

January 16, 2015

TO: Prospective Offerors

RE: Addendum 2

Maryland Automated Benefits System (MABS)

TORFP #P00B5400096

This addendum shall serve as the formal mechanism to make the following change in the above referenced Task Order Request for Proposal (TORFP). Key revisions are in **red**, **boldface** type. A revised specification is being issued. Please discard the previously issued specifications.

<u>Proposal Closing Date and Time:</u> The proposal closing date has been extended to **Monday, January 26, 2015, at 2:00** p.m. Please update the "TORFP Key Information Summary Sheet" on page 5. **Also, I have included all of the required MBE Forms in the attached revised TORFP template.**

Each vendor must sign, date, and return this form with your bid as acknowledgement of receipt.					
Vendor:					
Signature	Printed Name				
Title	Date				
Sincerely,					
Sean Watson					
Sean Watson Procurement Officer					

PHONE: 410-230-6024 • EMAIL: sean.watson@maryland.gov • INTERNET: www.dllr.maryland.gov

1	STATE OF MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION
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3	Pre-Proposal Conference Maryland Automated Benefits System (MABS) DLLRFY2015-016
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7	1100 North Eutaw Street Room 303
8	Baltimore, Maryland
9	Tamuarus 12 2015
10	January 13, 2015
11	LATESA THOMAS, Chief of Procurement
12	SEAN WATSON, Procurement Officer
13	ALLAN ROBINSON, MBE Liaison
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- 1 | ALSO PRESENT:
- 2 | DANIEL JOHNSON, Assistant Director, Office of IT
- 3 | PRAHALAD R. PATEEL, Deputy Chief, Information Officer
- 4 | JENNIFER POLAN, Program Administrator
- 5 | JILL CHALAN, Task Order Manager
- 6 | DIANNE GUY, Director of Benefits
- 7 | MARY ANN LABIB, Unemployment Insurance
- 8 | PRESENT FOR VENDORS:
- 9 | APARNA V. IYER, Mansai
- 10 | BOB MULSHINE, HP
- 11 | JOEL B. BEATON, HP
- 12 | NHI NGUYEN, United Solutions
- 13 | CHRIS THUNELL, 3C Solutions
- 14 | MIKE BOYLE, TCC
- 15 | JENNIFER FOSTER, United Solutions
- 16 | SAMEERA ADITHAM, Infojini
- 17 | SANDEEP PARJANI, Infojini
- 18 | MARK WAGNER, Bay-Tek Consulting
- 19 | BOB CARBERRY, Intueor Consulting

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1 PROCEEDINGS 2 (10:59 a.m.)3 MR. WATSON: Good morning everyone, and welcome to the Pre-Proposal Conference for MABS. My name 4 5 is Sean Watson. I'm the Procurement Officer. And 6 Jill Chlan there I see is the Task Order Manager. 7 We're going to just briefly introduce 8 ourselves. Again, I say I'm the Procurement Supervisor 9 for Contracts and Procurement, Sean Watson. And this is 10 the Chief of Procurement, Latesa Thomas. 11 MR. JOHNSON: I'm Daniel Johnson, Assistant 12 Director, Office of Information Technology. 13 MR. PATEEL: I'm Prahalad Pateel, Acting CIO. 14 MR. WATSON: Okay. All right. Again, welcome. 15 Thanks for coming out. I'm just going to briefly go 16 over --17 UNIDENTIFIED SPEAKER: Allan. MR. WATSON: Okay. I'm sorry, Allan. I forgot 18 19 Allan Robinson, MBE Liaison. 20 MR. WATSON: All right. 21 MS. POLAN: I'm Jennifer Polan. I'm Program

1 | Administrator, Financial Administrator.

2 MS. LABIB: Mary Ann Labib, Unemployment

3 | Insurance.

MS. GUY: I'm Dianne Guy, Director of Benefits for Unemployment Insurance.

MR. WATSON: Okay. I'm briefly going to go over the TORFP. If you can turn with me where I'm going with page 4, the Key Information and Summary Sheet.

As you know this was issued on -- or reissued on December 29, 2014, and the closing date is January 21, 2015, at 2 p.m. All questions are to be submitted to me, the Procurement Officer, by January 16 at 2 p.m. There is a MBE goal attached to this, 37 percent. And if you

could turn to me, turn with me to page 6, I'll go over quickly the Task Order Agreement, Task Order Proposal Submission, Oral Presentations and Interviews and questions as it relates to this procurement.

Under Section 1.3, the Task Order Agreement, based upon an evaluation of task order proposal responses, a master contractor will be selected to conduct the work defined in Section 2, Scope of Work.

specific Task Order Agreement, Attachment 3, will then be entered into between the State of Maryland and the selected master contractor, which will bind the selected master contractor to the contents of its task order proposal, including the TO financial proposal.

Section 1.4, Task Order Proposal Submission.

The task order procurement officer will not accept submissions after the date and exact time stated in the key information summary sheet above. The date and time of submission is determined by the date and time of arrival in the task order procurement officer e-mail inbox.

Section 1.5, Oral Presentations and Interviews.

All offerors and proposed staff will be required to make an oral presentation to state representatives in the form of interviews. Significant representation made by a master contractor during the oral presentation shall be submitted in writing. All such representation will become part of the master contractor's proposal and are binding. If the task order is awarded to the master contractor, the task order procurement officer will

notify master contractor of the time and place of interviews.

Section 1.6, Questions. All questions must be submitted via e-mail to the task order procurement officer no later than the date and time indicated in the Key Information Summary Sheet. Answers applicable to all master contractors will be distributed to all master contractors who are known to have received a copy of the TORFP. Answers can be considered final and binding only when they have been answered in writing by the State.

over Section 2, Scope of Work, and I'll read Section 2.1 for purpose of this procurement. DLLR is issuing this CATS Plus TORFP to obtain mainframe program analysis to support the technical staff maintaining the MABS and other unemployment insurance systems. The master contractor shall be required to provide individuals to provide these services in accordance with the scope of work described in this Section 2. As part of the evaluation of the proposal for this TO, master contractors shall propose exactly four main resources and

show -- describe in a staffing plan how additional resources shall be acquired to meet the needs of the TO requesting agency. All other planned positions shall be described generally in the staffing plan and may not be used as evidence of fulfilling company or personnel minimum qualifications. DLLR expects four resources to be available as of the start date specified in the Notice to Proceed. DLLR anticipates issuing a work order immediately upon task order award for two resources following the work order process in Section 2.11. DLLR will have the option of add up to four additional resources to this task order for a minimum -- sorry, for a maximum total of 10 resources. All resources beyond the initial four will be requested through a work order process. And -- see Section 2.11. This CATS Plus TORFP is issued to require the services of the following job roles as defined by individual work orders: senior mainframe program analysis [sic] four available as of Notice to Proceed; junior mainframe program analysis [sic], two requested by work order. DLLR intends to award this task order to one master contractor

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that proposes a team of resources and a staffing plan that can best satisfy the task order requirements.

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Now we're going to discuss the new MBE forms, and Allan Robinson will go over, over that section for us.

MR. ROBINSON: Welcome once again -- appreciate that. As Sean mentioned there is a 35 -- 37 percent MBE goal associated with this procurement, and there are new forms that are in play that are different than the prior forms, and the main reason that there is a difference is a new guideline regarding how an MBE prime can actually count up towards 50 percent of the MBE goal if they win the award or if there is a sub-goal associated with the contract they can count up to 100 percent of a specific sub-goal category. On this procurement, three are no sub-goals. It's just a straight 37 percent MBE goal. The form is Attachment 2, and I'd like to direct your attention there. The first document that has to be included with your bid or proposal is called the MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule. There are six pages to that

particular document. This must be included with your proposal. It must be signed by a representative of your company. Within this document it highlights a few key points. Right off on the first page it highlights how the MBE must be a Maryland certified MBE. So they would have to be certified through the Maryland Department of Transportation. Again also highlights the -- that new guideline. And so you become familiar with that. If you have any questions, please feel free to contact me. I'll be more than happy to talk with you a little bit more about that.

Another key aspect is found in Paragraph 4 of that particular document. It talks a little bit about the NAICS code that's associated with the minority business. The NAICS code must be work that is specifically -- is specific to the contract. You can't bring a MBE on -- this is a IT contact, and you're bringing on janitors because that's not applicable to the contract. It must be something that can be directly tied to the contract. As you go over to page 3 of that document here you'll note this is where you're going to

identify whether you can meet the MBE goal or you're going to be requesting a waiver in whole or in part. And this is the one document that must be submitted. Again, this is all part of that one packet. If you go over to page 5, this is a new change in how the document is instructed because here is the information in here for MBE primes who are going to be counting themselves as a portion of the work. Or if you're bidding as a joint company and the minority -- or not -- the one vendor, the MBE who is a joint with you, they can also count upward to 50 percent of the MBE goal as a joint venture.

And so you got the two boxes here. Section A this is on page 5, that's for the MBE prime information. If they're counting themselves. In Section B, this is where you would list your MBE that's going to be working with you or your joint venture company who is going to be counting a portion of that MBE goal. And, again, this has to be signed by a representative of your company. Now if you notice, if you just flip back a few pages back to page 3 of that particular document, it highlights that there are going to be additional forms that have to be

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submitted, and that's only going to apply if you are the apparent winner. If you're the apparent winner of the contract then after 10 days notice you're going to have to submit, one, the Outreach Effort Compliance Statement; two, your MBE Subcontractor and Prime Contractor Participation Statements, and three, any documentation if you're requesting a waiver. And I wanted to say that because there's specific documentation for that. If you are indeed requesting a waiver, it is not a quarantee that you will -- that waiver is going to be granted. There has to be a good faith effort. It has to be proven. So this documentation helps to highlight that. The form is the MBE Attachment 1B, Waiver Guidance. encourage you to become familiar with that because there it highlights what a waiver is, what good faith effort is, what type of information that we're going to be looking for. My job will be if you're requesting a waiver to go back and track phone calls, e-mail, to make sure that you actually did you due diligence in trying to find a certified minority business. If you cannot find a certified minority business or if the vendor is not

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available, there is a document for that. There's an

Exhibit A, MBE Subcontractor Unavailability Certificate. That needs to be filled out by you the prime, and also signed off by the minority vendor who said they cannot perform the work. That will be page 7 of Item 1B. The final information of course would be those three documents that will be required, of course, again that would be MBE Attachment 2, Outreach Effort Compliance Statement. Here again you're going to be highlighting the MBE opportunity that you've identified, and then also highlighting the effort that you've put forth in soliciting and what type of solicitation. And then you're also going to also highlight your NAICS code, type of work they're going to be doing, and the value to the contract for that particular work. So all the information is pretty much highlighted there. Any additional questions, please feel free to contact me. The only other forms will come into play if you are the winner and the contract has begun,

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monthly by the 15th of the month for the previous month.

and those are the reports that have to be submitted

So with that being said, are there any questions in regards to the MBE?

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MR. WATSON: Okay. Turn with me, if you can, to page 22, and we'll go over Section 3, Task Order Proposal Format and Submission Requirements.

Section 3.1, Required Response. Each master contractor receiving this CATS Plus TORFP shall respond no later than the submission due date and time designated 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, 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 Plus Master Contractor Login Screen and clicking in or TORFP Feedback Response Form from the menu. A Task Order Proposal shall conform to the requirements of this CATS Plus TORFP. Section 3.2, Submission. The task order proposal shall be submitted via two e-mails, each not to exceed 5 MB. The task order technical proposal shall be contained in one e-mail with

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1 | two attachments. This e-mail should include in bullets

- 2 | -- subject line, the CATS Plus TORFP, number P00B5400096
- 3 | technical plus the master contractor's name. The second
- 4 | bullet, one attachment labeled TORFP P00B5400096
- 5 | technical. Attachments containing all technical proposal
- 6 | attachments, see Section 3.3 below, signed and in PDF
- 7 | format. And then the last bullet one attachment labeled
- 8 | TORFP P00B5400096 technical proposal in Microsoft Word
- 9 | format, version 2007 or later.
- 10 All right, do you have any questions about the
- 11 | pricing sheet?
- 12 | All right, I'm going to ask anyone do you have
- 13 any questions of all about what we, what we're expecting
- 14 || from this?
- 15 Okay, your question.
- 16 MR. CARBERRY: My name is Robert Carberry. I
- 17 | have a couple of questions.
- 18 MR. WATSON: Okay, sure.
- 19 MR. CARBERRY: Is there an incumbent today
- 20 | that's providing the services to the Agency?
- 21 MR. JOHNSON: Yes.

MR. CARBERRY: Can you share with us who that 2 is?

UNIDENTIFIED SPEAKER: Is that okay? Say it?

UNIDENTIFIED SPEAKER: Yes.

UNIDENTIFIED SPEAKER: HP.

MR. CARBERRY: Is it possible to get a list of today's attendees of vendors who are here?

MR. WATSON: Yes, I will -- along with the transcript, I'll be sending that out to all the master contractors, the sign-in sheet. So what -- within the next couple of days I will send the transcript and also the list of attendees.

MR. CARBERRY: So coming to this from the perspective of a non-MBE and trying to figure out how that 37 percent works against four or ultimately six resources trying to piece this all together and waiting for the results of the -- today's meeting to come out, and I'm assuming the answers to the questions are going to come out before the due date of the 21st. Is there any chance of extending the due date since the questions come in on the 16th, and I see --

1	MR. JOHNSON: No.			
2	MR. PATEEL: Depending on like what the			
3	complexity of the questions are, we don't see that			
4	deadline being extended.			
5	MR. WATSON: Okay. Were there any questions			
6	about the minimum qualifications? It's key to understand			
7	or important to understand that you must meet the minimum			
8	to be even considered for award. So everybody			
9	understands. I won't get any questions from no one.			
10	MR. IYER: Only Friday at five.			
11	MR. WATSON: Okay.			
12	MS. NGUYEN: Yes. May I ask how long the			
13	incumbent HP has been servicing this			
14	MS. THOMAS: Can you state your name?			
15	MR. WATSON: Yes, state your name.			
16	MS. NGUYEN: Yes. I'm Nhi Nguyen with United			
17	Solutions.			
18	MR. WATSON: Okay. What's the			
19	MS. MGUYEN: How long has the incumbent HP been			
20	servicing this particular project? Is it five years or			
21	10 years?			

1 UNIDENTIFIED SPEAKER: It's been -- it's over 2 five years. 3 MS. THOMAS: Over five. MS. NGUYEN: Over five years. 4 5 MR. WATSON: Um-hum. 6 MS. NGUYEN: Okay. 7 MR. WATSON: Okay, in back. MR. THUNELL: This is a MBE question. My name 8 9 is Chris Thunell with 3C Computer Solutions. There's a 10 37 percent goal. I believe we're supposed to propose 11 four resources to start with. 12 MR. ROBINSON: Uh-huh. MR. THUNELL: So should we fill these forms out 13 14 based on the four? So in other words we need to have two 15 resources basically -- about 50 percent? Or is it based 16 on the eight? 17 MR. ROBINSON: The MBE goal is based on the

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overall dollar value of the contract. So you have to

percent goal and submit it. If you don't think you can

look at it and identify how you could reach that 37

reach 37 percent what's there then you can request a

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waiver. But if you request a waiver, you have to be able to justify it.

MR. THUNELL: Not requesting a waiver just -the initial proposal is for four people. So should I
based the percentage on the four or on the potential for
eight or nine?

MR. ROBINSON: Yes. I --

MR. PATEEL: Based on the first four.

MR. THUNELL: Okay, thank you.

MS. THOMAS: Right.

MR. WATSON: Sure.

MS. NGUYEN: Yes. I would like to go back to the minimum qualifications.

MR. WATSON: Okay.

MR. NGUYEN: In the document it says the master contractor and subcontractor qualification may be used. So for the eight years of experience for example let's say the master has four and the sub has four, would that be acceptable?

MR. JOHNSON: That's acceptable. Dan Johnson. That's acceptable.

1 MS. NGUYEN: Thank you. 2 MS. IYER: I have a question. My name is 3 Aparna Iyer, and I'm with Mansai. With regards to the project if the -- do you see a project manager also 4 5 coming in -- to manage all the resources or is it going 6 to be entirely on the DLLR? 7 UNIDENTIFIED SPEAKER: Do you want to take that 8 or --9 MR. PATEEL: We see this as a maintenance 10 contract with resources working directly for DLLR 11 managers and project managers who are already in-house. 12 So they will be supporting an existing project -- its own 13 mission. So we don't see the project managers being in 14 the --15 MR. WATSON: Were there any other questions 16 that someone may have? 17 Okay. 18 MS. NGUYEN: Yes. This is Nguyen from United 19 Solutions again. So in the Section 2, Scope of Work, 20 where it says DLLR expects four resources to be available

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at the start date or NTP, I believe, but at the award it

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| will only be two resources that will be awarded or did I misunderstand?

UNIDENTIFIED SPEAKER: No.

MR. PATEEL: The start-up will definitely have four, and depending on the work we might ask a few more. So it will be four plus two.

MS. NGUYEN: I see.

MR. PATEEL: The COMAR regulations actually limit -- the first four, but we will be as soon as the project is awarded there will be a work order for two more. So you'll start out with like four plus two.

MS. NGUYEN: I see. May I also follow-up on the existing contract that the incumbent is handling?

How many resources are --

MR. PATEEL: We -- like I'm trying to understand what's the relevance of that form because currently we are asking for four plus two.

MS. NGUYEN: Right.

MR. PATEEL: So because the number of projects we have will dictate like the number of people.

MS. NGUYEN: Uh-huh.

1 MR. PATEEL: So what's in the past might not 2 reflect what's going in the future. 3 I see. Do you anticipate more MS. NGUYEN: work in the future or because in here it also says about 4 5 10, I believe, estimated up to 10 resources. 6 MR. PATEEL: Possibly. 7 MS. NGUYEN: Okay. Thank you. MR. BOYLE: Actually one question. 8 I'm Mike 9 Boyle with TCC Software Solutions. Going back to the 37 10 percent of the MBE goal, the price sheet actually has six 11 resources that were pricing. So should we count the --12 is that towards the six resources in the price sheet 13 versus the -- or just the original four? 14 MR. ROBINSON: The price sheet -- so, yeah, I 15 would. MR. BOYLE: Base it off of the six instead of 16 17 four? 18 UNIDENTIFIED SPEAKER: If -- after you're 19 starting with four, but you're saying that they're going 20 to be looking for two more. So --21 (Simultaneous comments.)

UNIDENTIFIED SPEAKER: That's right. We're looking for six, yes.

MS. POLAN: We ended up going back -- I'm sorry. Jennifer Polan. If they ended up going back down to the four for whatever reason, they then wouldn't be meeting their goal later on.

MS. THOMAS: So that's what I'm saying -- definite that you're going to have the whole --

MS. POLAN: There's --

(Simultaneous comments.)

MR. PATEEL: The idea is that like four is guaranteed -- two is based on the work we have. So if you actually want to price it based on six you might end up with a -- when it comes to four. So once we have four then when you actually put the two in, at that point in time -- you can adjust based on the six afterwards, but during your proposal time if you go with six it might -- because it is quite possible that we might not go with the two. Four is guaranteed, and the two we as of today we foresee that we will go with two, but if circumstances change we might not go with the two. So you could bank

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on six and just go with that. You might not like line up the way you want it to.

MR. BOYLE: Thank you.

MS. IYER: I have a question. Aparna Iyer with Mansai. On page 23 -- accompany minimum requirement, it states here eight years of experience providing personnel for mainframe software -- so I guess it's going to be -- to a reference or two that offeror will be providing. Are you looking for just one reference or two clients? Because you are also asking for references for the proposed personnel -- if a, if an offeror has just one reference where the offeror has provided this kind of support for a client for more than eight years or eight years would that be acceptable?

MR. PATEEL: Those are two mutually exclusive ones. Like you'd have a contractor requirements. So the contractor should have provided like services for eight years. If the contractor who has eight years proposes resources only has one year, it won't satisfy the personnel preferences. So each of those two requirements must be met.

1	MS. IYER: Okay. Thanks.
2	MR. WATSON: All right. Are there any
3	additional questions at this time? Okay, well, this
4	meeting is adjourned. Thank you for coming out again,
5	and I'll, I'll send out the transcript, and along with
6	the sign-in sheet.
7	(Whereupon, the Pre-Proposal Conference
8	concluded at 11:27 a.m., on January 13, 2015.)
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<u>CERTIFICATE</u>
This is to certify that the attached
proceedings before the Department of Labor, Licensing and
Regulation in the matter of:
Pre-Proposal Conference
Maryland Automated Benefits System (MABS) DLLRFY2015-016
PLACE: Baltimore, Maryland
DATE: January 13, 2015
were held as herein appears, and that this is the
original transcript thereof for the file of the
Department.
1 on Born
Tom Bowman, Reporter FREE STATE REPORTING, INC.

DLLR FY2015-016 Maryland Automated Benefits System (MABS)

Pre-Proposal Meeting

Tuesday, January 13, 2015, 11:00 AM

Vendor Sign-In Sheet

Company Representative	Company Name Mailing Address	Phone Number Fax Number	E-Mail Address	MBE / SBR Both / Neither
36 Computer Solution	321 Locust grown Purcelluille va 20132	703-785 7135	christ Scrolingt	SBR
2.	1			
1. Sob Muliling	HP (Incumbent) 338 Boxt St.	717-421-8381	joel, beaton @hp.com	
2. Joel B. Beaton	Sewick Lep, PAISN3		joel, beaton @hp. co	·~
1. Mike Book	TTC Softmere Solutions 1000 Ened Solven Street Indianapolis, IN 40005	317-625-2547		MBE
1. Bob CARBERY	INTUEAR CONSULTING 7700 IRVINE CENTER DR SUITE 470 IRVINE CA 92618	717 758 1577	carbony@Incock.co	n SBR
1. NHI NGUYEN	UNITED SOLUTIONS SI MONROE ST., STE 1210 ROCKVILLE MD 208350	240-423-4321	SALES@ UNITED SOLUTI	ons. Bi 2. MBE & SBT.
2. Jennifer Foster	ROOKVILLE PU 20850			MBE & SB

DLLR FY2015-016 Maryland Automated Benefits System (MABS)

Pre-Proposal Meeting

Tuesday, January 13, 2015, 11:00 AM

Vendor Sign-In Sheet

Company Representative	Company Name Mailing Address	Phone Number Fax Number	E-Mail Address	MBE / SBR Both / Neither
1. Jennifer Foster 2.	United Solutions 51 Monroe 8t. Suite 1210 ROCKVIlle, MD 20850	·	jennifer_foster@ unitedsolutions.l	MBE + SBK
1. SAMEERA - ADITHAM 2. SANDEEP HARJANI	INFOSTNI INC. 891 Elkridge Londing Rd Linthicum Hzights, m.D 21090	(443) 908-0420	SAMEERA. ADITHAMO INFOJENICONSULTION OCOM	MBE +SBR
1. APARNA TYER	Mansai Cerp 7335 A Hanover PK Greenbeit MD 20770	301-441- 1011	arger Comarsai · Com	MBE F SBR
Sandaep Harsanz.	TANE OURNE INC.	463-257- 2086	SHARTANXES COM	5- M BR &- SBR
1. Mark Wagner 2.	Bay-Tek Consulting 780 Elknidge Landing Rd Suite 206 Linthicum, MD 21090	410-684. 3764	mwagnerd) bayntet.	MBE £ SBR