ALSO PRESENT:

JIM McVICKER, Project Manager

PRAHALAD R. PATEEL, Deputy Chief, Information Officer

JENNIFER POLAN, Program Administrator

JILL CHALAN, Task Order Manager

MARY ANN LABIB, Unemployment Insurance

PRESENT FOR VENDORS:

AMBER SCHAD, GANTECH

KALIA KINSE, Infojini, Inc.

SAMEERA ADITHAM, Infojini, Inc.

MATT KILLMEYER, Information Management Consultants

TOM GARDNER, The Canton Group

HEATH GOISOVICH, DK Consulting, LLC
<table>
<thead>
<tr>
<th>Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening by Mr. Watson</td>
<td>3</td>
</tr>
<tr>
<td>Presentation of Mr. Robinson</td>
<td>8</td>
</tr>
</tbody>
</table>
MR. WATSON: Thank you for everyone coming out, every one. This --

MS. SCHAD: Thanks for having me.

MR. WATSON: This is for the Managed Image and Data Access System, MIDAS, known as MIDAS, CATS TORFP P00B5400041. And today is February 10, 2015. My name is Sean Watson. I'm the Procurement Officer for this one, and Jim McVicker is going to be the manager on this project.

MR. MCVICKER: Project M-- manger.

MR. WATSON: Okay. All right, I'm going to go over briefly certain sections in the TORFP template itself, and Allan Robinson, he's the MBE Liaison, he's going to go over the MBE forms and what is required. All right. If you could turn with me to -- well, I'm going to point out two important things. Page 4, the information sheet. Yesterday I issued an addendum to extend the Pre-Proposal Conference -- I mean to extend the proposal due date to Wednesday, March 4, 2015, at
2 p.m. So Addendum 1 went out late yesterday to extend the proposal due date to March 4, 2015, 2 p.m. And the questions is extended to February 26, 2015 at 2 p.m. So please make note of that. The addendum was issued yesterday. All right. If you could turn to page 10, I'm going to briefly go over the scope of work, what the purpose is and the background of this procurement. All right, I'll begin reading Section 2.1, Purpose. All right. DLLR Division of Unemployment Insurance, DUI, is issuing this CATS+ TORFP to obtain technical services to provide operations and maintenance, O&M, support on an as needs basis for the MIDAS database and application environment services in accordance with the scope of work described in this Section 2. As part of the evaluation of the proposal for this task order, master contractor shall propose a claim to maintain the MIDAS system. DLLR intends to award this task order to one master contractor that proposes a team in a staffing plan that can best satisfy the task order requirements. Note that all work performed under this TORFP will be initiated through work orders following the process described in Section 2.12.
And then on Section 2.2, Requesting Agency Background, DLLR DUI is a responsible -- I'm sorry. Is responsible for paying individual payments who are unemployed through no fault of their own, collecting Unemployment Insurance taxes from employers, and resolving disputes between claimants and employers. These three core functions are referred to as Benefits, Contributions and Appeals:

A. Benefits: Unemployment Insurance provides benefits to persons who are unemployed through no fault of their own and who are ready, willing and able to work, and actively seeking work.

B. Contributions: The Contributions Division is dedicated to ensuring that eligible citizens of Maryland have access to Unemployment Insurance benefits when and if necessary. Our responsibilities include collecting quarterly Unemployment Insurance benefits when and if it's necessary. Our responsibilities -- I'm sorry. Our responsibilities include collecting quarterly Unemployment Insurance contributions fro liable employers and paying Unemployment benefits to entitled individuals.
C. Appeals: A claimant, a claimant for Unemployment Insurance, who has been denied benefits, may file an appeal of that denial to the Appeals Division. An employer may appeal a determination granting benefits to a former employee.

Now if you can turn with me to page 22, Section 2.9, Minimum Qualifications, Benefits, Contribution and Appeals.

Under Section 2.9.1, Offeror's Company Minimum Qualifications. Only those master contractors that fully meet all minimum qualification criteria shall be eligible for TORFP proposal evaluation. The master contractor's proposal and references will be used to verify minimum qualifications. Master contractor and subcontractor qualifications may be used to demonstrate meeting company minimum qualifications. The master contractor's proposal shall demonstrate meeting the following minimum requirements: Offeror shall demonstrate at least eight years experience in providing development and maintenance support and personnel for document management systems. Offeror shall demonstrate at least five consecutive years
of this support. Offeror shall demonstrate the ability
to provide a team of resources in accordance with Section
2.26.6 that collectively meet the following
qualifications. At least one proposed staff person must
be a dedicated database administrator. At least one
proposed staff person must demonstrate at least three
years experience developing and maintaining an Oracle
database for documentation management. At least one
proposed staff person must demonstrate all of the
following experience. Three years experience in Captiva
InputAccel and CaptivaForm Ware or other image/data
capture software. Two years experience in Global 360
Enterprise Executive Software or other enterprise
document management system. Two years experience in
Spicer Viewer or other imaging software. The experience
described above may not be combined experience of one
proposed staff person. Offerors may not propose more
than four individuals in response to this TORFP. All
other skills and support plans shall be described
generically in the support plan in response to this TORFP
including a description of how the offeror intends to
fully support the MIDAS system during the term of the
task order agreement.

All right, Allan, you want to talk about MBE.

MR. ROBINSON: Good morning. My name is Allan
Robinson. I'm the Minority Business Liaison for DLLR. I
just want to talk a little bit about the MBE attachment
in your packet, and the first item we're going to focus
on is Attachment 1A. This is the document that needs to
be submitted with your proposals, and it must be signed
off. We just want to touch on a few items here. Item 3
on the very first page, it notes that any MBE that you
list as assisting you on this, on this solicitation, they
must be Maryland certified, certified with the Maryland
Department of Transportation, and they must have a NAICS
code which corresponds to a work that directly relates to
the solicitation itself.

As you drop down, there are some useful
websites also in Paragraph 4, which directs you to
Maryland Department of Transportation as well as to the
North American Industry Classification System or NAICS
code.
If you go down to Number 5, New Guidance [sic] Regarding MBE Prime Self-Performance. This provides the opportunity for a prime contractor, who is a Maryland Certified Minority Business, to actually perform up to 50 percent of the MBE goal. Now obviously on this particular solicitation the MBE goal that we assigned to it is only five percent. So if you're an MBE, you can do 2.5 percent of that MBE goal.

As you flip over a few pages to Page 3, this is the Maryland Utilization and Fair Solicitation Affidavit, MBE Participation Schedule. On this document here you're going to identify whether or not you can meet the MBE goal of five percent or better or you're going to check the box that lets us know that you're requesting a waiver in whole or in part. Once you've done that, if you are going to be using a MBE you will go to page 5. You would list that MBE there. You will list their certification number, the percentage of the work that they're going to be accomplishing and a clear description of the work that they're going to be doing. Now when putting that percentage amount we request that you put a specific
amount, not a range. Say we can do 1 to 5 percent. We need a specific number in there.

Finally on this document, it must be signed off. If it is not signed, then your proposal can be viewed as nonresponsive to this RFP. Now this is the document again that has to be submitted with your proposal.

Now if you are considered the winning vendor, you will be notified, and, specifically, if you're requesting a waiver, you'll be notified if there are additional documentation that needs to be submitted. One is the Outreach Effort Compliance Statement that is Attachment 2. And there you're going to be identifying subcontracting opportunities, your written solicitation, how you went about contracting these MBEs. And, again, this is a document that needs to be signed off on. Then also you're going to be submitting to us the Section 3A and B. In this particular instance more likely it's going to just be A because it's going to apply to only the subcontractor. But here you're going to again you're going to identify the subcontractor that's going to be
assisting you. You're going to provide their name, their certification number, the percentage and DLLR amount that they're going to be performing on the contract. You're going to be providing their NAICS code, and you'll give us a clear description of the work that's going to be done by the subcontractor. And here the prime contractor will have to sign as well as the subcontractor.

The other portion of that form would be the Prime Contractor Participation Certification. That's if you are as a prime are going to be doing a portion of the work, then you would fill out that information as it pertains to your company.

The other document that would have to be submitted would apply to if you're requesting a waiver. Now there's a form in that packet, the MBE packet, the MBE attachment Waiver Guidance. It actually spells out in detail what a waiver is, what good faith effort is, and identifies the firm and identifies items of work. If you're requesting a waiver, I encourage you to read through this document very carefully. Because if you're requesting a waiver, once you are notified as being the
winner and we ask for this information, what we're going
to be looking for is the effort that you put forth in
finding certified minority businesses, whether it be
e-mails, phone calls and other criteria. It's all
spelled out within this particular document here. So,
again, I would encourage that you read through it very
carefully. Because once this information is sent into us
I'll review it with Procurement. We'll do some backup --
we'll check on the information that you submitted to us,
and then, thereafter, we'll make our recommendation to
the Secretary of our Agency, and only the Secretary can
grant a waiver. So and the other item, of course, would
be Section 1C. Here again this talks about the good
faith effort that you put forth.

So these are the documents. These three sets
of documents would be required after your notification,
10 days after notification of award. The only other
document that's associated with this MBE documentation is
the two reporting documentations. That won't come into
play until after the contract has begun. Reports will
have to be submitted monthly regardless of business
activity by the MBE prime as well as the subcontractor.

So that's my piece. Do we have any questions in regards to the MBE portion?

MR. WATSON: All right, if you could go back to page 27 or turn to 27, Section 3, Task Order Proposal Format and Submission Requirements. Under Section 3.1, Required Response. Each master contractor receiving this CATS+ TORFP shall respond no later than submission due date and time designed in the Key Information Summary Sheet. Each master contractor is required to submit one of two possible responses: a proposal or a completed Master Contractor Feedback Form. The Feedback Form helps the State understand for future contract development why master contractors did not submit proposals. The form is accessible via the CATS+ Master Contractor login screen and clicking on the TORFP Feedback Response Form from the menu. A task order proposal shall conform to the requirements of this CATS+ TOFP. Section 3.2, Submission. The task order proposal shall be submitted via two e-mails, each not to exceed five megabytes. The task order technical proposal should be contained in one
e-mail with two attachments, and the e-mail should include the following. One thing I note that I have to put on the addendum is the BPO is not correct on here. I have to update that to put the current BPO number. So under A will say subject lie CATS+ TORFP P00B3400183 is not correct. I have to update that. And the correct BPO number is P00B5400041. So I will update that and change that in an addendum.

Then also some of you may have come in later. I issued an addendum yesterday, Addendum 1, to extend the proposal due date. So the new due date is Wednesday, March 4, 2015, at 2 p.m. And that's for all proposals. Now the last date to submit questions will be February 26, 2015, at 2 p.m. All right. And I say by the close of business on Friday I should have the transcript, sent out for transcript of this meeting to all the master contractors, the sign-in sheet, all the questions, and hopefully all the questions and answers I have received up to this point shall be released as well on that date. Okay. And if you have any questions, I'm the Procurement Officer, Sean Watson. E-mail me directly, and I'll try
to get a response to you, you know, promptly. All right.
And another, another thing to note is on Section 36, the
Price Sheet, did anyone have any questions understanding
the Price Sheet?

Anyone have any questions period?

So everybody understands what's going on. I'm
going to get perfect proposals, right? Okay. All right.
Well, if there aren't any other questions, anything that
you wanted to add, Prahalad?

MR. PATEEL: No.

MR. WATSON: Jim?

MR. MCVICKER: No.

MR. WATSON: Okay, all right, well, we're going
to conclude this proposal meeting.

(Whereupon, the Pre-Proposal Conference
concluded at 10:23 a.m., on February 10, 2015.)
CERTIFICATE

This is to certify that the attached proceedings before the Department of Labor, Licensing and Regulation in the matter of:

Pre-Proposal Conference
Managed Image and Data Access System (MIDAS)
DLLR FY2015-014

PLACE: Baltimore, Maryland
DATE: February 10, 2015

were held as herein appears, and that this is the original transcript thereof for the file of the Department.

__________________________________________
Bryson Dudley, Reporter
FREE STATE REPORTING, INC.