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TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: Pre-Proposal Conference
TORFP NO. R00B4400010
Project Manager: MDK12 and Report Card Websites and Web Data Collection System (WDCS)

DATE: January 22, 2014

YOU SHOULD RECEIVE 14 PAGES
In addition to the attendance sheet and updated cost proposal
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 410-767-0628
OR EMAIL drichburg@msde.state.md.us
THANK YOU.

Attached are the following documents:

1. Minutes from the Pre-Proposal Conference held on Thursday, January 16, 2014

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, WEDNESDAY, FEBRUARY 12, 2014**

MARYLAND STATE DEPARTMENT OF EDUCATION

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TORFP NO. R00B4400010

PROJECT MANAGER: MDK-12 AND REPORT CARD WEBSITES AND
WEB DATA COLLECTION SYSTEM (WDCS)

Received By _____
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Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

Dorothy M. Richburg, Procurement Officer
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MR. BLACKBURN:

Welcome, everyone, to this Pre-Proposal Conference. The first group up, please. This conference is for the Task Order Request for Proposals, R00B4400010 for a Project Manager for the MDK 12 and Report Card Websites and the Web Data Collection System.

My name is James Blackburn. I'm in Procurement here at MSDE and we'll start with introductions. Mr. Allen here on my left. We'll go around the room.

MR. ALLEN:

Marc Allen. I work in the Division Curriculum Assessment and Accountability.

MR. LEHMAN:

I'm Rich Lehman with Momentum.

MR. HANS:

Good morning, I'm Harry Hans with Sona Networks.

MS. DEISHER:

Good morning. I'm Kandace Deisher with United Solutions LLC.

MR. CHAMBERS:

I'm Doug Chambers, the court reporter for the State of Maryland.

MR. BLACKBURN:

Very good. Welcome. So we can first listen to Mr. Allen give a brief introduction, an overview on what's needed and then we'll take questions.

MR. ALLEN:

Okay. Just to find out that proposals for this TORFP are due Monday, February 10th, no later than 2:00 p.m. That's stated on the key information summary sheet, page five.

MBE goal is zero percent, so no MBE. What this TORFP is for is a Project Manager position within the Division of Curriculum Assessment Accountability or acronym DCAA.

We're looking for the Project Manager to provide project management services for our MDK 12 and Report Card Websites and the project will be managed by the Accountability Branch which is part of the DCAA.

So just briefly, I went over the purpose on page 9, Section 2.1. The requirements for the position are stated in Section 2.4. It's a Project Management position, doing Project Management duties.

The person will spend 50 percent of their time supporting the MDK 12 and Report Card

Websites and 50 percent time supporting the Web Data Collection System. The Project Manager duties day-to-day management of the project; identifying issues and recs.

The Project Manager will act as a facilitator between MSDE Staff and other contractors. The Project Manager will be responsible to make sure the work gets done for the MDK 12 and Report Card Websites and Web Data Collection System, identify recs, critical past, all the Project Manager duties and responsibilities.

Section 2.5 lists all the duties and responsibilities for the position. I'm not going to read them all, but they're documented there in the TORFP.

Deliverables for the TORFP are in Section 2.6.2 starting on page 17. Again, I'm not going to read them all, and finally, I wanted to point out the contractor personnel minimum qualifications in Section 2.8 and then contractor personnel, other requirements in Section 2.9.

So that being said, are there any questions?

QUESTIONS – ANSWERS--CLARIFICATIONS

MR. BLACKBURN:

Why don't we start over here. Kandace. Your last name is pronounced?

MS. DEISHER:

Deisher.

MR. BLACKBURN:

Deisher?

MS. DEISHER:

Yes.

MR. BLACKBURN:

Okay. Well, we'll start with Ms. Deisher. Do you have any questions?

MS. DEISHER:

The only question I had was in the description, you mentioned that they would spend 50 percent of their time on one system and 50 percent on the other. Are those both located in the same facility or are they two different locations?

MR. ALLEN:

They're the same location here.

MS. DEISHER:

That's the only one I have.

MR. BLACKBURN:

Okay. Before we continue. Welcome, sir.

VOICE:

Hi.

MR. BLACKBURN:

Hi. Can I get you to sign the sign-in sheet? And while you're doing that, I'll take some more questions, then come back to you and see if you have any questions.

MR. HANS, do you have any questions?

MR. HANS:

Yes, thank you for the explanation. I have one question on this Task Order personnel. Other requirements. It says candidate will be required to submit sample of past written communication. I just wanted to confirm, is that required at the time of interview?

MR. ALLEN:

Yes.

MR. HANS:

Okay. Thank you.

MR. BLACKBURN:

Okay, Mr. Lehman, do you have any questions?

MR. LEHMAN:

Yes, I do. That was actually one of them. The other question, I have about 6 questions. The attachment, I believe Attachment 4 is where we put the resume. Do you want a resume and Attachment 4 or are we just supposed to take everything off the resume and put it in Attachment 4?

MR. ALLEN:

See, that would be a question I would normally refer to Dorothy. I'm not sure. I have seen it where the submitters have both. Where they put the experience, are you talking about the experience?

MR. HANS:

Yes.

MR. ALLEN:

There's probably more on the resume than you're going to be able to fit kind of in that attachment.

MR. HANS:

Right. Right. So in that case, since you're going to be sending a resume anyway, true?

MR. ALLEN:

That was the question. What we'd like to do is both.

MR. ALLEN:

Right. I have seen that. In fact, just today? Processing is a very lengthy one. So I would suggest that putting a summary in the form and then including the resume, or you're perfectly welcome to put all that experience in that form. It is expandable. I mean –

MR. LEHMAN:

Okay.

MR. ALLEN:

And put all of that experience in. So it's not incumbent for us to get these forms of many pages because you certainly want to include as much as you possibly can. You don't want to leave anything out. So don't do anything that would shortchange yourself.

MR. LEHMAN:

Okay.

MR. ALLEN:

As long as we get that information that's the most important thing.

MR. LEHMAN:

Got it.

MR. ALLEN:

Go ahead with your next question. You said you had more.

MR. BLACKBURN:

Oh, I see. Then let's continue on.

Why don't you introduce yourself?

MR. WAGNER:

Hi. Mark Wagner with Bay Tech Consulting, and I'm good. I don't have any questions.

MR. BLACKBURN:

No questions?

MR. WAGNER:

Uh-huh.

MR. BLACKBURN:

Okay. I'll go back to Ms. Deisher.

MS. DEISHER:

I do have one follow-up off of this gentleman's question about when the documentation proof was due. You said that it was due during interview. So I just want to clarify we do not need to submit the sample of past written communication in the RFP itself.

MR. ALLEN:

You can if you want to.

MS. DEISHER:

Okay.

MR. BLACKBURN:

Very good. Mr. Hans, do you have any additional questions?

MR. HANS:

Not at this time.

MR. BLACKBURN:

Okay. And now we go back to Mr. Lehman and his list of questions.

(Laughter)

MR. LEHMAN:

In Section 1.3, should completed Attachments 3, 4, 12 and 13 be submitted as pdf within the technical submission or financial submission?

MR. ALLEN:

You'll have to repeat it.

MR. LEHMAN:

I guess the completed Attachments 3, 4, 12 and 13 be submitted in the technical or the financial submission?

MR. ALLEN:

I do not know. I'll have to get back to you on that. If I can do so quite easily.

Have you ever responded to TORFP's from MSDE?

MR. LEHMAN:

We have.

MR. BLACKBURN:

Okay. And what have you traditionally sent?

MR. LEHMAN:

I didn't write that particular question. My proposal team wrote me a list of questions. I can go back to them and tell them to do whatever was done in the past. I don't know why he picked that question.

MR. ALLEN:

So what I'll do is I'll get that question from you in detail after.

MR. LEHMAN:

Okay.

MR. ALLEN:

And then I'll email you and everyone, of course, the response. It will be in the –

MR. BLACKBURN:

It will be in the minutes, the questions and answers in the minutes.

MR. LEHMAN:

Okay.

MS. DEISHER:

Because I have seen it done several different ways. Some were requiring technical, some required financial, and then I've even had some TORFP's request that they be in a separate attachments document.

MR. LEHMAN:

Uh-huh.

MS. DEISHER:

And then you label like you know, one of three, and two of three and three of three and three of three is the attachment.

MR. BLACKBURN:

Sure. Okay. I just started with Procurement a few weeks ago. So I'm still learning the ropes, but I will get that information and get it out to everyone.

MR. LEHMAN:

Okay. Thank you.

MR. BLACKBURN:

And how are we?

MS. DEISHER:

I'm good.

MR. BLACKBURN:

And you, sir?

MR. HANS:

I'm good.

MR. BLACKBURN:

I'm sure Mr. Lehman has another one.

MR. LEHMAN:

I've got five more. I'm sorry.

MR. BLACKBURN:

You have the floor.

MR. LEHMAN:

In Section 3.3, #A it says proposed services. Should the executive summary be in one and proposed solution be two? I think the moieties are just how you want to see it which may be, I mean I could put these all in writing to you because they're all a little technical like that of how you want to see the Task Order submitted.

MR. ALLEN:

Jim?

MR. BLACKBURN:

Again, this would be a question I would defer to Dorothy. I could get that to you.

MR. ALLEN:

Yeah, why don't you ask again.

MR. LEHMAN:

It says Section 3.3, Proposed Service. Should the Executive Summary be in #1 or in the Proposed Solution #2?

MR. BLACKBURN:

I can't answer. Sorry. I'll have to get that for you too.

MR. ALLEN:

Do any of your questions refer to like Section 2?

MR. LEHMAN:

There's three on Section 3 and then the rest of them I think are more general type of questions.

MR. BLACKBURN:

Okay.

MR. ALLEN:

So you have one more on Section 3?

MR. LEHMAN:

No, we already answered. That was about the resumes.

MR. ALLEN:

Okay.

MR. LEHMAN:

And the next one is on Attachment 4. Do you expect submitted Attachment 4 to be signed by both the contractor representative in the proposed resource? I think it's unclear of who has to sign.

Do we have to put our Company Executive sign plus the person we are submitting or just the Company representative?

MR. BLACKBURN:

Right now I can't help you with that. I have to find out. Do you have any questions that I can answer?

(Laughter)

MR. LEHMAN:

I have two more questions. When do you expect the date for this solicitation?

MR. BLACKBURN:

The closeout is what, February 10?

MR. ALLEN:

That's when proposals are due. I guess as soon as we're able to.

MR. LEHMAN:

It's my understanding there's someone in this position today?

MR. ALLEN:

Correct.

MR. LEHMAN:

So this is, okay. So I didn't know when they're time is up.

MR. ALLEN:

Well this is a, the current one's a CATS II. And all CATS II end May 31st. So –

MR. LEHMAN:

So sometime before May 31st.

MR. ALLEN:

So definitely before May 31st.

MR. LEHMAN:

Got it.

MR. ALLEN:

Definitely sooner than May 31st.

MR. LEHMAN:

Okay.

MR. ALLEN:

I mean in ideal, I would say the end of February, but there are other --

MR. LEHMAN:

Okay.

MR. ALLEN:

-- things that we can't control. But that would be, that's what I would like.

MS. DEISHER:

Could I piggyback off that question?

MR. ALLEN:

Sure.

MS. DEISHER:

The current contract ends on May 31st and then the period of performance that is starting June 1st if an award does come out before May 31st, will there be allowed to be a period of transition or –

MR. ALLEN:

Yeah.

MS. DEISHER:

Okay.

MR. BLACKBURN:

Okay. Very good.

MR. LEHMAN:

That's all I have.

MR. BLACKBURN:

That's all you have? All right. Very good.

Now, does anyone else have any additional questions before we close? Go ahead, Mr. Hans.

MR. HANS:

One more question, maybe. I can't see the format section but it might be Section 3.

For past performances in the technical proposal. It talks about master contractor and subcontractor experience and capabilities and then you ask for three references about the proposed candidate.

So I just wanted to verify. Is this three references for the proposed candidate?

MR. ALLEN:

Proposed candidate only.

MR. HANS:

Okay. Thank you.

MR. BLACKBURN:

All right. Very good. And I think that's going to wrap up the questions.

MR. ALLEN:

I just want to ask. No questions over the duties and responsibilities? Everyone clear? Deliverables? The minimum qualifications?

MR. HANS:

I do not. I think it's pretty clear.

MS. DEISHER:

You read the proposal last.

MR. BLACKBURN:

Very good. So I think we can conclude with that.

MR. ALLEN:

Oh, why don't you please email us those questions. Did you give your email address?

MR. BLACKBURN:

I'm going to talk to him afterwards, yeah. And we'll get those three questions.

MR. ALLEN:

Get them all. Just to make sure.

MR. BLACKBURN:

Okay. All right, yes. Can you do that for us?

MR. LEHMAN:

Yep.

MR. BLACKBURN:

Very good. And I will give you my email address so that we have them.

And I think that will be it.

MR. ALLEN:

All right. Thank you.

MR. BLACKBURN:

And Doug will wrap us up, take us off the record at some point.

MR. CHAMBERS:

We're off the record.

MR. BLACKBURN:

Thank you.

(Whereupon, at 10:30 a.m. the proceedings were adjourned.)

Additional Questions to Follow

(Remainder of page intentionally left blank)

R00B4400010

QUESTIONS RECEIVED AFTER PRE-PROPOSAL CONFERENCE

Section 1.3 – Should completed attachment 3, 4, submission? 12, and 13 be submitted as pdfs within the Technical submission Financial

Within the technical submission

Section 3.3, A) - Proposed Services – Should Executive Summary be 1) and Proposed Solution be 2)?

That is fine.

Section 3.3, B) – Do we provide a resume and attachment 4 or does the attachment 4 suffice for the resume?

The Attachment 4 is fine.

Attachment 4 – Does MSDE expect submitted Attachment 4s to be signed by both the contractor representative and proposed resource, signed only by the contractor representative, signed only by the proposed resource, or not contain signatures?

Attachment 4 must have all signatures when submitted.

Section D.1 – The section is titled Master Contractor and Subcontract Experience and Capabilities but the description asks for experience only from the proposed resource. Please clarify your expectations for this section. If this section is only to include experience from the proposed resource, where should master contractors place their own project experience outside of the state of Maryland?

The experience for the proposed resource will be listed on the resume and/or Attachment 4. The Master Contractor should include his experience.

Is a writing sample required to be submitted with the proposal or during the interview?

Not during the interview

When do you expect the contract to be awarded?

Prior to May 31, 2014

Is there an incumbent in place?

Yes