

IT MANAGEMENT CONSULTING SERVICES

CATS + TORFP # E00B260007

Comptroller of Maryland (COM)

Online Microsoft Teams Meeting

October 26, 2021 10:00 AM

MEB

- I. Welcome and Introduction.....Mike Balderson, TO Procurement Officer
 - Attendees affiliated with Comptroller
- II. TORFP Overview.....Jeane Olson, TO Manager & Manager, Compass Program

- III. General Procurement Information & Key Dates.....Mike Balderson, TO Procurement Officer
- IV. Scope of Work..... Jeane Olson, TO Manager & Manager, Compass Program
- V. MBE/VSBE Goal..... Mike Balderson, TO Procurement Officer
- VI. How To Submit A Proposal.....Mike Balderson, TO Procurement Officer
- VII. Selection ProceduresMike Balderson, TO Procurement Officer
- VIII. 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 COM representatives are not binding upon the COM 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 COM, time permitting (before proposal due date). The resultant questions and answers (Q&A's) will be distributed, at no charge, via email). Also, should issues be raised which cause the solicitation to be amended, a copy of the addenda/ amendment will be emailed to CATS+ FA 10 Master Contractors.

- I. Closing Remarks.....Mike Balderson, TO Procurement Officer

Meeting Summary

Meeting Title IT MANAGEMENT CONSULTING SERVICES
E00B2600007 Pre-Proposal Conference

Date/Time 10/26/2021 @ 10:00 AM – 12:00 PM

Location Online Microsoft Teams Meeting

COM Participants	Org	Role
Jeane Olson	COM	TO Manager, Manager, Compass Program
Michael Binnie	COM	Assistant Program Manager, Compass Program
Kathy Taylor	COM	Functional Lead, Compass Program
Frank Talbot	COM	Technical Lead, Compass Program
Mike Balderson	COM	TO Procurement Manager
Master Contractor Participants		See Separate Document

Objective: To engage potential Master Contractors to the IT Management Consulting Services 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 Comptroller's intentions for the IT resources project.

Resultant Action Items:

- Send questions to mbalderson@marylandtaxes.gov by November 5, 2021 at 10:00 AM Local Time. **(Master Contractor Participants)**
- Publish the Pre-Proposal Conference Summary and Attendee List on DoIT CATS PLUS website and email to participants. **(MIKE Balderson)**

Agenda & Discussion Summary

1. Welcome – M Balderson

- Mr. Balderson welcomed attendees and thanked them for participating in this Pre-Proposal Conference.
 - The COM is sensitive to the consideration that vendors will be making bid/no bid decisions. The COM scheduled both the Pre-Proposal Conference and the deadline to receive questions early to provide the vendor community with as much information as possible to make their bid/no-bid decisions.
 - Mr. Balderson will use the information provided on the CATS + FA 10 email listing if it is necessary to contact today's attendees.
- Jeane Olson provided background and context for why the IT resource support is needed. COM is committed to this initiative and thanks the vendor community for their attendance. Ms. Olson closed by stating that the COM looks forward to receiving the audience's proposals.

2. General Procurement Information and Key Dates – Mike Balderson:

- a. The *TORFP Key Information Summary Sheet* on includes key dates, times and points of contact for this procurement.
 - i. The deadline to submit questions is 11/05/2021 at 10:00 AM Local Time.
 - ii. The COM tentatively plans to submit a minimum of one set of responses to questions no later than 11/12/2021.
 - iii. The Proposal Due Date is 11/12/2021 at 10:00 AM Local Time. TO Proposals must be received by that date and time due. If delivery of your proposal is late by one (1) minute, COM law/regulations will prevent the COM from accepting it.

3. MBE/VSBE Goals – Mike Balderson

- a. This solicitation has a twenty-six (26) % MBE Subcontracting Goal and a No VSBE Subcontracting Goal.

4. Scope of Work Overview – Jean Olson

The Compass project assists the COM in modernizing its operations by delivering updated technology and improved business processes. Major Compass components include continued implementation of the Integrated Tax System (ITS), managing the integration of the ITS into the COM's existing infrastructure systems and business processes, and planning and managing the retirement of systems and processes made obsolete by the new ITS. Compass is funded as a Major IT Development Project (MITDP) through the Department of Information Technology (DoIT).

The COM has procured a multi-phased COTS ITS solution. The first of four (4) releases has been successfully implemented and the second is in development. The COTS ITS will replace the Agency's State of Maryland Tax (SMART) system, Computer Assisted Collection System (CACS), certain web applications, and other outdated tax processing systems and integrate with a robust data warehouse to both continue and expand revenue generating projects and provide enhanced reporting functionality. The ITS will allow the COM to efficiently administer all taxes, licenses, permits, and fees required by law. This includes the processing and collection of personal income tax and sales and use tax, the State's largest sources of revenue, and the administration of Abandoned Property.

Successful implementation will bring the COM a modernized system, which makes use of current technologies and is supported by and adaptable to the mainstream IT workforce. Uniformity in processing across Tax Types will simplify compliance by taxpayers and allow for a more dynamic use of COM staff.

5. How to Submit a Proposals (See Section 5 in TORFP) – MIKE Balderson

Two Part Submission– MIKE Balderson

Offerors shall submit TO Proposals in separate attachments :

Volume I – TO TECHNICAL PROPOSAL

Volume II – TO FINANCIAL PROPOSAL

TO Proposal Packaging and Delivery

Offerors may only submit TO Proposals by electronic means as described in the TORFP. Provide no pricing information in the TO Technical Proposal.

Electronic means includes e-mail to the TO Procurement Officer address listed on the Key Information Summary Sheet. Mbalderson@marylandtaxes.gov

6. Selection Procedures (6.4) of TORFP

Reviewed TORFP Section 6.4 and emphasized that the Procurement Officer shall make a determination recommending award of the TO to the responsible Offeror who has the TO Proposal determined to be the most advantageous to the State, considering price and the evaluation criteria set forth above. In making this selection, the TO Technical Proposal will be given greater weight than the TO Financial Proposal.

7. 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.

Attendees were encouraged to submit questions in writing to Mike Balderson so that the COM could respond through a Question and Answer document.

Questions that were asked during the pre-proposal conference will be paraphrased in the Question and Answer document and published on the CATS+ website

8. Wrap Up

- a. Please remember, the proposal is due no later than 11/12/2021 at 10:00 AM Local Time.. All required documents must be included and signed where indicated.
- b. Email mbalderson@marylandtaxes.gov only with your questions. Only written questions will receive an official response.
- c. On behalf of the Comptroller of Maryland thank you for attending today's session.