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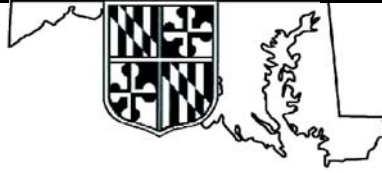
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**Pre-Bid Conference for TORFP D38B0600001**

**ELECTION PROJECT AND OTHER SUPPORT RESOURCES**

Date: August 23, 2019  
Time: 10:00 am at SBE Offices

- I. Welcome:
  - a. Introductions: Start with introductions (Whitney LeRoux, Director of Procurement & Task Order Procurement Officer) and Keith Ross (Assistant Deputy for Project Management and TO Manager). Have attendees introduce themselves and say what company they are from.
  - b. Request they provide me with their business cards for the attendance form to be distributed to the listserve.
  - c. **Reminder- Prime Contractor Offerors must be Master Contractors in FA 10 of the CATS Plus contract and be a registered SBR. You will not be susceptible for award unless you meet these requirements, meaning your proposal will be eliminated.**
  - d. Whitney LeRoux: Advise the contractors present that there will be a question period at the end of the conference and to please wait until that point for questions. Let them know that all question and answers from this pre-proposal conference will be released to the listserve of master CATS Plus contractors for Functional Area 10.
  
- II. Procurement – Whitney LeRoux
  - a. There is no current Task Order in place or incumbent.
  - b. **Please note minimum qualifications section 1.1. The Prime Contractor must be able to meet the minimum qualifications for each CATS Plus labor category required and proposed under this Task Order.**
  - c. This Task Order is an indefinite quantity with firm fixed prices (hourly rates). Note- the hourly rates cannot be modified so should be all-inclusive. It is expected that this TORFP will support several future SBE major projects and the 2020, 2022, and 2024 elections.
  - d. SBE intends to award this TORFP to up to 2 master contractors. Each master contractor must provide a 30% MBE subcontract.
  - e. While only Functional Area 10 CATS Plus master contractors are eligible to bid as prime contractors for this contract, you may include subcontractors that are not part of the CATS Plus FA2 list with your proposal. There is a 30% MBE subcontract goal as mentioned above.
  - f. The deadline for proposal submission is September 12, 2019 at 2:00 pm unless changed by amendment. No late proposals can be accepted, even if just a matter of minutes late per procurement regulations.

Please do not wait to submit your proposal until the last minute, because the transmission time can take a few minutes and SBE's time of receipt of what is used for timeliness determination.

- g. Proposal Format is very important and Contractors should read TORFP section 5 closely to make sure their proposals meet all requirements; failure to do so could result in elimination. To highlight a few important points:
  - i. The forms (attachments and pricing form) provided must be used; do not modify a form or use another form that your company generally uses that is similar. You must include all relevant attachments with your proposal- refer to Table 1 on page 31.
  - ii. Since proposals are accepted over email, it is essential that the instructions are followed in order to avoid disqualification.
    - 1. Password protection- see section 5.3.4(C)- All technical and financial proposals must be submitted in separate emails and BOTH must be password protected. The passwords must be different for your technical and financial proposals. I will request the passwords at different times based on what phase of the evaluation we are in. The financial proposal passwords will not be requested until the technical evaluation and technical rankings are finalized.
    - 2. If your technical proposal is not susceptible for award, I will advise you of that and will not request a password for your financial proposal.
    - 3. Ensure the subject line of your email submission includes the TORFP number- D38B0600001 and "Technical" or "Financial."
    - 4. Note that versions redacted to conceal proprietary or confidential information are also required as part of your technical and financial submissions; SBE is contacted relatively frequently with Public Information Act (PIA) requests, so it is important we have these versions available.
    - 5. No pricing information may be included in the technical proposal. For the technical proposal, a word and PDF version is required.
- h. Questions and Answers:
  - i. **All questions must be emailed to Whitney LeRoux at [Whitney.LeRoux@Maryland.Gov](mailto:Whitney.LeRoux@Maryland.Gov).** Please do not call with a question, because the exact question and answer must be released to all the master contractors eligible to bid for this TORFP. The Procurement Officer will not identify which contractor asked the question.
  - ii. We will release the attendance list and Q and A set from this pre-proposal conference to the distribution list.

### III. Contract Manager Information

- a. If two master contractors are selected, the expectations are that each of the master contractors will have the opportunity to respond to Work Orders.

- b. Most if not all of the 9 - 12 work orders that will be created shortly after contract award will be for specific individuals who will be working remotely.
- c. Work Order personnel durations will vary. While most are expected to be 6 months or more, there will be requests for personnel during the election period that may only be one – two months in duration.
- d. The primary workspace locations for personnel from the TO Contractor(s) will be in one of three locations: an SBE location (office or warehouse), TO Contractor's location, or remote.
- e. Importance that the bi-monthly timesheets and monthly invoices are correct to the penny.
- f. Routine travel from the base work location will not be reimbursed. In addition, non-routine travel will only be reimbursed if approved prior by the Contract Manager.
- g. Expenses incurred must be submitted with the invoice for the period of performance for when the travel took place.

IV. Question and Answer Session

We issued a Q and A on August 19, 2019.

Additional question submitted after that and therefore not included in that Q and A:

- 1) As a subcontractor, can we be included in more than one proposal (meaning partnering with more than one Prime)?

Answer: Yes, as long as it is understood you must perform 30% of the work on each proposal of both are selected.