



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • MarylandPublicSchools.org

TO: MASTER CONTRACTORS

FROM: Dorothy M. Richburg
Procurement Officer

RE: ADDENDUM I
TORFP NO. R00B4400012
HIGH SCHOOL ASSESSMENT SAS APPLICATIONS PROGRAMMER

DATE: December 20, 2013

YOU SHOULD RECEIVE 7 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 Monday, December 16, 2013;
2. Questions received prior to the Pre-Proposal Conferences; and
3. Attendance Sheet

PLEASE NOTE NEW DUE DATE
PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, THURSDAY, JANUARY 16, 2014

MARYLAND STATE DEPARTMENT OF EDUCATION

200 West Baltimore Street
Baltimore, MD 21201-2595
410-767-0628
410-333-2017 (Fax)

TORFP NO. R00B4400012

HIGH SCHOOL ASSESSMENT SAS PROGRAMMER

Received By _____
(Print Name)

Signature _____ Date _____

Vendor _____

Telephone No. _____ Fax No. _____

PLEASE E-MAIL, FAX OR MAIL THIS TO:

Dorothy M. Richburg, Procurement Officer
MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, MD 21201-2595
drichburg@msde.state.md.us
410-333-2017 (Fax)

MS. RICHBURG:

Good morning to everyone. Welcome to our Pre-Proposal Conferences. I see a couple of familiar faces and I see new ones. So welcome.

I'm Dorothy Richburg. I'm the Procurement Officer. And we're going to start with our introduction, after which we're going to conduct a round-robin style. I'm sorry,

After we have introductions, Marc is going to give us an overview. Then we're going to do all the questions and answers.

And we're going to go from there. If you have any questions, if you submitted anything in writing, please feel free to ask them now.

If not, they will be submitted with the written minutes which will come out soon. We would like to say you'll get them before Christmas, but I'm not sure.

But you will be getting the minutes soon. If for some reason you don't get them soon, we may have to extend the proposal submission date. So we will take all of that into consideration.

So with all that said, once again I say welcome, and we will start with our introduction and we'll start on my far right and come around.

MR. BLACKBURN:

Your far right?

MS. RICHBURG:

James, my far left, I'm sorry.

MR. BLACKBURN:

James Blackburn in Procurement.

MR. ALLEN:

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

MS. RICHBURG:

I do know my right from my left. I'm Dorothy Richburg, I'm the Procurement Officer.

MR. ACHREYA:

Ryan Achreya, I-Cube Systems.

MS. McGLENN:

Kelsey McGlenn, Inside Clover.

MS. SCHAD:

Amber Schad, Gantech.

MS. SACHI:(?)

Fran Sachi, Wood Consulting.

MS. RICHBURG:

Okay.

MR. CHAMBERS:

I'm Doug, the reporter.

MS. RICHBURG:

James is our contractual procurement officer. He just started working with me. I'm going to go ahead and take this from here on in and conduct the meeting.

MR. BLACKBURN:

What?

MS. RICHBURG:

I'm sitting here, go ahead.

Who's next?

MR. BLACKBURN:

Well, let's see, Marc is going to give us an overview.

MR. ALLEN:

Sure. This will be brief. We're looking to obtain the services of one high school assessment, also acronym HSA SAS Programmer to provide support to our staff on High School Assessment Accountability Processing in Data Analysis.

That's the beginning of Section 2, 2.1, the purpose. In Section 2.4, I'm not going to read each of them, but let the TORFP list the duties and responsibilities of the position we're looking to fill.

In Section 2.5.2 or the deliverable descriptions and acceptable criteria. Section 2.7 are the contractor personnel minimum requirements and 2.8, personnel other requirements for this position. So that being said, that's the brief overview.

MS. RICHBURG:

Okay.

MR. BLACKBURN:

And there you have the brief overview. Going to questions, are we?

MS. RICHBURG:

Yes.

MR. BLACKBURN:

Okay. So now we can go on with the questions. Clockwise I guess. Start with you. Gantech?

QUESTIONS – ANSWERS--CLARIFICATIONS

MS. SCHAD:

Is any past performance needed from the Company that's submitted?

MS. RICHBURG:

Any what?

MS. SCHAD:

Past performance.

MR. ALLEN:

That should be included in here. Section 3, Master Contractor and sub-contractor experience and capabilities under (d). Section 3.

MS. SCHAD:

Okay. But that's just references, right?

MR. ALLEN:

I'd have to read over it.

MS. RICHBURG:

Well I believe that the past performance of one source and the experience and qualifications.

MS. SCHAD:

Normally they say a Company needs five years.

MS. RICHBURG:

Oh, okay.

MS. SCHAD:

To bid a project. I didn't see that anywhere in there.

MS. RICHBURG:

A list of experience. 2.7.

MR. ALLEN:

That's the personnel.

MS. SCHAD:

The candidate.

MR. ALLEN:

No, I would just go with what Section (d) says.

MS. SCHAD:

Okay. So anyone can bid less then?

MR. ALLEN:

Lesser contractors.

MS. SCHAD:

Okay.

MR. ALLEN:

But I mean you want to submit personnel that meet the minimum requirements.

MS. SCHAD:

Yes. Okay.

MS. McGLENN:

No questions.

MR. ACHREYA:

The qualification that asks for at least one year of educational data background?

MR. ALLEN:

No, more than that.

MR. ACHREYA:

There are three or four. One of them is?

MR. ALLEN:

Five years. Under the other requirements at least five years experience and just what it says.

MR. ACHREYA:

Yeah, but one of them is educational data requirement, had worked on educational --

MR. ALLEN:

Well, they're all five years.

MR. ACHREYA:

Okay. Five years of educational data.

MR. ALLEN:

Whatever it says.

MS. RICHBURG:

What's the question, Ryan?

MR. ALLEN:

The question is, do you, you specifically, you're looking for somebody with educational data experience or any good person but they had worked on other areas, would also be competent.

MR. ALLEN:

They'll be considered but we're looking for education but it could be, like it says, the local, state or federal agency, better education agency.

MR. BLACKBURN:

Okay. Ms. McGlenn?

MS. McGLENN:

No questions.

MR. BLACKBURN:

Okay. The questions are completed? All right, Dorothy.

MS. RICHBURG:

Come on now. I know we have a couple of other questions. Okay. Thank you. Marc did a very good job on that one.

VOICE:

He did.

MS. RICHBURG:

There is an incumbent. I want to say that, there is an incumbent.

MS. SCHAD:

They went with R Bar before, right.

MS. RICHBURG:

Yes, correct, Amber, it was R Bar. And we are pleased with the, these are from the written questions. That's what I'm saying. And we were pleased with the incumbent.

And I think, Ryan, you asked a question about experience. It was one of the written questions. I printed it out. I'm sorry I forgot to bring it. But we could not change any of the exploratives(?) requested in the TORFP.

Okay. So you may get your minutes this week.

MR. BLACKBURN:

You want me to wrap it up?

MS. RICHBURG:

As I said, you're going to wrap it up.

MR. BLACKBURN:

With that said, we're going to adjourn.

MS. RICHBURG:

And now I'm going to say "Go Ravens". And I'm going to say, hey, I wish to each of you a very happy holiday and I wish you a safe and prosperous new year.

GROUP:

Thank you.

MS. RICHBURG:

Thanks Doug.

MR. CHAMBERS:

Thank you.

(Whereupon, at 9:15 a.m. the proceedings were adjourned.)

TORFP #R00B4400012

The following questions were received prior to the Pre-Proposal Conference:

1) Are you able to interview by phone for candidates, who live outside MD/DC/VA/DE?
No, all interviews must be conducted in person.

2) Can you tell us, when you could make this award?
We hope to make this award no later than March 15th.

3) Is this a new requirement, or a re-bid of an existing contract
Re-compete.

If re-bid, who is/are the incumbent vendor(s)?
Infojini Inc

4) We find a similar TORFP issued awhile ago. It is under evaluation for awhile. Will this TORFP award take such a long time?
We do not plan to take a long time to make an award.

5) In Section 2.8 requirement appears restrictive. Will you consider alternate experience or extensive data analysis experience to sec 2.8 (a local, state, or federal education departments work experience)
Question asked and answered during pre-proposal conference. Please review minutes.

6) In Section 2.8, we find the following:

- At least five (5) years of experience in a local, state, or federal education departments as a data analyst processing, quality assuring, and analyzing assessment data.
- At least five (5) years of experience in communicating with local school system data contacts.
- At least five (5) years of experience providing technical assistance to local school system data contacts.)

Will you consider alternate experience or extensive data analysis in other business areas with SAS applications?

Question asked and answered during pre-proposal conference. Please review minutes.

8) We have candidates, who has all the SAS tech spec experience you want, but worked on other industries. Will you consider other industry experience such as Financial & Pharma in lieu of Education/K12 experience for this TORFP?
Question asked and answered during pre-proposal conference. Please review minutes.

**MARYLAND STATE DEPARTMENT OF EDUCATION
HIGH SCHOOL ASSESSMENT SAS APPLICATIONS PROGRAMMER**

TORFP #R00B4400012

Monday, December 16, 2013

	NAME (Please Print)	ORGANIZATION	ADDRESS (City, State & Zip Code)	TELEPHONE NO. FAX NO.	E-MAIL ADDRESS	SMALL BUSINESS PROGRAM	CERTIFIED MD. MBE
1	NARAYAN ARTHEYA	iCARESYSTEMS, Inc	13302 Stevens Dr. #108 Clifton VA 20124	703-222-3636	NVARTHAYA @ icareSYS.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Kelsey McGlynn	INSIGHT Global	100 E. Pratt Street BALTIMORE, MD 21202	410-613-5219	kelsey.mcglynn @insightglobal.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Amber Schrad	GANSECH	9175 Guilford Rd Columbia MD 21046	410 299 0573	aschrad @ gansch.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Quiana Cecasi	WOOD Consulting Services	8161 Maple Lawn Blvd Suite 375 Fulton MD 20754	301-377-5338	cecasi@woodcons.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Sundeepongjine	Infogym Inc		443-257-2046	SNARJANIE @ INFOGYM CONSULTING INC.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	James Blackburn	MSDE					
7	Marc Allen	MSDE					
8	Dorothy Richburg	MSDE					
9							