

Attachment #1 – Pre-proposal Meeting  
Minutes

**CATS+ J03B5400001 IT Service Desk Desktop Field Support**

**Pre-proposal Meeting Minutes 9/15/14**

- I. Introductions - Yamillette “Yai” Waite -Procurement Officer, Peter Arrey – Office of Transportation Technology MDOT and Ken Kolarik - MPA Project Manager, individuals in attendance (see sign in sheet).**
  
- II. Sign-in Sheet – passed around to all in attendance, including late arrivals.**
  
- III. Key Dates:**
  - Questions due on 9/18/14 at 2:00 PM Eastern Time**
  - Proposals due on 9/29/14 at 4:00 PM Eastern Time – Master**

**Contractors were advised to make sure that proposals are received before 4 PM. Moreover, proposals that come in after the given deadline and time will be considered late and thus will be rejected by the Procurement Officer, even if they are only late by one (1) minute.**
  
- IV. Questions/Correspondence re: TORFP**

**All Questions must be submitted in writing to the Procurement Officer by the deadline of 9/18/14 at 2:00 PM Eastern Time.**

**Only information communicated by the Procurement Officer in writing shall be the official position of MDOT. Questions posed at the meeting must be submitted in writing before an official answer can be provided. MDOT assumes no responsibility for information communicated by any source other than the Procurement Officer.**

**All correspondence, questions and/or concerns during the TORFP solicitation process shall be directed to the Procurement Officer**

**ONLY. If a Master Contractor has any concerns regarding the TORFP language, including but not limited to, errors, omissions and discrepancy in the TORFP language, the Master Contractor must immediately notify the Procurement Officer.**

**V. Minority Business Enterprise (MBE) Goal**

**There is no MBE goal for this solicitation however Minority Business Enterprises are encouraged to respond to this solicitation.**

**VI. Veterans Business Enterprise (VSBE) Goal**

**There is no VSBE goal for this solicitation however verified VSBE firms are encouraged to respond to this solicitation.**

**VII. Scope of Work**

**Purpose: MPA is requesting Master Contractors in Functional Area 6 to propose one (1) resource capable of playing a leadership role and providing senior level expertise in order to fulfill the duties and responsibilities of the position. Offerors responding to this scope of work shall submit one (1) resume for a proposed resource that meets the minimum qualifications as stated in TORFP section 2.11**

**VIII. Re-introduction of the Project Manager, Mr. Ken Kolarik, who went over the duties and responsibilities as delineated in section 2.6.1 of the TORFP**

**IX. Master Contractors were encouraged to read and understand the TORFP fully, respond to the requirements, and address the requirements in their response clearly. Master Contractors must demonstrate that they meet the minimum requirements.**

**X. Conducted Q&A session. See attached document for questions and answers posed during the pre-proposal meeting and via electronic mail throughout the question and answer period.**

**XI. Questions, including those posed during the meeting must be submitted prior to deadline, to the Procurement Officer and in writing. All questions, along with their respective answers, will be**

**posted to all Master Contractors in functional area 6.**

- XII. Any Master Contractor not wishing to submit a proposal must submit the Feedback Form, which is found on the DoIT website. Master Contractors in attendance were thanked for participating in meeting.**

Attachment #2 – Pre-proposal Meeting  
Sign-in Sheet

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Name	Firm/Company Name	Telephone	E-mail	Is your firm a Certified MBE Firm: Yes/No	Is your firm a Certified VSBE Firm: Yes/No
Pai Maite	MDO T- TSO	410-865-1123	ycollet@mdot.state.md.us	N/A	A
Ren Kolarik	MPA	410-385-4886	Rkolarik@marylandparts.com		
PETER ARABY	MBOY - OTTS	410-865-1372	p.araby@mdot.state.md.us		
Pete Moore	ForKwell Collins ARINC	410-279-1499	pdmoores@arinc.com	NO	no
Manish Dave	GRPA	703-277-7729	mdave@grpa.com	Yes	N/A
Amber Schod	GANTECH	410 299 0573	aschod@gantech.net	Yes	NO
Heath Goussich	DK Consulting	443-558-5851	hgoussich@dkconsult.net	Yes	NO
MIKE APPREBY	INFOJINI	240-370-5229	MIKE.APPREBY@INFOJINI.COM	Y	N
Sandeep Haryani	INFOSIBOR INC	443-257-0086	SANDEEP.HARIANI@INFOSIBOR.COM	Y	N
Grant W. Wilson	Convergence Tech Cons.	410-952-8430	gwilson@convergencetech.com		
AARIE KUROHARA	CONVERGENCE TECH CONS	410-897-4350	akurohara@convergencetech.com		
MAN WISHNOW	Convergence Tech Cons	410-985-0303	Mwishnow@convergencetech.com		