



March 24, 2014

**SUMMARY  
PRE-PROPOSAL CONFERENCE  
for  
Google Apps for Government Technical Assistance for End Users  
& Service Desk Assistance**

**CATS+ TORFP #F50B4400069  
45 Calvert Street, Annapolis MD 21401**

Friday, March 21, 2014 @ 9:00 AM  
Conference Room 164

Ladies/Gentlemen:

The Department of Information Technology (DoIT) conducted a pre-proposal conference that began at approximately 9:00 AM at 45 Calvert Street, Annapolis, MD in Conference Room 164. Attending on behalf of DoIT were Terraceta Tubaya, Procurement Officer and the following state panel members:

Michael Meinel, Procurement Analyst  
Susan Lyon, Google Team Manager

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Terraceta Tubaya, convened the conference, recognized other state personnel present and reiterated that all prospective offerors should sign in.

- I. **General Procurement Information** – Ms. Tubaya said that the purpose of today's conference is to give everyone information and guidance on the special requirements of State procurements and provide an overview of the TORFP. She emphasized that today's session is merely for information and guidance and attendees should not rely on verbal communications for information on the TORFP. Substantive questions and comments must be submitted in writing to the Procurement Officer for a formal response. She then gave an overview of the TORFP highlighting the following.
  - a. **Proposal Due/Closing Date** – The closing date for submission of proposals is Wednesday, April 2, 2014 at 2:00 PM local time. The Technical and Financial proposals should be sent separately by email to the Procurement Officer. Any proposals received after 2:00 PM

will not be accepted. Other useful information is located on page 4 in the “Key Information Summary Sheet.”

- b. Communications/Questions** – All communications must be sent through Ms. Tubaya, the Procurement Officer, and her only. Questions will come up throughout this procurement. These questions should be sent by email to the Procurement Officer at [TORFP.GoogleApps@maryland.gov](mailto:TORFP.GoogleApps@maryland.gov). She will send them in sets to the project team to get a formal response. Once these answers are completed, the Procurement Officer will send them out to everyone on her distribution list.
- c. MBE Goal** – There is no MBE goal for this solicitation; however, MBE participation is always strongly encouraged. Ms. Tubaya asked the MBEs in the audience to identify themselves and to let DoIT know what services their company offers.

II. **Scope of Work** – Ms. Lyon discussed the scope of this solicitation.

III. **Questions and Answers** – Several questions were asked during the conference, but Ms. Tubaya again cautioned that only written answers should be relied upon. Therefore, if clarification is needed, be sure to send in writing. Ms. Tubaya will send her response to all Master Contractors on her distribution list. She asked that the attendees submit their questions to her via email.

IV. **Conclusion** – Ms. Tubaya concluded the conference by thanking everyone for coming. She also said that a pre-proposal conference summary and attendee listing will be issued shortly.

V. The pre-proposal conference adjourned at approximately 9:35 AM.

Terraceta Tubaya  
Procurement Officer