attendee and Contact List

Company	Attendee	Certified MBE	Email Address
iCUBE Systems, Inc.	Narayan Athreya	Yes	nvathreya@icubesys.com
Timmons Group	Russell Minich	No	Russell.minich@timmons.com
New Light Technologies Inc.	Renaee Dutkowski	Yes	renae.dutkowski@newlighttechnologies.com
New Light Technologies Inc.	Ghermay Araya	Yes	Ghermay.Araya@newlighttechnologies.com
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