

## **Pre-proposal Conference Summary**

**March 20, 2014**

The meeting started shortly after 1:00 PM. After introductory statements by Guy Werner, Procurement Officer, the floor was opened for questions.

### **Question 1 (Thomas Gardner):**

- a. Do you have a list of calls that you've had for the last six months and the locations of those calls?

Answer (Kevin Combs): No. The locations and frequency vary depending on demand. Hagerstown example given.

- b. Can you provide a yearly average?

Answer (Kevin Combs): I'll get back to you on that. *Follow-up response: Last year, the current vendor averaged 21 calls/tickets a month, with about 75% of them being in the Central Maryland area.*

### **Question 2 (Steven Jones):**

Who is the incumbent, if there is one?

Answer (Kevin Combs): ATS (Applied Technology Services)

### **Question 3 (unidentified vendor):**

Any particular reason why there's no MBE requirement?

Answer (Guy Werner/Kevin Combs): The MBE liaison determined that SBR would be the preferred way to go with this TORFP, and it doesn't exclude MBEs from participating. Based on the type of contract and Department/State goals, it appeared to be a good fit for the SBR program.

### **Question 4 (unidentified vendor):**

Does the agency see any significant plans for a rollout or refresh of equipment during the term of the contract?

Answer (Kevin Combs): No, this is on a "as-needed" basis.

**Question 5** (unidentified vendor):

Are the certifications for Junior Network Technicians required? (Referring to page 19, Section 2.9)

Answer (Kevin Combs/Guy Werner): Minimum Qualifications are required, Other Qualifications are not absolutely required. We wouldn't throw out a bid if the Other Qualifications are not met.

**Question 6** (Bob Marchese):

The price sheet from the last solicitation included a section on parts discount percentage from MSRP, referring to Section 2.4.3. Can that be changed to include the same arrangement as last time?

Answer (Guy Werner): The Department of IT rejected the MSRP parts discount percentage as a method of evaluation on this solicitation.

*There was some continuing discussion among vendors about the past MSRP parts discount.*

**Question 7** (Patrick Carter):

Will you be interviewing staff as part of your evaluation process?

Answer (Guy Werner): No.

At approximately 1:20 PM the meeting was concluded.