Pre-Proposal Conference Sign-in Sheet—Statewide Cyber Security Project # F50B3400070 - 6/26/2013



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Pre-Proposal Conference Sign-in Sheet—Statewide Cyber Security Project # F50B3400070 - 6/26/2013 Nai Col Ad **Peter Perry** Program Manager David Beveridge, PMP | Senior Manager Cit MDOT NMS III Project 700 12th Street NW, Suite 700 | Washington DC 20005 STRATIS 410,707,2762 | dbeveridge@credence-llc.com Powered by Excellence Vo www.credence-lkc.com 901 Mercantile Drive, Hanover, Maryland 21076 410-689-0513 Cell: 301-501-0718 Innovative Management & Technology Solutions Peter.Perry@L-3Com.com www.L-3com.com/STRATIS E-t **Certified MBE** Yes Certified MBE No Name SANDEED HARJANE Company INFOSENCY ENC Address 10015 OCD COLUMBIA RD, City State Zip COLUMBIA MD 21046 *AbóutWeb* Michael McDonald Senior Director Strategic Federal Accounts mmcdonald@aboutweb.com 6177 Executive Blvd, Rockville, MD 20852 301.468,9246 x112 FX 301.468.9670 GSA #GS35F0072T www.aboutweb.com E-mail SHARS AND ENFORTNE CONSULTING **Certified MBE Certified MBE** Yes Name Name Company Company Address Address City State Zip City State Zip Voice Fax Voice Fax E-mail E-mail Certified MBE **Certified MBE** Yes No Yes No Name Name Company Company Address Address

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DEPARTMENT OF INFORMATION TECHNOLOGY

ELLIOT SCHLANGER Secretary

June 28, 2013

Summary – Pre-proposal Conference Title: Statewide Cyber Security TORFP#: F50B3400070 Pre-Proposal Conference at 45 Calvert Street, Annapolis, MD DATE: 6/26/13 @ 2:00 PM

The pre-proposal conference began at approximately 2:00 pm.

I) Welcome and Introduction:

Michael Meinl, the Department of Information Technology (DoIT) procurement officer for this project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

Bruce Eikenberg – DoIT David Mangrum – DoIT Sachin Bhatt – DoIT AAG

II) General Procurement Information:

Michael 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. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. He then gave an overview of the TORFP, highlighting important portions of the solicitation.

He reminded everyone to be sure to review the Key Information Summary Sheet on page 4.

He also emphasized the due date for this procurement as 2:00 pm on Thursday July 11th.

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!

III) Submission Requirements:

Michael reviewed the importance of the submission instructions in <u>Sections 3.2 & 3.4</u> of the TORFP. Proposals shall be submitted electronically in two separate e-mails as described in Section 3.2.



He also 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 and 3.4. The group was informed if all required forms are not included, their proposal may be deemed non-responsive.

Further, Michael 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.

IV) MBE Requirements

This TORFP does not have a MBE goal, but DoIT does strongly encourage minority participation. Michael asked if there were any MBE's in attendance and asked them to please identify themselves and their company.

Several companies introduced themselves as indicated in the attendee list. Michael thanked them and encouraged everyone to network with these companies after the conference.

V) Communications/Questions:

All communication must be in writing for an official response. Questions should be sent by email to Michael Meinl, the procurement officer – only.

VI) Scope of Work

Bruce Eikenberg provided a brief overview of the scope of work as described in the TORFP. He briefly described the tasks in Section 2.5.2 and the potential for additional resources as described in Section 2.5.1.

VII) Questions and Answers

At this point, the meeting was opened up to questions. There were new questions that Michael encouraged potential Offerors to submit in writing. He explained that answers to those questions will be distributed as soon as possible. Also, Michael 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 him via email.

VIII) Closing Remarks:



Michael reminded all potential Offerors to follow the layout in Section 3.4 of the TORFP when creating their proposal. He reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Michael then thanked everyone for their attendance and the meeting was concluded.

IX) The pre-proposal conference adjourned at approximately 2:55 pm.