

1 STATE OF MARYLAND  
2 DEPARTMENT OF LABOR, LICENSING AND REGULATION

3 Pre-Proposal Conference  
4 Consulting and Technical Services+ Cats+ Task Order  
5 Request for Proposals (TORFP) Maryland Electronic  
6 Licensing System (ELS) and Web Programming Support  
7 Personnel

8 TORFP No. P00B5400103

9 1100 N. Eutaw Street,  
10 Lower Level Training Room  
11 Baltimore, Maryland  
12 21201

13 May 5, 2015  
14 11:00 PM Local Time

15 Roger Lewis, Procurement Officer  
16 Prahalad Patel, Chief of Information Technology  
17 Joseph Petrosino, Task Order Manager  
18  
19  
20  
21

PRESENT FOR VENDORS:

Thomas R. Gardner, Canton Group

Jude G. DeCoteau, Whole Realm Technologies

Jack Ottensoser, System Automation

Brian Zernholt, Software Consortium

Amber Schad, Gantech

Ryan Facer, United Solutions

Stephen Bradford, Bith Group

Sandeep Konjani, Infojini, Inc.

Larry King, Dynamic Corp

INDEX

Opening by Roger Lewis

Introductions of DLLR Participants

Important Dates Overview by Roger Lewis

Presentation by Prahalad Patel

1 P R O C E E D I N G S

2 (11:05 a.m.)

3 Mr. Roger Lewis Thomas: Welcomed the  
4 participants to the Pre-Proposal Conference for the  
5 Consulting and Technical Services+ Cats+ Task Order  
6 Solicitation # P00B5400103. No MBE requirements are  
7 required for this TORFP and this is not a Small Business  
8 Reserve initiative. Key Proposal dates were given such  
9 as the Question and Answer cut-off date of May 12<sup>th</sup> prior  
10 to 2:00 PM Local Time and the Proposal due date of May  
11 26<sup>th</sup> prior to 2:00 PM Local Time. Be mindful of all  
12 required attachments in order to responsive and  
13 responsible in submitting your proposal.  
14 Members of the panel introduced themselves.

15 Joe Petrosino: TO Manager of this contract.

16 Prahalad Patel: CIO of DLLR.

17 Roger Lewis: I will address all administrative  
18 questions relative to this TORFP with Joe and Prahalad  
19 addressing all technical questions recognizing that  
20 anything discussed in the Pre-Proposal Conference is not  
21 binding to DLLR, only what is addressed in writing is

binding to DLLR relative to the TORFP.

Prahalad Patel: In addition, not many of the vendors are here and per Maryland's Regulations we can't have Questions and Answers just addressed here and not shared with the other participants. That is why we require that any questions here are followed up in writing and sent to Roger Lewis the Procurement Officer via email so we can officially answer your questions. What is stated here is just for information only and not legally binding, to make it legal we can respond back as part of the procurement.

Amber Schad, Gantech: Please clarify that you are not looking for somebody full-time and will be issuing continuous work orders to which we submit the pricing back to you, is that correct?

Joe Petrosino: Yes, you will be given a set of requirements delivered in a Task Order, you return that back to us with an estimate of how much time it would take to complete that task with your proposed labor rate and then we would either approve it, deny it or ask clarifying questions to better understand your

submission.

Amber Schad, Gantech: I am guessing that you don't have an estimate on how often you may issue Task Orders?

Joe Petrosino: A lot of this is driven by legislation so there is a steady stream of requests that we have including a back log of work we need to have done. I can't predict the workload right now.

Prahalad Patel: We typically average between 15 to 20 hours a week in the past few years but don't take this for granted, it could be more or it could be less.

Jude G. DeCoteau: The work order will be required to be on site or off site?

Joe Petrosino: Off site is the preference.

Prahalad Patel: If you prefer to work on site you just have to let us know 2 to 3 weeks in advance in order to arrange for work space unless we require you to work on site and that will be indicated in the work order.

Joe Petrosino: Just to clarify we have two site locations, the first in this building and the second at 500 North Calvert Street.

Jack Ottensoser: This Task Order will be awarded and

each piece of work will be awarded as a work order based on every time you need work you will ask for a quote?

Prahalad Patel: This is a contract that needs to have people available to complete the work required to which you will be emailed the requirements. Then you give us an estimate as to how much it is. Once we agree upon the number of hours we will give you the greenlight to commence. Once a work order is completed then we would test it and then approved. We don't want to go through the Task Order process every time we need work accomplished, we want to send work orders via email to the vendor awarded the contract asking for an estimate.

Jack Ottensoser: so this Task Order will be awarded to just one company?

Roger Lewis: Yes, it's an exclusive award.

Brian Zernholt: Who is the current company providing these services?

Joe Petrosino: It is IBM Global Services.

Ryan Facer: With regards to the Offeror's Company's Minimum Qualifications, point one demonstrate to having at least five years' experience in providing personnel in

web development, in Sub-Section A, reference experience shall include providing at least one person with enterprise web application support personnel with at least one resource having Pearl CGI development experience, my questions regarding that requirement is one, having placed that particular person if they have the Pearl CGI experience, do they need to also have experience doing development work on the project you place them?

Prahalad Patel: This application is written in Pearl CGI, this is a maintenance contract to fix and to add enhancement to the application, by definition the resource we are looking for should primarily have Pearl CGI experience, if you look at the personnel requirements one of the minimum qualifications is that they have Pearl CGI work experience.

Ryan Facer: Actually, we have one resource that has Pearl CGI experience and meets the minimum qualifications on their individual resume, and we placed them on a project before but not doing Pearl CGI work.

Prahalad Patel: It has to be on a production project

which has been implemented in Pearl CGI, in other words they should have 10 year of experience and none of it's on a production project that's like just having learning experience. We are looking that they would have worked on a production project and implemented in Pearl CGI.

Ryan Facer: Our resource does have that experience, it's just not with us. That's where I was getting at, it was not clear to me in the requirements.

Joe Petrosino: That's fine.

Amber Schad: Under Offeror's Minimum Qualifications reads that the company should have five years of experience placing candidates with that experience versus the candidate's years of experience.

Roger Lewis: Please submit that question in writing.

Ryan Facer: The challenge that we have is that we placed this resource on previous projects doing web type of work that you are asking for just not in Pearl CGI, however, they have done Pearl CGI.

Prahalad Patel: We will clarify that.

Ryan Facer: I will submit that in writing.

Offeror: I have a question regarding development



versus operation and maintenance, you mentioned that this is a maintenance contract to fix and to enhance the current application, the RFP does speak to support the contract to support the modules that are delivered or in large part the system, just trying to understand the development versus the scope of responsibility.

Prahalad Patel: We already have a production application which is in production, all of the deliverable will be to enhance the features of the existing application or if we find out that something happened and it is not working and requires maintenance on the code. The answer would be both, if the features are new, they would be developing the new features and implementing them but it is also possible that maintenance maybe necessary on the existing code. In other words, they may want to change a feature that is working one way and enhance it to work another way so it is both. The responsibility of this developer is not limited to just their code but to the entire application. For example if the application goes down or is not performing another example I can give to you is that we

are planning to migrate from one operating system to another, we are going to do an enhancement, also we are currently on Windows 2003 and we are going to Windows 2012 at that point we expect that Developer to help us migrate this and address any issues with at the end of the day they are responsible for maintaining the application.

Offeror: Do you have any statistics on the number of trouble tickets entered for that application in the previous year?

Prahalad Patel: We can provide that.

Roger Lewis: That's a good question, please submit that question in writing then we can provide the answer, thank you.

Sandeep Konjani: Who is currently performing this service?

Prahalad Patel: IBM Global.

Roger Lewis: Any other questions? Again be mindful of the date the questions are closed, please get them in early and this concludes the Pre-Proposal Conference.

Whereupon, the Pre-Proposal Conference concluded at 11:55 a.m., on May 5, 2015)

C E R T I F I C A T E

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

Pre-Proposal Conference  
Consulting and Technical Services+ Cats+ Task Order  
Request for Proposals (TORFP)Maryland Electronic  
Licensing System (ELS) and Web Programming Support  
Personnel

PLACE: Baltimore, Maryland

DATE: May 5, 2015

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

*Roger Lewis*

Roger Lewis,  
Procurement Officer  
Contracts and Procurement



STATE OF MARYLAND

**DILLR**

DEPARTMENT OF LABOR, LICENSING AND REGULATION

OFFICE OF BUDGET & FISCAL SERVICES  
 500 N Calvert Street  
 4<sup>th</sup> Floor  
 Baltimore, MD 21202

Name	Organization	E-mail Address	Telephone Number	MBE Yes/No
THOMAS R GARDNER	CANTON GROUP	trgardner@cantongroup.com	410.675.5708 X7119	Y
Jude G. DeCoteau	Wide Realm Technologies	jdecoteau@wholerealm.com	443-283-3444	Y
Jack Ottensoser	System Automation	JOttensoser@systemautomation.com	443-280-0858	N
Brian Zernhe LT	Software Consortium	BZERNHELT@SOFTWARECONSORTIUM.COM	443-690-0880	N
Amber Schod	GANTECH	aschod@gantech.net	4102990573	Y
Ryan Facer	United Solutions	ryan_facer@unitedsolutions.biz	703.625.1734	Y
Stephen Bradford	BibbGroupTech.	sbradford@bibbgroup.com	410.962.1188	Y
Sandeep Kanyani	INFOINI INC	SANDEEP KARSANI@INFOINI CONSULTING.COM	443-257-0086	Y
Larry King	Dynamix Corp	kingl@dynamixcorp.com	240-297-0075	Y

PHONE: 410-230-6031 • EMAIL: roger.lewis1@maryland.gov • INTERNET: www.dillr.maryland.gov

LAWRENCE J. HOGAN, JR., GOVERNOR • BOYD K. RUTHERFORD, LT. GOVERNOR • KELLY M. SCHULZ, SECRETARY