



**PRE-PROPOSAL CONFERENCE
for
DoIT Web Shared Services
TORFP # F50B5400053
Conference Room 164 A&B
45 Calvert Street
Annapolis, MD 21401**

August 12, 2015 – 10:00 AM

- I. Welcome and Introduction.....Alicia Baltimore, Procurement Officer
 - a. Sign-In Sheet
 - b. Attendees affiliated with State of Maryland
- II. General Procurement Information.....Alicia Baltimore, Procurement Officer
- III. Communications/Questions.....Alicia Baltimore, Procurement Officer
- IV. MBE Goal.....Alicia Baltimore, Procurement Officer
- V. Proposal Submission Requirements..... Alicia Baltimore, Procurement Officer
- VI. How Your Proposal Will Be Evaluated.....Alicia Baltimore, Procurement Officer
- VII. Scope of Work.....Lan Pasek
- 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 state representatives are not binding upon the state 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 State, time permitting (before proposal due date). The resultant questions and answers (Q&A's) will be distributed, at no charge, via email by the Procurement Officer (PO) to all CATS + Master Contractors awarded to Functional Area 2. Q&A's will also be posted on the DoIT website (<http://doit.maryland.gov/contracts/Pages/CATSPlusTORFPStatus.aspx>). Also, should issues be raised which cause the solicitation to be amended, all CATS + Master Contractors awarded to Functional Area 2 will receive copies of these addenda/ amendments. These addenda/amendments will also be posted on the DoIT website.

- IX. Closing Remarks..... Alicia Baltimore, Procurement Officer



Pre-proposal Conference Summary

DoIT Web Shared Services TORFP#: F50B5400053

Pre-Proposal Conference Date: 8/12/15 @ 10:00 AM

The pre-proposal conference began at approximately 10:05 am.

I) Welcome and Introduction:

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

Lan Pasek – DoIT Web Team
Michael Mehl – Procurement Analyst
Howard Barr – DoIT AAG

II) General Procurement Information:

Alicia told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and provide an overview of this Task Order RFP (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. She then reminded everyone to review the Key Information Summary Sheet on page 2 for key dates associated with the TORFP.

The first date to mark on the calendar is August 21st. All questions must be submitted to the procurement officer by 12:00 pm on August 21st in order to receive a formal response.

The second date to note is the proposal due date. **All proposals must be received by the procurement officer no later than 2:00 pm on September 4th.** Please give yourself plenty of time for your proposal to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**

III) Communications/Questions:

Alicia told the group to keep in mind that all communication and questions must be submitted in writing, by e-mail, to Alicia.baltimore@maryland.gov for an official response.



IV) MBE Goal

This TORFP has a 10% MBE goal and does not have a VSBE goal. Alicia asked if there were any MBE's in attendance and asked them to please stand and identify themselves and their company. Several companies introduced themselves as indicated in the attendee list.

V) Proposal Submission Requirements

Alicia reviewed the importance of the submission instructions in Sections 4.2 of the TORFP. Proposals shall be submitted in two separately sealed volumes and labeled as directed in Section 4.2. Proposals shall be sent by mail, private courier or hand delivered.

She also suggested that when creating a technical response, an Offeror should keep the proposal in the same order as listed in Section 4.4. By keeping the proposal in the same order, one will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, form and etc. as spelled out in Section 4.4. The group was informed if all required forms are not included with the proposal, then it may be deemed non-responsive.

Further, Alicia explained that the financial proposal must be entirely filled out.

VI) How Your Proposal Will be Evaluated

A common question that DoIT procurement staff receives is 'how will my proposal be evaluated?' As you may know, a proposal must pass through several stages in order to receive an overall ranking.

The first stage is the procurement officer's review for responsiveness. During this review, the procurement officer will inspect the proposal for various items, such as timely proposal submission, signed affidavits, MBE documentation. All of these items and more are included in the determination of a proposal's responsiveness.

The second stage is a review of the Offeror's proposal to determine if it meets the minimum qualifications. There are minimum qualifications for the Offeror. The minimum qualifications must be met by the prime contractor. Subcontractor experience may not be used to meet the minimum qualifications.

The third stage is a thorough review of the Offeror's TO Technical proposal. During this review, the evaluation team will be using the evaluation criteria described in Section 5.2 of the TORFP. At the conclusion of this stage the evaluation team will determine those proposals that are technically qualified.

The fourth stage is Oral Presentations for Offerors that are technically qualified will be performed. A technical ranking will be performed for all proposals based on the oral



presentation. At the conclusion of this stage, the evaluation team will determine a technical ranking. Proposals will be ranked from highest to lowest for technical merit based on the quality of the proposals submitted and oral presentation results.

The fifth stage is the analysis of the Offerors financial proposal. Financials are not opened prior to this point of the evaluation process so it is inappropriate to discuss pricing during the oral presentation or in the technical proposal. At the conclusion of this stage, the Offerors will be ranked financially with the lowest priced Offeror being ranked as #1.

The final stage is the overall ranking of the Offerors. Section 5.3 of the TORFP states that technical factors will receive greater weight than financial factors in making the award determination. Please do not disregard pricing, it does matter. At the conclusion of this stage, the Offeror ranked #1 overall will be recommended for award.

VII) Scope of Work

Lan Pasek provided a brief overview of the scope of work as described in the TORFP. She briefly described the concept of the TORFP and how she envisions the Contract will be implemented once awarded.

VIII) Questions and Answers

At this point, the meeting was opened up to questions. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to the procurement officer via e-mail.

IX) Closing Remarks

Alicia concluded the conference by reminding all potential Offerors that if a proposal is late, even by a minute, it cannot be accepted! There are no exceptions to this rule, so give yourself plenty of time for your response to reach her! Questions must be submitted in writing. All potential Offerors should follow the TORFP instructions when creating the proposal. She reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

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

X) The pre-proposal conference adjourned at approximately 10:20 am.

Pre-Proposal Conference Sign-in Sheet— DoIT Web Shared Services
 Project # F50B5400053 – 8/12/2015



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Certified MBE Yes No

**Pre-Proposal Conference Sign-in Sheet— DoIT Web Shared Services
Project # F50B5400053 – 8/12/2015**

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