



CATS + TORFP J02B8400029

Information Technology (IT) Systems Operations, Maintenance, and Support

Amendment #1 Issued: November 7, 2018

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

SEE ATTACHED INFORMATION:

- 1. Questions and Answers**
- 2. Meeting Agenda**
- 3. Sign-In Sheets**

November 7, 2018

By: Ron Eshleman, Procurement Officer

J02B8400029 SHA Information Technology (IT) Systems Operations, Maintenance and Support

Questions and Answers #1

Question 1: Is there an incumbent on this initiative already working at SHA? If yes, can you let me know the name of the incumbent?

ANSWER 1: Yes. Gantech, Inc. is the incumbent.

Question 2: Regarding the 2 part submissions in 5.3.5, please confirm that the proposer is required to send 2 different emails, one email for technical proposal and one email for financial proposal?

ANSWER 2: Yes, one e-mail for Technical and one e-mail for Financial. Multiple e-mails should be marked for example, 1 of 2, 2 of 2 in the Subject line.

Question 3: Regarding 5.3.5, in case there is no confidential information in our proposal (technical and/or financial), is it required to send the "second searchable adobe copy, redacted in accordance with confidential and/or proprietary information removed (see Section 5.4.2.B)"?

ANSWER 3: No. However, if the contractor does not wish to redact any part of the proposal, then state this fact with your e-mailed submission.

Question 4: Does proposer need to submit the insurance certificate with proposal or after award?

ANSWER 4: We require evidence of insurance within five (5) days after notification of award.

Question 5: Our company is a nationally certified MBE. Is this certificate accepted for this RFP? Do we need to prepare reports as mentioned in section 3.10 (page 20)?

ANSWER 5: No. Contractors need to prepare reports as instructed in the solicitation.

Question 6: Who is the current incumbent and is the incumbent permitted to re-bid?

ANSWER 6: See ANSWER 1. Yes, the incumbent is permitted to re-bid.

Pre-Proposal Conference Procurement Review

TORFP: J02B8400029

**SHA INFORMATION TECHNOLOGY (IT) SYSTEMS OPERATIONS, MAINTENANCE
AND SUPPORT**

Monday, November 5, 2018 @ 10:00 a.m. (EST)

Welcome to the Pre-proposal conference for the Task Order Request For Proposals (TORFP) J01B8400029 for the SHA IT Systems Operations, Maintenance and support. 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, and then have our Skype participants introduce themselves also.

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

First, Brenda Townsend-Milton will discuss MBE Participation as there is a 35% Minority Business Enterprise (MBE) Goal for this project. 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.

Second, I will turn the conference over to Joan Trentler who will review the scope of work and we will also take your questions. 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 6 on Thursday, October 25, 2018.
- Offerors will have the opportunity to submit questions in writing; written **questions must be submitted to me at reshleman@mdot.state.md.us** The deadline for submission of questions is **Thursday, November 8, 2018 at 12:00 pm (EST)**.
- The Questions and Answers will be released via Addendum as soon as possible after the Questions 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 **Wednesday, November 28, 2018 at 2:00 P.M. Local Time**. Please see Sections 5.2 and 5.3 for specific proposal submission information.
- As a reminder, the Technical Proposal submission along with all of the required Attachments (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 (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 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.

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.

I would now like to introduce:

- 1) Brenda Townsend-Milton, MBE liaison for MDOT
- 2) Joan Trentler, Scope

Q & A

Conclusion

**MARYLAND DEPARTMENT OF TRANSPORTATION
OFFICE OF PROCUREMENT
TORFP J02B8400029**

TITLE: SHA Information Technology (IT) Systems Operations, Maintenance, and Support
 DATE: Monday, November 5, 2018 at 10:00 am (EST) [X] PRE PROPOSAL MEETING Page 1 of 4

COMPANY NAME	PRINTED NAME	PHONE NUMBER	E-MAIL ADDRESS	MBE	SBR	VSBE
Dept. of Transportation	Joe Palechek	410-865-1137	jpalechek@mdot.state.md.us			
Dept. of Transportation	Ron Eshleman	410-865-1230	reshleman@mdot.state.md.us			
Dept. of Transportation	Joan Trentler	410-545-8676	jtrentler@sha.state.md.us			
Dept. of Transportation	Brenda Townsend-Milton	410-684-7055	Btownsend-milton@mdot.state.md.us			
MDOT - CMO	Alina L. Baxter	410-865-1225	nbaxter@mdot.state.md.us			
MDOT - CMO	Mary Ann Labib	410-865-1226	mlabib@mdot.state.md.us			
MDOT CMO	Stee Smith	410 865 1312	SSmith24@mdot.state.md.us	X	X	
INDOOR	Carolina Seldes	443 926 4691	cseldes@innoviconsulting.com	X	X	
JASINT Consulting + Technology	Kathin Sensibough	443 618 1768	KSensibough@jasint.com			
ARMA, Inc.	Nate Allen	301 587 7077	nallen@arwainc.com	X	X	
FedSft	Dan Do	661-725-0767	ddo@fedsft.us		X	
FedSft	Eric Haskin	202 664 9676	E.HASKIN@FEDSFT.US		X	
ZDPAAS LLC	Amirah Negrath	443-995-4426	anegrath@zdp-technosolutions.com	X	X	
Joseph Cowley	Joseph Cowley	410-908-6518	jcowley@SQMSYSTEMS.COM	X	X	X

