

**Summary**  
**DoIt Network Managed Services and Support**  
**TORFP#: BPM023062**  
**Virtual Pre-Proposal Conference**

**April 8, 2021**

The pre-proposal conference began at approximately 2:00 PM. All attendees were asked to sign-in by stating their name and the company they worked for in the chat window.

**I. Welcome and Introduction** – Alicia Tarr, Procurement Officer, DGS.

Ms. Tarr introduced the State employees in attendance:

David DelGaudio, Chief of Infrastructure, DoIT  
Denis Mcelligott, Task Order Manager, DoIT  
Carla Thompson, MBE Liaison

**II. General Procurement Information** – Ms. Tarr said that the purpose of today's conference is to give everyone guidance on the special requirements of State procurements and provide an overview of our TORFP. She emphasized that today's session is merely guidance and attendees shouldn't rely on verbal communications for information on the RFP. Substantive questions and comments must be submitted in writing to the Procurement Officer for a formal response. She then gave an overview of the TORFP highlighting the following.

- a. Proposal Due/Closing Date** – The closing date for submission of Task Order (TO) proposals is Tuesday, May 20, 2021 at 2:00 p.m. local time. TO Proposals are to be submitted electronically to the Procurement Officer, Ms Alicia Tarr. **IMPORTANT: If a proposal is late, even by a minute, it will not be accepted!!! There are no exceptions to this rule, so give yourself plenty of time when you deliver your proposal.**
- b. Communications/Questions** – All communications must be sent through the Procurement Officer and her only. The State is very strict on this. Questions will come up throughout this procurement. These questions should be sent by email to the Procurement Officer. She will send them in sets to the program team to get a formal response. Once these answers are completed, the Procurement Officer will send them out to everyone on her distribution list. *Please see Section 4.2 of the TORFP for question submission guidelines.*
- c. MBE Goal** – The overall MBE subcontracting goal is 15% and VSBE goal is 2% percent of the dollar value of the Contract. Ms. Thompson provided information about the MBE and VSBE program and required documentation. (The attendee list that accompanies this Summary also indicates the attendees who are MBEs) **Ms. Tarr also stated that Attachments D-1 must be submitted with your TO proposal. This is IMPORTANT: If your TO proposal doesn't contain a completed, correctly filled-out and signed D-1, your TO proposal will be eliminated from further consideration!!! There**

**are no exceptions to this rule, so make sure your filled-out and signed D-1 is completed properly and included with your TO proposal. This is very important!!!!**

- d. Oral Presentation – Offerors may be required to make oral presentations. These oral presentations will date is TBD.
  - e. Technical Proposal – The technical proposal is to be submitted separately but simultaneously with the financial proposal. No financial information is to be included in the technical proposal.
  - f. Financial Proposal – Financial proposals must be submitted in a separate file from the technical proposal.
  - g. Technical Evaluation Criteria - The technical evaluation criteria in descending order of importance.
- III. **Scope of Work** – Mr. Denis Mcelligott gave an overview of the Scope of Work required in the TORFP. He then discussed the Scope of Work. [Technical details can be viewed after providing Non-Disclosure Agreement (NDA), name and email].
- IV. **Price Sheets** – Ms. Tarr then discussed the Price Sheets.
- V. **Question and Answers** – Several questions were asked and answered during the conference, but Ms. Tarr again cautioned that only written answers should be relied upon. Therefore, if you need clarification, be sure to send in a written question. Ms. Tarr will send her response to all Master Contractors and asked that the attendees submit their questions via email.
- VI. **Conclusion** – Ms. Tarr concluded the conference by thanking everyone for coming. She said that the purpose of today’s conference was to give everyone guidance on the special requirements of State procurements and provide an overview of our TORFP. Specific questions must be submitted in writing. An electronic attendee listing will be attached to the pre-proposal conference summary.

***Those who wish to have access to the Virtual Read Room need to provide a signed Non-Disclosure Agreement (NDA) and email address to be added to the list. [NDA is attached and in the TORFP].***

The pre-proposal conference adjourned at approximately 3:00PM.

Ms. Alicia Tarr,  
Procurement Officer

## Master Contractor Sign In Sheet

- 1 Samantha Nowlan - Skyline
- 2 Chuck Hutzell, Verizon
- 3 Erin Hamilton - DK Consulting, LLC.
- 4 Robert Becker - GDIT
- 5 Dean Layman - Leidos
- 6 Carolina Villegas, BD Manager at ITnova, LLC
- 7 Trish Hunter, GDIT
- 8 Amy Holden, DMI
- 9 Frank Crichton, SAIC
- 10 Joshua Dinerman - DMI
- 11 David Magovern
- 12 Al Conklin - Verizon - albert.f.conklin@verizon.com
- 13 Derrick Bailey, EZRA Technologies
- 14 Lamar Brown - Total Networks Incorporated (TNI)
- 15 Vikram Kulkarni (GL Communications Inc.)
- 16 Richard Mullin - Verizon  
Eric Weissert, Davis Unlimited Information Technologies
- 17 ejweissert@duit.us
- 18 James Black, ITnova
- 19 Matthew Smith - Skyline Technology Solutions
- 20 Dave M - Anchor Technology and Consultants
- 21 Brian Johnson GDIT
- 22 A. Nayab Siddiqui, Anchor Technology and Consultants
- 23 Brian Zernhelt A&T Systems Inc
- 24 Crystal Cooper- Infojini, Inc.
- 25 Barry Ballinger, Engineering Solutions Inc (ESi)
- 26 Omar Toor, GDIT
- 27 Jason Ross - Skyline
- 28 Tom Fusting - Skyline Technology Solutions
- 29 Tracy Archer, GDIT
- 30 John Eichhorn - Skyline
- 31 Nick Vass - J29 Inc, Maryland-based MBE
- 32 Greg Urban, YAIC
- 33 Dave Piccoli - Skyline
- 34 John Kozlowski Verizon Sr. Client Executive
- 35 QC Jones - NolanMackenzie LLC qcjones@nolanmac.com - MBE
- 36 Harry Hans, SONA Networks
- 37 Andre Stephens Verizon Strategic Initiatives
- 38 Nathan Subramanian Global Alliant, Inc Director - Proposal Delivery
- 39 Joshua Hoeft - GDIT, BDE
- 40 Victor Iwugo Cradle Systems
- 41 Omar Toor, GDIT
- 42 Kuldip Battu - GL Communications Inc.
- 43 Nish Thakker, DMI, General Manager
- 44 Linda Rowan, Transcend Business Solutions
- 45 Joseph Conley - SQN Systems - MBE-VSBE-jconley@sqnsystems.com



# Maryland

DEPARTMENT OF  
GENERAL SERVICES

## Network Managed Services & Support TORFP Pre-Proposal Conference

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*Solicitation #BPM023062*

*Consulting and Technical Services+ (CATS+) FA6*

*Master Contract RFP - 060B2490023*



# ***INTRODUCTIONS***

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- Please introduce yourself. Provide the following in the Chat:
  - Name
  - Company
  - Title

# ***WELCOME***



Alicia Tarr, Procurement Officer  
David DelGaudio, Chief of Infrastructure, DoIT  
Denis Mcelligott, Task Order Manager, DoIT  
Carla Thompson, MBE Liaison



# AGENDA

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- Solicitation Schedule
- General Information
- Proposal Submission Requirements
- MBE and VSBE Requirements
- Scope of Work & TORFP Updates
- Questions & Inquiries
- Comments

# ***SOLICITATION SCHEDULE***

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- Pre-Proposal Conference
  - April 8, 2021
- Deadline for Questions
  - April 22, 2021; 2:00 pm local time
- Technical & Price Proposal Due
  - May 20, 2021; 2:00 pm local time
- Oral Presentations
  - TBD
- Contract Award
  - [DATE] (Projected)

# ***GENERAL INFORMATION***

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- The purpose of today's conference is to give information and guidance to potential offerors.
- All answers to questions need to be in written format, please see Section 4.2 of the TORFP for question submission guidelines.
- Please review the Key Information Summary Sheet on Page ii of the TORFP. It has all pertinent information, contact info and deadlines.
- Closing date for questions is Thursday, April 22, 2021 at 2:00 PM Local Time.
- Proposals are due by Tuesday, May 20, 2021 at 2:00 PM Local Time.
- Your Proposal must be received to the State by the due date and time for Proposal submission stated in the RFP.



# ***PROPOSAL SUBMISSION REQUIREMENTS***

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- Submission of Proposals should be via email.
- Per section 5.1 of the RFP, all proposals shall be submitted in 2 separate volumes.
  - Volume I is the Technical Proposal
  - Volume II is the Financial Proposal.
- Emails must be less than or equal to 25 Mb in size.
  - Larger submissions should be broken into parts and identified in the subject line (e.g., Part 1 of X, Part 2 of X, up to Part X of X).
- Please pay close attention to the submission instructions in Section 5.2 and 5.4 when creating your technical response.
  - If all required forms and affidavits are not filled out, your proposal may be deemed not susceptible for award. Some of these forms cannot be cured and may result in the proposal being removed from competition.



# ***PROPOSAL SUBMISSION REQUIREMENTS***

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- Please keep the following in mind when preparing the technical proposal:
  - Clearly identify the solicitation point of contact while the proposal is in the evaluation process.
- In addition, the financial volume must contain all price information in the format specified in Attachment B
  - Submit your Financial Proposal on the price sheets provided.
  - Failure to complete the price sheet(s) or to sign the price sheet(s) may result in your proposal being not susceptible for award.
- Finally, both the Technical & Financial Proposals must be password protected.
  - One password for Volume I, the Technical Proposal, and a separate, password for Volume II, the Financial Proposal.
  - The solicitation point of contact should be given the passwords for your Proposal.

# ***MBE AND VSBE REQUIREMENTS***



**Carla Thompson**, MBE Liaison with the Department,

- As noted in the Key information Sheet and sections 4.7 MBE Participation Goal & 4.8 VSBE Goal of the RFP
  - There is an overall MBE subcontracting goal of 15%
  - VSBE goal of 2%
- Under Functional Area VI Systems/Facility Management and Maintenance of this solicitation and the resulting contract.
- Failure to include the completed forms will result in a determination that your Proposal is not susceptible for award.

# ***SCOPE OF WORK***

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# ***QUESTIONS & INQUIRES***

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- Reading Room

# COMMENTS

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