

August 28, 2019

**Summary – Pre-Proposal Conference
CATS+ Task Order Request for Proposal # F50B0600003
Independent Verification and Validation (IV&V)**

**Held In-Person
100 Community Place, 1st floor Room B
Crownsville, Maryland 21032**

The pre-proposal conference began at 10:00 AM.

I) Welcome and Introduction:

Cheryl Howard-Bond, the Department of Information Technology (DoIT) Procurement Officer (PO) for this project, welcomed everyone in attendance. Cheryl introduced other State employees in attendance:

- Steve Liberatio – DoIT
- Sue Howells – DoIT

II) General Procurement Information:

Cheryl informed the assembled parties that the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of the TORFP. She emphasized that today's session is merely for guidance and attendees should not rely on verbal communications for information regarding the TORFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. Cheryl then gave an overview of the TORFP, highlighting important portions of the solicitation.

Cheryl reminded everyone to be sure to review the Key Information Summary Sheet on page ii of the solicitation document. Cheryl reminded everyone that the due date for questions is Tuesday, September 3rd, 2019 at 5:00 PM Local Time. Questions are to be emailed to Cheryl.Howard-Bond@Maryland.gov. **She also emphasized the due date for responses to this procurement is 2:00 pm Local Time on Tuesday, September 17th, 2019.** Please note the proposal due date and give yourself plenty of time to submit your proposal by the due date. **If the proposal is late, even by one minute, it cannot be accepted.**

III) Submission Requirements:

Cheryl noted that submission by email to Cheryl.Howard-Bond@Maryland.gov is allowed for this solicitation, and that the State ***strongly prefers*** responses by email. Those wishing to submit a

hard copy of their proposal, in the form identified in Section 5 of the TORFP, are to email the PO at the email address identified on the Key Information Summary Sheet.

Cheryl also reviewed the importance of the submission instructions in Section 5 of the TORFP. Proposals with commingled Technical and Financial Responses will be deemed not susceptible for award. Proposals shall be separated into two volumes – Volume I & II. Volume I shall be clearly labeled as the Technical Proposal and Volume II shall be clearly labeled as the Financial Proposal. Volumes I and II shall be submitted as separate emails, using the naming convention outlined in the TORFP.

Cheryl also suggested that when creating your technical response, your proposal should reference the order and numbering of the TORFP as this will help will help ensure that your proposal addresses everything as required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in Section 5.4. The group was informed that if all required forms are not included in an Offeror's Proposal, the Proposal may not be susceptible for award. Please see Section 7 of the TORFP for a listing of the attachments and when they are required to be submitted.

Cheryl explained that the financial volume must contain all price information in the format specified in Attachment B. Offerors were advised to review the instructions for Attachment B carefully, and to submit their Financial Proposal on the Price Sheet provided in Attachments B. Failure to do so or to sign the price sheet may make your proposal not susceptible for award.

Emailed Technical and Financial Proposal volumes must be password protected. A single password must be used for all items within Volume I, the Technical Proposal, and a separate, unique password must be used for all items within Volume II, the Financial Proposal. The solicitation point of contact should be given the passwords for the Offeror's Proposal. It is also recommend that the corporate contact store the passwords for the Offeror's Proposal in case the identified solicitation point of contact cannot be reached.

Finally, DoIT can only receive emails less than or equal to 25 Mb in size. If a submission exceeds this size, split the submission into two or more parts, and include the appropriate part number in the subject (e.g., Part 1 of X, Part 2 of X, up to Part X of X)

IV) MBE and VSBE Requirements

Cheryl identified that an overall MBE subcontracting goal of 20 percent exists for services under this TORFP. Cheryl also identified that an Offeror is required to complete and submit Attachment D-1A with its Proposal. Failure to do so will result in a finding that the Offeror's Proposal is not susceptible for award.

V) Scope of Work

Steve Liberti with the Department provided an overview of the scope of work as described in the TORFP.

VI) Questions and Answers

At this point, the meeting was opened up to questions from the potential Offerors in attendance. Cheryl informed the potential Offerors that only written answers are to be relied upon. Therefore, if clarification is required, be sure to send in a written request per Section 4.2 of the TORFP. Additionally, potential Offerors were informed that the State may ask them to submit their question in writing.

Those in attendance were able to ask questions at this time. There were questions which Cheryl encouraged potential Offerors to submit via writing. It was heexplained that answers to those questions would be distributed as soon as possible following the Question due date.

VII) Closing Remarks:

Cheryl reminded all potential Offerors that for an official response, all questions should be submitted to her in writing, to follow the TORFP instructions and include signed copies of all required documents. Electronic signatures are appropriate for all documents which will be submitted with your Proposal. All proposals must be submitted to Cheryl by the day and time specified in the Key Information Summary Sheet. Again, if a proposal is late, even by a minute, it will not be accepted. Cheryl reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible following the meeting.

The pre-proposal conference adjourned at approximately 10:35 AM.

**Consulting and Technical Services (CATS+)
Task Order Request for Proposals (TORFP)
Solicitation Number F50B0600003**

**Pre-proposal Conference
August 28, 2019
10:00 AM Local Time
Conference Room B**

SIGN-IN SHEET

| LAST NAME | FIRST NAME | COMPANY | PHONE | EMAIL |
|------------------------|--------------|-------------------------|------------------|----------------------------------|
| Ding | Chunlei | Celerens | 443-622-2143 | cding@celerens.com |
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| Brown | Jerome | Diverse Agile Solutions | 443-417-4757 | jbrown@diverseagilesolutions.com |
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| LAST NAME | FIRST NAME | COMPANY | PHONE | EMAIL |
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