



# Department of Public Safety and Correctional Services

## Office of the Secretary

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## DPSCS TORFP Q00B5400066 ENTERPRISE RESOURCE PLANNING (ERP) IMPLEMENTATION PROJECT ADDENDUM #1

December 21, 2014

Dear Master Contractors:

This addendum is being issued to amend and clarify certain information contained in the above named Task Order Request for Proposals (TORFP). All information contained herein is binding on all bidders who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold (i.e. **word**) and language deleted has been marked with a strikeout (i.e; ~~word~~).

1. Amend Section 2.9 Minimum Qualifications Section of the TORFP as follows:

### 2.9 MINIMUM QUALIFICATIONS

#### 2.9.1 OFFEROR'S COMPANY MINIMUM QUALIFICATIONS

Only those Master Contractors that fully meet all minimum qualifications criteria shall be eligible for TORFP proposal evaluation. The Master Contractor's proposal and references will be used to verify minimum qualifications. The Master Contractor's proposal shall demonstrate meeting the following minimum requirements:

2.9.1.1 The TO Contractor has installed the ERP software product and version being offered to the State in at least ~~two (2)~~ **one** other customer locations with ~~one (1) of these~~ installations having been in a production status for over one (1) year.

~~2.9.1.2 The TO Contractor has a minimum of three (3) years of experience customizing any ERP software products.~~

2.9.1.32 The TO Contractor has a minimum of three (3) years of experience implementing **or customizing a** ~~multi-product and multi-location~~ manufacturing solutions.

~~2.9.1.4 The TO Contractor has a current help desk/support process in place supporting at least two (2) other customer locations in a production status.~~

2.9.1.5.3 The TO Contractor is either a provider or has a reseller and support agreement relationship with the ERP software products company proposed and the support agreement relationship is over a year old.

2.9.1.64 The TO Contractor has experience installing and supporting applications in one or more of the following:

- Correctional Industries
- Correctional Facilities
- Secured/Governmental Facilities
- Discrete Manufacturing Industries



Date Issued: December 21, 2014 By: \_\_\_\_\_  
Joselyn Hopkins  
Director of Procurement Services



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### PRE-PROPOSAL CONFERENCE SUMMARY

**DECEMBER 18, 2014 11:00 AM**

**Solicitation: DPSCS Q00B5400066**

### **ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR MARYLAND CORRECTIONAL ENTERPRISES (MCE)**

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Ladies/Gentlemen:

The Maryland Department of Public Safety and Correctional Services (DPSCS) conducted a Pre-Proposal Conference for an Enterprise Resource Planning (ERP) System to be implemented at the Maryland Correctional Enterprises (MCE) facility. The pre-proposal conference was held on Thursday, December 18, 2014 @ 11:00 AM at 7275 Waterloo Road, Jessup, MD 20794. An attendance list is included with this summary as Attachment 1. Attending on behalf of the State were: Joselyn Hopkins, DPSCS Procurement Director, Rick Rosenblatt, MCE, Art Ray, Deputy Chief Information Officer, Kelly Price, MCE Project Manager, Tia Rattini, MBE Manager, and Mark Rowley, MCE Finance Director.

This Summary is being issued to document the Pre-proposal Conference. The Director of Procurement Services, Joselyn Hopkins, convened the conference, recognized the Department personnel present and had all vendors introduce themselves.

Ms. Hopkins then reviewed the Task Order Request for Proposals (TORF) as follows:

- Key Information Summary Sheet ( reviewed TORFP Release Due Date, Questions Due Date and Time, Proposal Due Date/time, Period Of Performance and MBE goal);
- Section 1- General Information (reviewed Task Order (TO) Proposal Submissions, Oral Presentations/Interview and Questions.

Tia Rattini reviewed the Minority Business Enterprise (MBE) section of the TORFP including all of the MBE forms. Ms. Rattini noted that certain MBE language and forms in the document are incorrect. An addendum will be issued to correct the forms/language.

Ms. Hopkins then reviewed the remainder of Section 1 to include the Living Wage for this agreement which is \$13.39/hr.

Kelley Price and Rick Rosenblatt reviewed Section 2- Scope of Work section of the IFB to include: Overview, Staff Development and Reports.

Ms. Hopkins then reviewed the remainder of Section 2 to include Minimum Qualifications, TO Contractor and Personnel Preferred Qualifications, Retainage, and Invoicing.

Ms. Hopkins continued with reviewing the remainder of the TORFP:

- Section 3- Task Order Proposal Format and Submission Requirements
- Section 4- Task Order Award Process
- List of Attachments.

Mr. Price then reviewed Attachment 1- Financial Proposal Form

Answers to questions were responded to during the conference and Ms. Hopkins opened the floor for further questions.

Ms. Hopkins stated that that the pre-proposal conference summary, all questions and answers and any addenda would be distributed to all Master Contractors as soon as possible.



Date Issued: December 21, 2014

By: \_\_\_\_\_

Joselyn Hopkins

Director of Procurement Services

Attachment 1: Pre-Proposal Conference Attendance List

### Attachment 1: Pre-Bid Conference Attendance List

<b>Name</b>	<b>Company</b>	<b>Email</b>	<b>Phone</b>	<b>MBE</b>
Seth Zarny	RAFFA	<a href="mailto:szarny@raffa.com">szarny@raffa.com</a>	301-279-6500	N
Glenn Anstead	RAFFA	<a href="mailto:ganstead@raffa.com">ganstead@raffa.com</a>	301-279-6503	N
Manish Dave	GRPA	<a href="mailto:mdave@grpa.com">mdave@grpa.com</a>	703-277-7729	Y
Harry Hans	Sona Networks, LLC	hhans@sonanetworks.com	410-329-1811	Y
Joe Antony	Sona Networks, LLC	<a href="mailto:jantony@sonanetworks.com">jantony@sonanetworks.com</a>	301-922-0600	Y
Tracy Barnes	ENTAP	<a href="mailto:Tracy.barnes@entap.com">Tracy.barnes@entap.com</a>	317-634-9523 x.102	Y
Ryan Facer	United Solutions	Ryan.Facer@unitedsolutions.biz	703-625-1734	Y
Louis Bullock	SQN Systems	lbullock@sqnsystems.com	877-207-8897 x.703	Y
Vijay Bouri	N-3 Technologies	<a href="mailto:Vijay.bouri@n-3tech.com">Vijay.bouri@n-3tech.com</a>	301-990-3700	Y
Anthie Zairis	Group Z	<a href="mailto:azaires@group-z.net">azaires@group-z.net</a>	410-772-0888	Y
Terrence Brown	TVCOFA Corp	<a href="mailto:tbrown@tvcofa.com">tbrown@tvcofa.com</a>	443-540-3773	Y
Michael K. Harrell	Momentum Inc.	<a href="mailto:mharrell@m-inc.com">mharrell@m-inc.com</a>	717-214-8000 Ex. 101	Y