PRE-PROPOSAL MEETING

FOR

PHPA, PREVENTION AND HEALTH PROMOTION
“MAINTENANCE & ENHANCEMENT OF THE WEB-BASED IMMUNET
(MARYLAND IMMUNIZATION INFORMATION SYSTEM)"

CONTRACT NO.: DHMH/OPASS 19-18304 M00B9400203

DECEMBER 19, 2018

201 West Preston Street
Room L-1
Baltimore, Maryland
8:40 a.m. - 9:00

PRESENT FROM DHMH:

MICHELE G. FERGES, Procurement Coordinator
JOHN GULLUCCI, Lead Contract Officer
PATRICIA SWARTZ, ImmuNet Coordinator/Contract Monitor
RASHID M. MALIK, Technical Lead/Database Manager
KURT SEETOO, Immunization Program Manager
ROBERT BRUCE, Chief Operations Officer
NATE CZARNOTA, Database Specialist
GREG REED, Deputy Program Manager

ALSO PRESENT:

ASHLEY BOYKIN, SeRigor
CRYSTAL HERNANDEZ, DXC Technology
SHERRON FULTON, Momentum, Inc.
DZU D. DO, FEDSOFT
THEODORE WILLIAMS, II, AIMSTAR
HARSHID SHAH, Navitas
BRIAN ZERNHELT, A&T Systems, Inc.
RAJAN NATARAJAN, Global Alliant

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MR. GULLUCCI: Welcome to the pre-proposal conference for Maintenance and Enhancement of Web-based Immunet, Maryland Immunization Information System. Happy Holidays to everyone. Glad you could make it.

My name is John Gullucci. I am here to help you understand the process for this procurement. I am the Contract Officer. Please be sure that your name, telephone and fax number, address, and email address are listed on the sign-in sheet. If there is a need to contact you because of this meeting we'll be able to do so easily.

Carefully review the Key Information Summary Sheet beginning on page ii of the TORFP. As noted, Maryland Department of Health, Department of Prevention and Health Promotion has issued this TORFP to contract for experienced, responsive, and financially sound contractors that will assume responsibility for systems maintenance, enhancements, technical support and user support, including Tier 3 help desk support of ImmuNet.

There are no minimum qualifications for this
TORFP. The TORFP was sent to master contractors listed on the consulting and technical services CATS+ master contract on December 6, 2018.

Carefully review subsection 4.2, questions regarding how to submit questions subsequent to this pre-proposal conference. Questions to the Procurement Officer, Dana Dembrow, with a copy to the Contract Officer, me, john.gullucci@maryland.gov, shall be submitted via MDH.solicitationquestions@maryland.gov. Questions should be submitted no later than five days prior to the proposal due date. The Contract Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the proposal due date. So try to get any questions you have to us ASAP.

The contract resulting from this solicitation will be in effect for four years plus a one-year option beginning on June 1, 2019. Points to emphasize:

Section 3, the Scope of Work, begins on page two. Carefully review this section to get a full understanding of the requirements of this TORFP. The
procurement method used for this solicitation is competitive sealed proposals. Offerors are required to submit their responses to this TORFP in two parts. Section 5, the proposal format, beginning on page 68, clearly lists all submission requirements. Your proposals shall be submitted in separate volumes. Volume one, technical proposal, separately sealed. Volume two, financial proposal, separately sealed.

Section 5.4, volume one, technical proposal, page 69. Volume one, the technical proposal, lists all the documents and information required with your technical proposal. Give special attention to subsection K, additional submissions.

A two percent MBE goal has been established for the contract resulting from this TORFP. Be sure to complete the MDOT Certified MBE Utilization and Fair Solicitation Affidavit, attachment D1. This attachment must be provided in a separately sealed envelope.

The following number of technical proposals are required: one unbound original, three unbound copies, one electronic version of the task order.
technical proposal in Microsoft Word format, version 2007 or greater, on a UBS flash drive, and a second electronic version in searchable Adobe PDF format on a UBS flash drive for Public Information Act. Those are PIAs. This copy shall be redacted so that confidential and/or proprietary information has been removed. See section 5.4.2.B.

To simplify the submission, Section 5.4, task order technical proposal, shows where the documents and information should be placed in the technical proposal.

Section 5.5, volume two, financial proposal, page 74. Carefully review this section regarding the number of copies, one original unbound, three unbound hard copies, and one electronic version in MS Word format, version 2007 or greater, on a UBS flash drive, of the financial proposal. The financial proposal instructions and the financial proposal form is found in attachment B, which is on an attachment to the Excel -- as an Excel Spreadsheet.

Section 5, evaluation and selection process are outlined starting with Subsection 6, page 75. Your
proposals will be evaluated by a committee organized for that purpose and will be based on the criteria set forth in the TORFP. The task order technical proposal evaluation criteria, listed in descending order of importance, can be found in Subsection 6.2, on page 75, with the financial criteria listed in Subsection 6.3, page 75.

The last page, I promise. The selection procedure is highlighted in Section 6.4, page 75. As noted, the contract will be awarded to the responsible offeror that submitted the proposal determined to be the most advantageous to the State considering technical evaluation factors and price factors as set forth in the TORFP.

Other than composing your technical and financial proposals, the most important matter is to get your proposal to us by the date, time and location listed. Your proposals are due no later than 2:00 p.m. local time on January 9, 2019. The address for receipt of these proposals is listed on the Key Information Summary Sheet, page ii. No proposals will be accepted
after 2:00 p.m. local time. Please address your proposal packets to the same address listed there. Three acceptable means of delivering a proposal are: The U.S. Postal Service, hand delivered by the offeror, ask for receipt, hand delivered by commercial carrier, ask for receipt.

Now, since this is a TORFP that goes out to the master contractors, the results of this meeting and subsequent questions are not going to be listed on eMaryland. They’re going to be sent to the master contractors in a mass email, like I sent out the TORFP and the financial proposal.

One more thing, folks. Everybody here at this table are very nice people. Michele, Pat, our great technical guys, Robert, Kurt. If you get your proposal here late they’ll stand there and hug you, they’ll give you a kiss and cry with you, but we will not accept your proposal. So please get it here on time. Okay. If you walk in two minutes late we cannot, by law, accept it. Okay.

I’m going to turn this meeting over now to
the folks in programming.

    MS. SWARTZ: Good morning everyone. I am Patricia Swartz. I’m the ImmuNet coordinator. I’m also the contract monitor. And I just want to point your attention to the Scope of Work in the TORFP. So as you can see in the summary, on page two, ImmuNet is Maryland’s immunization information system. And the core function for the system is to collect immunization information from many sources so that we can present a single complete immunization record to authorized users. So the system is available and accessible to health care providers, pharmacies, our local health department users, schools. And the system do collect information for all resources as well, through electronic data exchange.

    The technical specs listed in Section 2.3.

    Oh, I’m sorry, 2.2, with the requirements on 2.3 onward. We’ve also listed some future potential projects in Section 2.5. And then also we have some important transition information in Section 2.3.6.

There’s a lot around security and privacy for this
system because, obviously, it contains patient medical
record information. So please pay attention to Section
2.3.7.3 onward, a few pages from there.

There is also the deliverables listed in
Section 2.4. And we have put some conditions for the
service level agreement, or SLA, in Section 2.6.

And then of course one of the important items
to note is the offeror and staff requirements outlined
in Section 3.8 and 3.9.

So in case you’re looking for some summary
information about the functionalities of our system.
So our system must provide health care providers the
access to view, to search, to view the immunization
information in the system. They can also update their
patient information, send data for their patients into
the system. They can also use the system for certain
providers who participate in our Vaccine for Children
Program, use the system to order vaccines, to update
their vaccine inventory in the system, to enroll in the
Vaccines for Children Program. So there is a lot of
different functionalities going on here as well.
I think that’s pretty much all we have.

Anything you want to add?

MR. GULLUCCI: Robert, anything to add?

MR. BRUCE: No.

MR. GULLUCCI: Okay. We can open the floor up now for questions if you have any, folks. Yes, ma’am?

MS. BOYKIN: Is it possible --

MR. GULLUCCI: Say your name first and who you represent.

MS. BOYKIN: Ashley Boykin, SeRigor. Is it possible to have the resume forms released as a Word document?

MR. GULLUCCI: As opposed to?

MS. BOYKIN: The pdf.

MR. GULLUCCI: Well, you can put that in your proposal.

MS. BOYKIN: Yes.

MR. DO: I think she’s asking, the one that you gave us is in a pdf format.

MR. GULLUCCI: Right.
MR. DO: If you guys could send it to us in a Word document instead of in pdf format.

MR. GULLUCCI: Oh, no. We’re only allowed to send out our documents in pdf.

MS. BOYKIN: Okay.

MR. ZERNHELT: Well, can you check into that? Brian Zernhelt, A&T Systems. We’re just asking for the document that we have to fill out to give you the information to be in a Word format. We can’t fill it out if you leave it as a pdf.

MR. GULLUCCI: We’re not allowed to send it out in Word.

MR. ZERNHELT: Because other procurement offices do. That’s why --

MR. GULLUCCI: We’re not allowed to send it out unless it’s pdf.

MR. ZERNHELT: Okay.

MR. GULLUCCI: Yes, sir?

MR. ZERNHELT: Brian Zernhelt, A&T Systems. Is the incumbent -- is there an incumbent, and who is it?
MS. SWARTZ: Yes. DXC.

MR. ZERNHELT: DXC. Okay. Thank you.

MR. GULLUCCI: Anything else, folks? Sir?

MR. DO: Dzu Do with FEDSOFT Systems. With the incumbent, can you tell us what the award of the incumbent’s contract is/was initially, what the initial award was?

MR. GULLUCCI: Gee whiz.

MR. REED: You mean the total four-year?

MR. DO: Yeah. Sure. Whatever ballpark you guys have.

MR. REED: I’m going to say it was 4.3, 4.3 million.

MS. SWARTZ: For the past four years.

MR. REED: For the past four years.

MR. DO: Thank you.

MR. REED: Initial award.

MR. DO: Right.

MR. REED: I’m sorry, 4.3 million.

MR. DO: Right. I got you. I got you. To follow along with -- you had mentioned with MBE that to
MR. GULLUCCI: Yes.

MR. DO: In a separately sealed?

MR. GULLUCCI: Yes.

MR. DO: So not through email or anything, just separately sealed, correct?

MR. GULLUCCI: Right. Yeah. The proposal when it comes in has to have three documents that are sealed, the proposal, the technical proposal, the financial proposal and the MBE.

MR. DO: Right.

MR. GULLUCCI: Really, it’s serious about the MBE. If it’s not in a separately sealed envelope everything gets rejected back to you.

MR. DO: Got you.

MR. GULLUCCI: All right. Sir?

MR. ZERNHELT: Just so it’s formal.

Brian Zernhelt, A&T Systems. Is it possible to extend the due date or would there be any consideration?

MR. GULLUCCI: At this point no.

MR. DO: For the holidays are there dates
that we should expect to not have in the line of available questions during, between say Christmas and New Years?

MR. GULLUCCI: The only days I think will be rough would be Christmas Eve and New Years Eve. But basically I -- you send your questions in to solicitationquestions@maryland.gov. I review those every day. And the only days I’m taking off are Christmas Eve and New Years Eve. So I’ll be here the entire time reviewing those questions as they come in. I do it every morning.

MR. DO: Got you.

MR. GULLUCCI: Ma’am?

MS. HERNANDEZ: Hi. My name is Crystal Hernandez. I’m from DXC Technology. And I have a couple of questions for you. Will an electronic signatures suffice the requirement for places in the forms where signatures are needed?

MR. GULLUCCI: Are you talking about the appendix, or the attachments rather?

MS. HERNANDEZ: Yes. Anywhere where
signatures are needed specifically?

MR. GULLUCCI: Yes. That’s fine.

MS. HERNANDEZ: Electronic is okay?

MR. GULLUCCI: Yeah.

MS. HERNANDEZ: I have a couple more. Is that okay?

MR. GULLUCCI: You have the floor.

MS. HERNANDEZ: For the redacted version of the proposal, if we have key personnel information in there that we can’t share on the public domain is that acceptable?

MR. GULLUCCI: Yes. Whatever you feel is proprietary or needs to be redacted you can take out.

MS. HERNANDEZ: Okay. And the last question, for the proposed solution there are detailed descriptions, you know, of the different requirements and, in Section 2 and 3. And we were just -- do we need to respond to every section there or just the sections that are applicable to the, you know, to the bidders?

MS. SWARTZ: Um, --
MS. HERNANDEZ: Because some of them seem informative and some are direct where we can answer.

MS. SWARTZ: Right. So I think probably respond to the requirements in Section 2.3 onwards.

Section 2.2 are technical specifications. So those are for information, informative purpose only. So the requirements are Section 2.3, you know, and then the deliverables and the SLA.

MS. HERNANDEZ: So it’s okay if there’s not a response for every single section? Because apparently there is a couple -- I’m not sure myself. I’m sorry. I’m filling in for my boss -- that it didn’t seem where there would be -- we could respond saying we acknowledge it, but I don’t think it was looking for answers. Is there answers required for every section?

MS. SWARTZ: So we would probably look for answers for every major section.

MS. HERNANDEZ: Okay.

MS. SWARTZ: But like the, you know, like the 2.3.4.4.

MS. HERNANDEZ: Okay. I think that’s what he
1 was looking for.

2 MS. SWARTZ: We’re not looking for that
detail.

3 MS. HERNANDEZ: Okay. Thank you very much.

4 That answers all my questions. Thank you.

5 MR. GULLUCCI: any other questions?

6 MR. DO: I’m actually trying to double check
here.

7 MR. GULLUCCI: Go right ahead.

8 MR. DO: So are you only taking hard copy
submissions for this TORFP?

9 MR. GULLUCCI: Say it again.

10 MR. DO: Are you only taking hard copy
submissions for this TORFP?

11 MR. GULLUCCI: Yes.

12 MR. DO: Very well. I have a couple of these
going through, so I’m trying to sort through which ones
are electronic and a couple of different caveats. So
thank you.

14 MR. GULLUCCI: A lot of PORFPs are
electronic.
MR. DO: Right.

MR. GULLUCCI: But TORFPs are basically hard copy.

MR. DO: Gotcha.

MR. GULLUCCI: Everybody good?

MR. DO: So far right now I think.

MR. GULLUCCI: Just a -- one thing I neglected to do before we started. I’m going to ask the team here to identify themselves for you, starting with --

MS. FERGES: I’m Michele Ferges. I’m the Procurement Coordinator for this for this TORFP. And I work for the Prevention and Health Promotion Administration.

MR. GULLUCCI: John Gullucci, Contract Officer, Office of Procurement and Support.

MS. SWARTZ: Patricia Swartz, ImmuNet Coordinator and Contract Monitor.

MR. MALIK: Rashid Malik, I’m the Technical Lead for the IIS.

MR. SEETOO: Kurt Seetoo. I’m the
MR. BRUCE: My name is Robert Bruce. I’m the Chief Operations Officer for the Prevention and Health Promotion Administration.

MR. CZARNOTA: Nate Czarnota. I’m a Database Specialist in the Center for Immunization.

MR. REED: I’m Greg Reed, Deputy Program Manager for the Health Advisor and the (indiscernible).

MR. GULLUCCI: The gentleman who just walked in, we’re pretty much through with our presentation. Do you have any specific questions about this before we close?

MR. NATARAJAN: I already emailed the questions.

MR. GULLUCCI: Okay.

MR. NATARAJAN: So I’m waiting for the response.

MR. GULLUCCI: Okay. Anything else you’d like to add?

MR. NATARAJAN: Pretty much that’s it.

MR. GULLUCCI: Okay.
MR. NATARAJAN: Sorry. Who is the incumbent?

MS. SWARTZ: DXC.

MR. NATARAJAN: Who?

MS. SWARTZ: DXC.

MR. NATARAJAN: DXC. Okay.

MS. SWARTZ: Technology. Yes.

MR. GULLUCCI: See, you did have a question.

If there are no more questions we can bring this to a close. I thank everyone for coming. Please make sure your name is on the sheet on the side table. Leave us a business card so we can get in touch with you. As soon as our reporter here gives me a copy, I will send it out on a mass email to the master contractors. Thank you. Happy Holidays.

(Whereupon, at 9:00 a.m., the meeting was adjourned.)
CERTIFICATE OF NOTARY

I, KATHLEEN A. COYLE, Notary Public, before whom the foregoing testimony was taken, do hereby certify that the witness was duly sworn by me; that said testimony is a true record of the testimony given by said witness; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the testimony was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

KATHLEEN A. COYLE
Notary Public in and for the State of Maryland
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