



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene  
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

**STATE OF MARYLAND**

**DEPARTMENT OF HEALTH & MENTAL HYGIENE**

**IT Staff Support: SharePoint Developer / Mainframe Programming**

CATS+ TORFP # M00B4400469

DHMH-OPASS # 14-13955

Pre-Proposal Conference - May 2, 2014

Room L1

Michael Howard opened the meeting at 2:35 p.m. He noted that he was from the DHMH Office of Procurement and Support Services and was acting as the Contract Officer for this solicitation. He introduced Phil Hemler, Brendan Clifford, and Wesley Taylor from the Office of Information Technology.

Mr. Howard explained that he would go over key dates and requirements in TORFP, and then he would open the floor to questions. Questions could also be submitted to him by email until the deadline noted in the TORFP. Mr. Howard reviewed the following in the TORFP document:

**Key Information Summary Sheet:**

- Questions are due by May 9, 2014 at 2:00 p.m. local time.
- Proposals are due by May 20, 2014 at 2:00 p.m. local time. Contractors may confirm receipt of proposals by the Department with Mr. Howard by email. The Department cannot accept proposals after deadline so it is very important that they be submitted in sufficient time to be received by the deadline.
- The term of contract will be five years.
- The TORFP has 0% MBE and 0% VSBE goals.

**Section 2 - Scope of Work:**

- 2.8 Minimum Qualifications - Both Offeror and Personnel proposed must meet all minimum qualifications to be considered.

**Section 3 - Task Order Proposal Format and Submission Requirements:**

- Read and note submission requirements carefully to be sure all requirements are met.
- 3.4.2 Price Proposal - Submit as described, on Attachment 1.

## **Section 4 - Task Order Award Process:**

- 4.2 Evaluation Criteria are listed in descending order of importance.
- 4.3 Selection Criteria: Please read carefully and understand this section's contents.

### **Attachments:**

- Note all attachments listed, including those required for this TORFP.
- Attachment #1 is the Price Proposal
- There is the possibility of multiple awards. The solicitation is for two positions, and the Department may make a single award for both positions or one award each to two contractors for each position. Contractors may propose for one or both positions, but propose only one candidate per position.

### **Questions & Answers:**

**Q:** Do you have dates for interviews and making awards?

**A:** Those dates will depend on the number of proposals received. The first step will be to review all of the proposals and determine which are technically qualified. Once that is done, an interview schedule will be developed.

**Q:** Do the experience requirements apply to both the company and the individuals?

**A:** Yes, each must meet their respective minimum qualifications to be considered.

**Q:** Is there an incumbent contractor?

**A:** Yes, SNAP, Inc.

**Q:** Sections 2.8.2.17 - 19 refer to experience with both SharePoint 2007 and 2010. Are you working in both interfaces and does the candidate need to know both?

**A:** We are using SharePoint 2010. Experience with 2007 is only needed in order to make up the total of five years required experience with SharePoint, however, the candidate must have at least 1.5 years' experience with 2010 as noted in the TORFP.

**Q:** Can education credits be substituted for any of the software experience?

**A:** No. We want hands on experience.

**Q:** Sections 2.6.2.24 - 25 refer to engagement with the DHMH OIT Web Team. What kind of involvement will the contractor personnel have, team leadership or something else?

**A:** The SharePoint Developer and DHMH Web Team both work under the supervision of the Director of the OIT Administrative Operations Division. The SharePoint Developer may give work to the DHMH OIT Web Team but the position does not have official leadership or supervisory status.

**Q:** Section 2.6.2.22 says the project schedule will be created and maintained in MS Project. Is that the only acceptable scheduling product?

**A:** Yes. That is the software we use.

**Q:** Section 2.8.2.32 calls for experience with Vision: RESULTS DYL280. Is that specific to DHMH? Is any relaxation of that standard possible?

**A:** No. That is what we use.

**Q:** In Section 3.4.1 with regard to the Master Contractor's experience, is experience with database administration, IT security or something like that acceptable or does it have to be mainframe or SharePoint related?

**A:** For the Master Contractor, other types of IT staffing experience, such as the examples cited, are acceptable.

**Questions Submitted by Email:**

**Q:** Can the requirement of at least "2,000" end users be removed from Section 2.8.1, OFFEROR'S COMPANY MINIMUM QUALIFICATIONS.

**A:** No. This is what we require.

The meeting adjourned at 3:30pm.

Prospective Offerors who attended the Pre-Proposal Conference:

Amit Aran, Snap, Inc., 240-603-3519

Adam Brown, Inv Technology

Margaret Wood, Wood Consulting Services, Inc.

Beth Wong, Powersolv, Inc., 301-395-1039, [wongba@powersolvinc.com](mailto:wongba@powersolvinc.com)

Vijay Bouri, N-3 Technologies, Inc.

Terrance Brown, TVCOFA Corporation, [tbrown@tvcofa.com](mailto:tbrown@tvcofa.com)

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