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Martin O'Malley  
Governor

Anthony Brown  
Lt. Governor

Tammy M. Brown  
Executive Director

**April 15, 2014**

Summary – Pre-proposal Conference  
Title: GOCCP GRANTS MANAGEMENT SYSTEM (GMS)  
DEVELOPMENT, ENHANCEMENT, AND SUPPORT  
TORFP#: DEXB4400007

Pre-Proposal Conference at  
Maryland Department of Transportation (MDOT) Headquarters  
7201 Corporate Center, Hanover, Maryland 21076  
DATE: 4/2/14 @ 11:00 AM

## **I. Welcome and Introduction**

Shane Houghton, the Governor's Office of Crime Control & Prevention (GOCCP) TO manager for this project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

*GOCCP Staff:* Myers, Sarah; Newton, Ben; Boyd, Jeffrey; Dennis, Danielle; Dukes, April; Madsen, Michael; Steinly-Marks, Amy

## **II. General Procurement Information**

Mr. Houghton told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of this TORFP. He emphasized that today's session is merely for guidance and attendees should not rely on verbal communications for information regarding the TORFP.

He then gave an overview of the TORFP, highlighting important portions of the solicitation.

- a. **Proposal Due/Closing Date** – The closing date for submission of proposals in 4/21/14 at 3:00 PM local time. Please note the proposal due date above and give yourself plenty of time for your proposal to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**
- b. **TO Type** – Firm Fixed Price and Time & Materials
  - All work will be assigned through a work order process
- c. **Communications/Questions** - Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response.

During this process, Mr. Houghton reminded everyone to be sure to review the Key Information Summary Sheet on page 4.

### **III. MBE Requirements**

This TORFP has a **26% MBE goal**, which includes sub-goals of **8% for women owned businesses**, and **7% for African-American owned businesses**. These goals are subcontracting goals and they are mandatory. All Offerors must identify the MBE subcontracting partners at the time of proposal submissions. In addition, an MBE subcontractor can fulfill only 1 sub-goal category.

During this discussion, Mr. Houghton asked all attendees to introduce themselves by giving their name, title, company, and identifying whether their company was an MBE. He encouraged everyone to network with the MBE companies after the conference.

### **IV. Scope of Work**

Mr. Houghton provided a brief review of the project background and then discussed the scope of the work to be performed under the solicitation.

### **V. Submission Requirements**

Mr. Houghton reviewed the importance of the submission instructions in Sections 3.2 & 3.4 of the TORFP. Proposals shall be submitted electronically in two separate e-mails as described in Section 3.2.

He suggested that when creating your technical response, you should keep your proposal in the same order as the TORFP requirements. By keeping the proposal in the same order, you will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in sections 3.3, 3.4, and the List of Attachments (pg. 44). The group was informed that if all required forms are not included, their proposal may be deemed non-responsive.

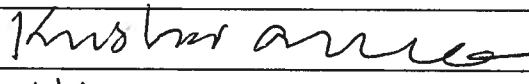
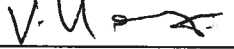
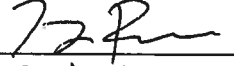
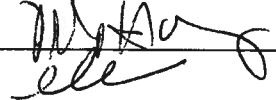


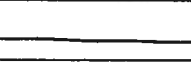

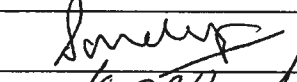

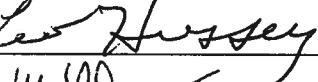

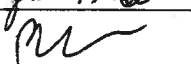
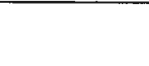
Further, Mr. Houghton explained that the financial volume must be entirely filled out. All hourly labor rates must be clearly entered in dollars and cents. These prices cannot be contingent on any other factors or conditions. Every blank in the price sheet shall be filled in with the relevant data. He then provided a detailed explanation of how to distribute the total class hours among the pre-defined six (6) resources.

### **VI. Questions and Answers**

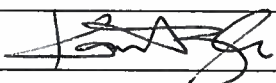

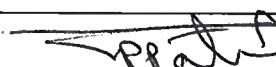

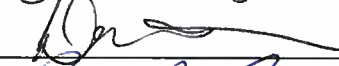


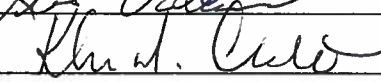
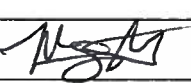
At this point, the meeting was opened up to questions. There were new questions that Mr. Houghton encouraged potential Offerors to submit in writing. He explained that answers to those questions will be distributed as soon as possible. Also, Mr. Houghton reminded everyone again that only written answers should be relied upon. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to the Procurement Officer.

**VII.** The pre-proposal conference adjourned at approximately 12:20 PM.

**GOCCP Grants Management System (GMS) CATS+ TORFP – Pre-Proposal Conference  
Wednesday, 2nd April 2014**

Last Name	First Name	Company	Signature
Annambhotla	Krishna	SaiTech, Inc.	
Athreya	Narayan	iCUBE Systems, Inc.	
<del>Bolden</del>	<del>Scott</del>	<del>Software Consortium</del>	<del></del>
Brown	Terrance	TVCOFA Corporation	
Buckberg	Phil	Advantage Industries, Inc.	
Campbell	Ellen	Information Management Consultants, Inc.	
Chen	Harry	MS Technologies Corporation	
Dave	Manish	GRPA	
<del>Deisher</del>	<del>Kandace</del>	<del>United Solutions, LLC</del>	<del></del>
Fitzgerald	Lisa	Data Networks of America	
Gardner	Thomas	The Canton Group	
Hall	Chuck	CNSI	
Harjani	Sandeep	Infojini, Inc	
Heilveil	Keith	Advantage Industries, Inc.	
Humphries	Brandon	TVCOFA Corporation	
Hussey	Leo	CAI (Computer Aid, Inc.)	
Killmeyer	Matthew	Information Management Consultants, Inc.	
Kindt	Juda	Serigor Inc	
Le	Robert	FT Technologies, LLC	

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**Wednesday, 2nd April 2014**

	Lee	Tiffany	the Innovation Network	
	Lehman	Richard	Momentum Inc	
	Lew	Kenny	the Innovation Network	
	Mishra	Vijay	CNSI	
	Nagrah	Amjad	The Canton Group	
	Patel	G.R.	GRPA	
	<del>Schad</del>	<del>Amber</del>	<del>GANTECH</del>	
	Seek	Anne	MS Technologies Corporation	
	Simmonds	Dean	Data Networks of America	
	Zernhelt	Brian	Software Consortium	
	Valdivieso	Luis	Grantech	
talk-in	CONTRINO	KHIN	Prepared Technology Solutions	
talk-in	<del>Amirah</del> Mullayah	<del>Goldberg</del> Goldberg	<del>max</del> Brawida Consulting	
talk-in	<del>ASTI</del> ASTI	<del>KAPUK</del> KAPUK	ADVANCE DIGITAL SYST	