



**Maryland Department of Transportation**  
**Office of Procurement**  
**CATS+ TORFP J01B0600007**  
**OTTS – Application Development Maintenance and Support**  
**Addendum #1**

**October 17, 2019**

**Addendum #1 is being issued provide Pre-Proposal Minutes, sign-in Sheet of attending firms for the above named TORFP, and All information contained herein is binding on all offerors who respond to this TORFP.**

Please see the attached the Pre-Proposal Minutes, sign-in Sheet, a of attending firms for the above named TORFP.

**End of Addendum #1**



**Pre-Proposal Conference Procurement Review**

**CATS+ TORFP J01B0600007**

**Maryland Department of Transportation (MDOT)  
Office of Transportation Technology Services (OTTS)  
Application Development Maintenance and Support  
Thursday, October 17, 2019, 10:00 AM (EST)**

Welcome to the Pre-proposal conference for the CATS+ Task Order Request For Proposal # **J01B0600007** for the Maryland Department of Transportations, Office of Transportation Technology Services – **Application Development Maintenance and Support**.

My name is Mark Newgent and I am the TO Procurement Officer assigned to this project.

If you have not already done so, please sign the attendance sheet and for those firms that are certified Minority Business Enterprise (MBE), Small Business Reserve (SBR) or Veteran-Owned Small Business Enterprise (VSBE) firms, please make note of that in the far right hand columns of the sign-in sheet.

In attendance with me today are Dimirty Mukhin and Brian Alula from MDOT's Office of Transportation Technology Services and Brenda Townsend-Milton. Let's go around the room and introduce ourselves.

Throughout this Pre-Proposal Conference, if you want an official response to any question, you are asked to submit question in writing to me via email, to me.

I will be going over and taking questions regarding the Procurement part of this project.

I will then turn the conference over to Mr. Mukhin who will review the scope of work and take questions.

Reminder to everyone:

- The main purpose of this pre-proposal conference is to review the procurement requirements, address concerns, provide clarification, and

provide instructions pertaining to the solicitation and scope of work, and answer questions.

- This CATS+ TORFP was released through email on October 9, 2019.
- Offerors will have the opportunity to submit questions in writing; **written questions must be submitted to me at [mnewgent@mdot.maryland.gov](mailto:mnewgent@mdot.maryland.gov) by Wednesday October 23, 2019 by the close of business**
- The Questions and Answers will be released via Addendum as soon as possible after the due date and time.
- Pre-proposal minutes, sign in sheet(s) and all questions and responses will be published as an addendum and become part of this solicitation later today.
- Changes to the scope of work or any response requirements will be published as an addendum and supersede the original published documents per COMAR 21.05.02.07.
- The Due Date and time for proposal Submission is **Monday, November 11, 2019 at 2:00 P.M. Local Time**. Please be aware that “The date and time of an e-mail TORFP submission is determined by the date and time of arrival of all required files in the TO Procurement Officer’s e-mail inbox.”
- As a reminder, the Technical Proposal submission along with all of the required Attachments (listed under Section 7 TORFP), are to be sent in a separate email from the Financial Proposal. Please make sure the subject line of each email contains the TORFP # what attachments are included in the email (Technical Proposal, Financial Proposal, Attachments, etc).
- The Technical and Financial Proposals are required be sent Password protected. The Procurement Officer will request the passwords for the Technical and Financial Proposals from the Offeror when needed
- Please submit your offer in the format listed in section 5 of the TORFP, as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.
- Please be aware that MDOT has a file size limitation of 7 megabytes on all email transmissions. Number your emails (1 of 2, 2 of 2 etc) per Section 4.1

- It is the Contractor's responsibility to ensure that the Procurement Officer has received your offer. If you do not receive a "received" email response from me, the Procurement Officer, you should call and confirm that your email was received.
- PLEASE BE SURE TO SEND YOUR RESPONSES EARLY ENOUGH TO ALLOW SUFFICIENT TIME FOR THE EMAILS TO ARRIVE TIMELY.
- The MDOT will award this project to One (1) Master Contractor.
- You are required to provide the name/number of your point of contact to set up interviews
- Please be sure to review Section 6 – Evaluation and Selection Process.
- There is a **20% Minority Business Enterprise (MBE) Goal** for this project. MDOT encourages MBE firms to participate in this solicitation.
- If there are any MDOT Certified MBE firms, or Veteran Owned Small Businesses in attendance today, this would be a good opportunity to network with Firms planning to submit as a Prime Contractor.

**Friendly reminder:**

- It is your responsibility to update your company's information as necessary on the DoIT website. (ie. MBE, SBR, address, point of contact and especially point of contact).
- MDOT or MDOT Procurement does not have the capability of updating DoIT's master contractor's information.
- Any questions or concerns should be directed to [ITPO.DoIT@maryland.gov](mailto:ITPO.DoIT@maryland.gov)
- Only the information communicated by the Procurement officer in writing shall be the official position of the MDOT. MDOT assumes no responsibility for information communicated by any other source.

**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP# J01B0600007**

**TITLE: APPLICATION DEVELOPMENT MAINTENANCE AND SUPPORT**

**DATE: OCTOBER 17, 2019 PRE PROPOSAL MEETING**

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COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
DK CONSULTING	SCOTT PETERSON	443-552-5851	speterson@dkconsult.net	✓	✓	
GRPA	MANISH DAVE	703-277-7729	MDAVE@GRPA.COM	✓	✓	
NETVISION RESOURCES	SUNAY NANGIA, SANDEEP	703-342-4276	snangia@netvisionresources.com	✓	✓	
Cambridge Federal	Lauren Kim	443-883-1964	l.kim@cambridgefederal.com			✓
<del>Laci Beall</del> Synergy	Laci Beall	443-610-3128	Laci@SSS-INC.COM	✓	✓	
Serigor Inc	Ashley Boykin	443-449-0903	Ashley.boykin@serigor.com	✓	✓	
<del>the...</del>						
MINDGRUB	Elena Vassallo	443-244-3667	mvassallo@mindgrub			
Timmons Group	Matt McCracken	804-433-2941	matt.mccracken@timmons.com			
BSP	Yelene Madorsky	410-849-8916	Y.MADORSKY@BSP.US.COM	✓	✓	
ITechnology	Morteza Tadayon	410-804-2184	MORTeza@ITechnology.com	✓	✓	
3DAAS LLC	Amjad Anagrah	443-995-4260	anagrah@3d-techsolutions.com	✓	✓	
Global Alliant Inc	Rajan Natwarjan	301-801-3157	Rajan.n@globalalliantinc.com	✓	✓	
<del>Minam Karumbo</del>						
ITnova	Minam Karumbo	401-871-9260	minam.karumbo@itnovaconsulting.com	✓		
Stellar IT Solutions	Jonathan Mui	240-899-7449	Jonathan.M@stellarIT.com	✓		
PROARC INC	Gerald Watson	443-559-0364	gwatson@proarc-inc.com	✓		
TETRUS CORP	MURALI PEDAVALLI	973-722-0543	MURALI@TETRUSCORP.COM	✓		
KAI	Ed Wang	301-502-8543	ewang@kaiglobal.com		✓	



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Page \_\_\_ of \_\_\_

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
DK CONSULTING LLC	ANDY NGUYEN	240 535 5073	ANGUYEN@DKCONSULT.NET	✓	✓	
<del>Peter Arvey</del> Global Alliance	Peter Arvey	410 736 8845	pete@globalalliance.com	—		
SOFTTEK Enterprises	Timon Memon	443-824-7922	tmemon@softtekenterprises.com	✓	✓	
SCD INFO TECH	SCOTT SURBURY	443-8482297	scott.surbury@scdot.com	✓	✓	
DIMENSIONAL	CINCY HILL	301-770-3317	CINCY.HILL@DIMENSIONAL <sup>TEK</sup> .COM	✓		
Global Insights	Karl Omar Cole	240 486 4614	Karlec@global-insight-solutions.com	✓	✓	
<del>BHARTI PAMNANI</del>						
MIND BOARD	BHARTI PAMNANI	410 926 5251	bpamnani@mindboard.com		✓	
Joseph Palechuk	JR	410 865 1137	jpalechuk@mdot.md.us			
Verizon	Bernard Strawberry	202 281 0590	bernard.strawberry@verizon.com			
MILUMENTUM	Stellon Fulton	240 350 2656	SFULTON@M-INC.COM			X
<del>TOM GARDNER</del>						
COLLECTIVE TECH	TOM GARDNER	410 215 3673	TOM@COLLECTIVETECH.NET			X
MDOT TSO	Shaun Jackson	410 684 6423	sjackson4@mdot.md.us			
MDOT TSO	Kimberly Funk	410 684 6425	kimb.k.funk@mdot.md.us			
SASTRON TECHS.	S SASTR	302 682 1190	S.sastron@astain.com		✓	
Tjavi Sista	Infjini Inc	443-537-7533	jus.sista@infjiniconsulting.com	✓	✓	
SFA	E BOND	240 253 7727	ebond@sfa-dc.com	✓	✓	

(STATE-FUNDED)

MARYLAND DEPARTMENT OF TRANSPORTATION  
PROCUREMENT & CONTRACTS

**PRE-BID MEETING**

**Date:** 10/17/19

**Contract #:** J01B0600007

**Contract:** Application Development Maintenance and Support

**MBE Goal:**

20%

**Sub goals:** No Sub goals

**VSBE Goal:**

0 %

**Potential Subcontracting Opportunities:**

**MBE Forms:**

The following forms are part of the MBE requirements for this project. Please review the forms and their instructions for completion thoroughly. Accuracy in the completion of the forms is mandatory.

- **MDOT MBE Form A – CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**
  - The completed, signed Affidavit must be included with the bid/proposal.
  - If the Bidder fails to accurately complete and submit the Affidavit as required, the bid shall be deemed not responsive or the proposal not susceptible of being selected for award.
  
- **MDOT MBE Form B – Parts 1, 2, and 3 – MBE PARTICIPATION SCHEDULE**
  - Part 2 and Part 3 forms must be completed, signed, and included with the Bid/Proposal.
  - If the Bidder fails to accurately complete and submit Parts 2 and 3 with the bid as required, the bid shall be deemed not responsive.

- Part 1 – Instructions for MBE Participation Schedule (includes Goal/Subgoal Worksheet)
  - Part 2 – MBE Participation Schedule (one form for each subcontractor)
  - Part 3 – Certification for MBE Participation Schedule
  - All MBE firms listed on **MBE Form B** must be certified at the time of bid submission to perform the specific scope of work. Please visit MDOT's website to access its electronic MBE directory for a complete listing of certified firms at [www.mdot.maryland.gov](http://www.mdot.maryland.gov)
  - A certified MBE firm that is the prime contractor, including a firm that is a participant in a joint venture and self-performing is identified on the Form B.
  - A certified MBE Prime firm can perform with its own forces toward fulfilling up to (50%) of the MBE participation goal (overall) and up to (100%) of one MBE participation subgoal.
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- **MDOT MBE Forms C and D – OUTREACH EFFORTS COMPLIANCE STATEMENT and MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT**
    - If you are notified that you are the apparent awardee or as requested by the Procurement Officer, you must submit **MDOT MBE Forms C and D** within 10 business days of receiving such notice.
    - It is mandatory that you obtain signatures on Form D from the participating MBE firms that are listed on Form B.
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- For guidance on **the 60% Rule** Supply Items, refer to **MBE FORM B PART 1 – Instructions for MBE Participation Schedule, # 7-9.**
  - **Commercial Useful Function** - The work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if a certified MBE performs a commercially useful function where it is responsible for execution of the distinct element of work by actually performing, managing, and supervising the contract work.
  - **Requesting an MBE Waiver**  
If you believe that your firm cannot achieve the MBE participation goal and/or sub goals, you have the right to request a waiver. The request should be indicated in your initial bid package (on **MBE Form A**).
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- MBE Form E - Good Faith Efforts Guidance and Documentation**  
Within 10 days following notification that your firm is the apparent awardee; all required waiver documentation must be submitted.

Note: Your request for a waiver (with all supporting documentation) will be reviewed and a determination will be provided.