



**CATS + TORFP J01B9400019**

**Enterprise Environmental Information Management System**

**Amendment #1 Issued: August 27, 2019**

**This Amendment is being issued to provide Pre-Proposal Conference information which includes the meeting agenda and sign-in sheet for the above-mentioned TORFP. All information contained herein is binding on all offerors who respond to this TORFP.**

**SEE ATTACHED INFORMATION:**

- 1. Meeting Agenda**
- 2. Sign-In Sheets**

August 27, 2019

By: Ron Eshleman, Procurement Officer

**Pre-Proposal Conference Procurement Review**  
**TORFP: J01B9400019**  
**Enterprise Environmental Information Management System**

**Tuesday, August 27, 2019 @ 10:00 a.m. (EST)**

Welcome to the Pre-proposal conference for the Task Order Request For Proposals (TORFP) J01B9400019 for the Enterprise Environmental Information Management System. My name is Ron Eshleman and I am the Procurement Officer assigned to this TORFP.

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.

I'll let my team introduce themselves first and then we can go around the room and have everyone else introduce themselves.

I will be going over the Procurement part of this project and will take any questions related to the procurement of this TORFP.

I will then turn the conference over to Mr. John Denniston who will review the scope of work. We will do our best to answer all questions regarding the scope of work, but strongly suggest all questions requiring an official answer be submitted in writing.

No answers given at today's meeting will be considered binding or an amendment to the contract. Throughout this Pre-Proposal Conference, if you want a high-level response to any question you may have, I again ask that your questions be submitted to me, in writing via email.

Reminder to all Offerors:

- 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 TORFP was released via email to all Master Contractors under Functional Area 2 on Friday, August 9, 2019.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at [reshleman@mdot.maryland.gov](mailto:reshleman@mdot.maryland.gov)**. The deadline for submission of questions is **Wednesday, September 4, 2019 at 2:00 pm (EST)**.
- The Questions and Answers will be released via Addendum as soon as possible after the Question due date.
- Pre-proposal minutes, sign in sheet(s) and all questions and responses will be published as an addendum and become part of this solicitation.
- Changes to the scope of work or any response requirements will be published as an addendum and supersede the original published documents per COMAR.
- The due date and time for proposal Submission is **Friday, September 20, 2019 at 2:00 P.M. Local Time**. Please see Section 5 for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments and Appendices (listed under Section 7 of the TORFP), are to be delivered together, but in a separate email from the Financial Proposal.
- BOTH THE TECHNICAL AND FINANCIAL PROPOSALS WILL NEED TO BE PASSWORD PROTECTED, WITH DIFFERENT PASSWORDS FOR EACH PROPOSAL TO (TECHNICAL AND FINANCIAL).
- Please submit your offer in the format listed in section 5.4 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 sure to send your proposals early enough to allow sufficient time for your submission to arrive timely in the Procurement Officers inbox. "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."
- The State will award this project to One Master Contractor.
- You are required to provide the name/number of your point of contact to set up oral presentations or for correspondence.
- Please be sure to review Section 6 – Evaluation and Selection Process.

### **MBE Participation**

- There is a Minority Business Enterprise (MBE) Goal for this project of 20% and no VSBE goal.

### **Friendly reminder:**

- It is your responsibility to update your company's information/account as necessary with DoIT. MDOT Procurement does not have the capability of updating contractor's information.
- Any questions or concerns regarding your DoIT account should be directed to DoIT.
- 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.

**The End**

(STATE-FUNDED)

MARYLAND DEPARTMENT OF TRANSPORTATION

PROCUREMENT & CONTRACTS

**PRE-BID MEETING**

**Date:** August 27, 2019

**Contract #:** J01B9400019

**Contract:** Enterprise Environmental Information Management System

**MBE Goal:**

20 ---%

**Sub goals: No Sub goals**

- 0% African-American sub goal percentage
- 0% Asian-American sub goal percentage
- 0% Hispanic-American sub goal percentage
- 0% Woman-Owned sub goal percentage

**VSBE Goal:**

0 %

**Potential Subcontracting Opportunities:**

*ex. Computer Analysis and Design, Applications Software Programming and Service software Quality Assurance, but not limited to these 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.
  
- **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.
  
- 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**).

**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.





**MARYLAND DEPARTMENT OF TRANSPORTATION  
OFFICE OF PROCUREMENT  
TORFP J01B9400019**

**TITLE:** Enterprise Environmental Information Management System  
**DATE:** Tuesday, August 27, 2019 at 10:00 am (EST)

[ X ] PRE PROPOSAL MEETING

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COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Global Alliant	PETER ARLEY	410-736-8173	pete@globalalliant.com	✓	✓	
JMH Technology	Anthony Moe	443-538-5448	tmoe@JMHTechnology.com		✓	
McCormick Taylor	Joe Krieriem	410-662-7400	jkrieriem@mccormicktaylor.com			
SCOTT PETERSON	SCOTT PETERSON	443-552-5851	speterson@dkiconsult.net	✓	✓	
<del>Brook Spittel</del>	B					
KCI Technologies	Brook Spittel	443-615-0734	brook.spittel@kci.com			
EA Engineering	Kristen Hammett		KHAMMETT@EAST.COM			
Stellar Services	Rick Chen	911-8541313	rchen@stellarservices.com	✓		
MDOT-TSO	JOHN DENNISTON		JDENNISTON@MDOT.MARYLAND.GOV			
MDOT-TSO	Shaun Jackson	410684-6423	SJACKSON14@MDOT.MARYLAND.GOV			
TI Nova	Miriam Kanumbo	401-871-9260	miriam.kanumbo@tinovaconsulting.com	✓		
22nd Century Tech.	Raddy Bolkari	703721 8373	gout@tscti.com			
"	Pradeep Singh	"	"			
McCormick Taylor	CRAIG CARSON	667 219 3267	CCARSON@McCormickTaylor.com			

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COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
JMT	Niki Miller	443-834-6884	nmiller2@jmt.com			
iCUBE SYSTEMS	NARAYAN ATHREYA	703-222-3636	NVATHREYA@ICUBESYS.COM	✓	✓	
SMH	Sohr Hakeed	240-444-8450	shakeed@smhtechnology.com		✓	
4 LOGICS	GILBERT BROWN	410-332-1122	GILBERT.BROWN@4LOGICS.COM			
DML	Fried Maier	703 851 2545	FriedMaier@dml.com			
ASSYST	Khalil Zebai	703 230 5103	KZebai@assyst.net			
Synergy	Laci Beall	443 610 3128	Laci@ss-inc.com	✓	✓	
EA Engineering	MS Hanthya	443-934-4522	mhanthya@geacast.com		✓	
MDOT/MAA	Darline Terrell-Tyson	410-854-7370	dterrell-tyson@bwtairport.com			
MOMENTUM, INC	SHERRON FULTON	240-350-0656	SFULTON@M-INC.COM	✓		
SCD INFO TECH	SCOTT SURLUY	443-848-2297	SCOTT.SURLUY@SCDIT.COM	✓	✓	
Stacy Stratton	ATAIN LLC	302 682 1190	sastratton@ATAIN.COM			
R.S.Venkatachalam	MANSAI CORP	301-441-1011	venk@mansai.com	✓	✓	
<del>Tony Ma</del> Benton	Tony Ma	763-919-3234	tony.ma@bentontech.com	✓	✓	
<del>Ashley Boykin</del> Serigor	Ashley Boykin	443.449.0905	ashley-boykin@serigor.com	✓	✓	
EXPEDITE	DEIR WONG	313 395 1039				
Bishagap	Martha Charles	443-344-2611	mplexstcharles@bishagap.com	✓	✓	
MDOT	Victoria Bice					

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*Vendors Requested to Attend Via Skype*

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COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Transcend Business Solutions	Beth Hancock	2037905222	Beth.hancock@transcendbus.com			
JMH Technology, LLC	Melissa Haber		mhaber@jmhtechnology.com			
International Software Systems, Inc.	Nilanjana Bhattacharya		nilanjana@issi-software.com			
Attain, LLC	Stacy Stratton		sastrattin@attain.com			
Deltamine, Inc.	Hugh Britton		hbritton@deltamine.com			
Deltamine, Inc.	Jessica Mine		jmine@deltamine.com			
United Solutions LLC	David Nguyen		sales@unitedsolutions.biz			
Edify Technologies Inc.	Siva Moopanar		siva@edifytech.us			
Edify Technologies Inc.	Anuradha.S		anuradha@edifytech.us			
CCI Worldwide			hr@cci-worldwide.com			
CCI Worldwide			arshi@cci-worldwide.com			
SystemSoft Technologies	Neha Desai		Neha.desai@sstech.us			
CoolSoft LLC	Chandrashekar MS Dikshit		chandras@coolsofttech.com			
CoolSoft LLC	Dinesh Rao		dinesh@coolsofttech.com			
Enovational	Mackenzie Jorns		mackenzie@enovational.com			