

CATS+ TORFP# J01B4400006
IT Strategic Plan & Organizational Assessment
Pre-Proposal Meeting: January 7, 2014

Opening Remarks

Trisha O'Neal

Ms. O'Neal opened her remarks by welcoming attendees to the Pre-proposal conference for the Maryland Transportation Authority's CATS+ TORFP #J01B4400006, IT Strategic Plan and Organizational Assessment for Functional Area #10. She introduced Donna Ziegenhein, Gail Tutko from MDOT OTTS, and Diedre Parish, Jay Ayd and Lanny Phu from MDTA.

1. The TORFP is for SBR firms only.
2. The MBE Goal established for this contract is 33%, ~~with subgoals of Women-owned MBE of 8%, African American-owned of 7% and Hispanic American-owned of 2%.~~ **(No subgoals as addressed in Addendum No. 2)**
3. Proposals are due on ~~Wednesday, January 22, 2014.~~ **(Due date changed in Addendum No. 2 to Wednesday, February 5, 2014).** Please do not wait until the last minute to submit your proposals.
4. Please note that the MDOT email system has an 8 MB limit on email transmissions. You may need to send multiple emails. Ms. O'Neal will reply to each email that is received.
5. The submission deadline for written questions is 12 p.m., Friday, January 10, 2014.
6. Information communicated by the procurement officer, Trisha O'Neal, in writing shall be the official position of MDOT who assumes no responsibility for information communicated by other sources.

Scope of Work Review

Trisha O'Neal

MDOT on behalf of the MDTA is issuing this CATS+ TORFP to acquire consultant services for assessing the current information technology organization; for developing an information technology strategic plan; and for developing a technology plan to guide future MDTA technology investments and producing required document deliverables. MDTA is looking for a highly qualified team to fulfill the scope of work described in this TORFP. This will be a single award to one Master Contractor.

For the team proposed in response to this TORFP, Master Contractors shall propose no more than four named resources and will describe in a Staffing Plan how any additional team members will be located and used to meet MDTA's needs.

The Master Contractor shall work with MDTA DoIT staff at the Point Breeze Complex, 2310, 2340, 2400 buildings on Broening Highway, Baltimore, Maryland and with other MDTA business unit staff at various MDTA locations (at any of our facilities, but with the majority of the work based in the Baltimore, Maryland region). See Attachment 16 for the MDTA Sites.

MBE Forms

Lanny Phu

The MBE goal of this contract is 33%, ~~with 7% African American Owned, 8% Women Owned, and 2% Hispanic Owned subgoals.~~ (No subgoals as addressed in Addendum No. 2)

This is a state funded contract. Certified MBE's bidding as Prime Contractors must achieve the same goals as Non-MBE Primes. This mean you cannot count yourself towards the MBE goal of this contract.

Records Retention (COMAR 21.06.05.03): The contractor or subcontractor shall maintain books and records that relate to the cost of pricing data for 3 years from the date of the final payment under the contract, unless a longer period is otherwise specified in the contract.

Prompt Payment to Subcontractors (COMAR 21.07.02.05-2§B-C): The contractor shall promptly pay a subcontractor any undisputed amount to which a subcontractor is entitled to under a State procurement contract for Information Technology. This payment shall be made within ten (10) days of receiving a progress payment or final payment from the state. "Undisputed amount" includes the retainage on a contract.

Modifications, EWAs, AWIs (COMAR 21.11.03.12) Amendment for Unforeseen Circumstances: Any proposed changes to the approved MBE Plan must be submitted in writing to the Director of Civil Rights and Fair Practices for approval prior to commencement of work. Substitution or modification of the approved MBE Plan can only be approved by the Maryland Transportation Authority's Executive Director.

Policy Directive: Upon request from the procuring agency or MBE Compliance Office, the bidder/contractor will submit copies of canceled checks, if those documents are needed to resolve payment disputes.

~~**Liquidated Damages (COMAR 21.07.01.14):** There will be a mandatory provision for all contracts with certified MBE participation goals and any other contracts deemed appropriate by the procurement officer in consultation with the Office of the Attorney General. The contractor/subcontractor will be required to submit payment reports in full compliance with COMAR 21.11.03.13B(4). Liquidated damages will be assessed per day until the monthly report is submitted as requested. (Liquidated damages do not apply to CATS+).~~

The five key items to look at are when utilizing the MBE forms are:

- MDOT MBE Form A, Certified MBE Utilization and Fair Solicitation Affidavit
- MDOT MBE Form B, MBE Participation Schedule Form
- MDOT MBE Form C, Outreach Effort Compliance Statement
- MDOT MBE Form D, MBE Subcontractor Protector Participation Affidavit
- Good Faith Effort Checklist

To find certified Minority Owned Companies, please go to <http://mbe.mdot.state.md.us/directory/>.

Questions

Trisha O'Neal

Trisha O'Neal will issue an addendum for questions and answers.

MDTA IT Strategic Plan & Organizational Assessment
TO RFP # J01B44000006
Pre-Proposal Conference
Tuesday, January 7, 2014, 2:30 PM
MDOT Headquarter's 7201 Corporate Center Drive, Hanover MD 21076

LIST OF ATTENDEES

NAME	FIRM	EMAIL ADDRESS
Paul Ricchiuti	MFR Consultants, Inc.	
Jonathan Weinstein	Line of Sight	
Gerald McChee	Soft-Con Enterprises, Inc.	
Mary Kay McGaughey	Soft-Con Enterprises, Inc.	
George Seff	Limbic Systems	
Lajuanna Russell	Business Management Associates, Inc.	
Miriam Lee	AP Ventures	
Shawcen Dajehce	Wiltech Systems Group, Inc w/ Angerai Intl.	Sdajehce@wiltechsystemsgrp.com
Kevin Melacki	Angerai Intl.	Kmelacki@Angerai-Intl.com
Rhenan Perasi	WOOD Consulting Services	rperasi@woodcons.com
Alan Merrill	WOOD Consulting Services	amerrill@woodcons.com
George Seff	Limbic Systems, Inc	gseff@limbic.com

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LIST OF ATTENDEES

NAME	ORGANIZATION	E-MAIL ADDRESS
KANDACE DEISTER	UNITED SOURNALS LLC	kandace.deister@UNITEDSOURNALS.BIZ
Amber Schrad	GANTECH	oschrad@gantech.net
Joseph P. [Signature]	MDOT	JPLech@MDOT.STATE.MD.US
Mike La Torre	MVS, Inc	mlatorre@mvsconsulting.com
DIEDRA PARISH	MDTA	dparish@mdta.state.md.us
Lanny Phu	MDTA	lphu@mdta.state.md.us
Gail Tutko	MDOT/CMD	gattutko@mdot.state.md.us
Danna Ziegenhein	MDOT/CMD	dziegenhein@mdot.state.md.us
Tom J. Ayd Jr.	MDTA	JAYD@MDTA.STATE.MD.US
Rachael Barth	ProForce Personnel Group	Rachael@ProforceIT.com

Robert Hoops	MDM	rhoops2@mdta.state.md.us
Jamile Scott	NOTA	jscott3@mdta.state.md.us
Heath Gornick	DK Consulting	hgornick@dkconsult.net
Dana Rainn	HOSTING TECHNOLOGIES GROUP	dgrainn@mosaicssgroup.com
Jon Weinsten	LINE OF SIGHT, LLC	jweinsten@line-of-sight.com
Sean Phillips	Precision Truck Group	sean.phillips@PTG.COM
LaTanya Russell	Business Management Assoc	lrussell@bizmanagers.com
TRISTIA O'NEAL	Procurement Officer	tonneal@mdot.state.md.us