



February 20, 2014

Summary – Pre-Proposal Conference
Title: RFP Writer for Cloud VOIP System
TORFP#: F50B4400026
Pre-Proposal Conference at
45 Calvert Street, Annapolis, MD
DATE: 2/18/14 @ 10:00 AM

The pre-proposal conference began at approximately 10:00 am.

I) Welcome and Introduction:

Dale Eutsler, 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:

Alan Sabol – DoIT
Howard Barr – DoIT, AAG

II) General Procurement Information:

Dale 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 5.

In addition, Dale explained that this TORFP is designated as a Small Business Reserve solicitation.

He also emphasized the due date for this procurement as 2:00 pm on Wednesday March 5th.

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:



Dale reviewed the importance of the submission instructions in 3.2 of the TORFP. Proposals shall be submitted electronically in two (2) 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 in Section 3.4.1 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. The attendees were informed that if all required forms are not included, their proposal may be deemed non-responsive or not susceptible for award.

Further, Dale 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 has a 0% MBE goal.

Dale 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. Dale 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 Dale Eutsler, the procurement officer – only.

VI) Scope of Work

Alan Sabol provided a brief overview of the scope of work as described in the TORFP. He briefly described the tasks in Section 2.6.

VII) Questions and Answers

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



Dale 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.

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

IX) The pre-proposal conference adjourned at approximately 10:25 am.

Pre-Proposal Conference Sign-in Sheet— RFP Writer for Cloud VoIP System
Project # F50B4400026 – 2/18/2014

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