



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. R00B4400107
Project Managers (Senior)

DATE: July 10, 2014

**YOU SHOULD RECEIVE 21 PAGES
In addition to the attendance sheet
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 at 10:30 a.m. on Friday, May 30, 2014;
and
2. Attendance Sheet

NEW PROPOSAL DUE DATE

**PROPOSALS ARE DUE NO LATER THAN
2:00 PM EDT, TUESDAY, JULY 22, 2014**

MARYLAND STATE DEPARTMENT OF EDUCATION

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

TORFP NO. R00B4400107

Project Managers (Senior)

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)

MR. BLACKBURN:

Welcome, everyone. We're here today to discuss this TORFP for Project Manager. You all know the usual routine. We'll introduce ourselves, give a brief overview and then take questions. That's how we usually do it, and that's how we'll do it again today.

Let's start with the head table. My name is James Blackburn, I'm in Procurement, and the lady next to me is?

MS. HAISLET:

Hello. My name is Chandra Haislet. I am the State Longitudinal System Director here at MSDE. I am also the Director of Systems Management over at the Maryland Longitudinal Data Systems Center.

MR. BLACKBURN:

Very good. So we hope that we will answer all your questions. But any questions that we can't answer, we'll answer those by email and those questions will be.

MR. CHAMBERS:

My name is Doug and I'm recording this transcript. And when you're asked to speak would you please give me your first and last name and spell your last name for me, and your company so we have it for the record. Thank you.

MR. BLACKBURN:

That's great. Okay. So now we can introduce ourselves. We'll go around counter clockwise.

MS. GUDUDURI:

My name is Nandita Gududuri. I'm with AP Ventures. We're a certified minority firm.

MR. CHAMBERS:

Could you repeat that please?

MS. GUDUDURI:

Sure. Nandita Gududuri with AP Ventures.

MR. BLACKBURN:

And how do you spell your last name, Ms. Gududuri?

MS. GUDUDURI:

G-U-D-U-D-U-R-I.

MR. BLACKBURN:

Thank you. Go ahead.

MS. PITTMAN:

My name is Jenny Pittman and the last name is P-I-T-T-M-A-N, and I'm with Innovation Networks.

MR. PATEL:

My name is Patel and I'm with V Tech Solutions.

MR. BLACKBURN:

Can we have that again.

MR. PATEL:

Harish Patel, P-A-T-E-L. V Tech Solutions.

MR. DEMENT:

Mike Dement, V Tech Solutions. D-E-M-E-N-T.

MR. REILLY:

Scott Reilly with Momentum. Reilly is R-E-I-L-L-Y.

MR. TEICHLER:

Ryan Teichler, Stratus Federal.

MR. BLACKBURN:

Spell your last name, please.

MR. TEICHLER:

Sure. T-E-I-C-H-L-E-R.

MR. HUSSEY:

Good morning. Leo Hussey, H-U-S-S-E-Y, with Computer Aid or CAI.

MR. PHILLIPS:

Good morning. Scott Phillips with Precision Task Group, a certified MBE.

MR. BLACKBURN:

And that's spelled P-H-I-?

MR. PHILLIPS:

P-H-I-L-L-I-P-S.

MR. BLACKBURN:

Great.

MS. PHILLIPS:

Good morning. Erin Phillips with Precision Task Group. And it's P-H-I-L-L-I-P-S.

MS. SCHAD:

Amber Schad, S-C-H-A-D.

MR. BOURI:

Jay Bouri, that's B-O-U-R-I, N3 Technology. We are an MBE.

MR. RILEY:

Don Riley, R-I-L-E-Y, and I'm with Bithgroup.

MR. BLACKBURN:

Very good. We have one more gentleman and you are?

MR. HANS:

Good morning. I'm Harry Hans with Sona Networks. That's H-A-N-S.

MR. BLACKBURN:

Very good. Thank you. I guess we're good to go. So we'll be getting an overview now of this TORFP from Ms. Haislet.

MS. HAISLET:

Sure. The State Longitudinal System Grant is a three-year project, we are ending year two. So we would have one more year of the grant. There may in future be other grant opportunities, but I just wanted to give you a perspective as far as where we are with the grant itself.

The purpose of the grant is to enhance data systems at both the Maryland Longitudinal Systems Center which is a P20 work force number, as well as certain MSDE-related data systems such as Juvenile Services, Private Career Schools, and so there's a few select projects a month with that scope.

We are an ORACLE shop. We work closely with the Department of Public Safety and Correctional System. We are co-located there as far as the data systems so there is collaboration with other agencies that is integral to the particular projects.

What the TORFP is looking for is to for two project managers. One of them, the position is more of a general project manager to manage the deadlines associated with all of the projects.

The other one is a Technical Project Manager that has more in-depth knowledge around the technology that we are using, strategies and scope project risk mitigation, those type of skill sets.

There is also a need for an individual to have knowledge around hardware, software, and those type of specific skill sets. I think I spelled out a lot of the job requirements right in the TORFP, I think that this point we can just open it up to questions.

QUESTIONS – ANSWERS--CLARIFICATIONS

MR. BLACKBURN:

Okay, very good. And why don't we do it counter-clockwise. We can start with Mr.

Hans on the left here and work around the room.

MR. HANS:

No questions.

MR. BLACKBURN:

No questions. Ms. Gududuri, do you have a question?

MS. GUDUDURI:

No questions.

MR. BLACKBURN:

Ms. Pittman?

MS. PITTMAN:

No questions.

MR. BLACKBURN:

Mr. Dement?

MR. DEMENT:

No questions.

MR. BLACKBURN:

Mr. Riley?

MR. RILEY:

No.

MR. BLACKBURN:

Mr. Teichler?

MR. TEICHLER:

No questions sir, now. Thank you.

MR. BLACKBURN:

Mr. Hussey?

MR. HUSSEY:

Yes. What is the target start date for this engagement?

MS. HAISLET:

Preferably sometime toward the end of June, July. What is the actual close date, I can't remember. June 30th? There will be a quick turnaround. Mid-July, end of July.

MR. BLACKBURN:

Mr. Phillips, do you have a question?

MR. PHILLIPS:

Yes. Are there any PM-related resources working for the first couple of years?

MS. HAISLET:

Yes. We have PM-related. We had two. One of them will no longer be working on the project so one is an existing position and the other one would be new.

MR. BLACKBURN:

Ms. Phillips?

MS. PHILLIPS:

No questions.

MR. BLACKBURN:

Ms. Schad?

MS. SCHAD:

If we are currently on the Longitudinal Data System contract, is there a conflict with bidding on this?

MS. HAISLET:

On this particular SLDS contract? No, anybody can bid on any TORFP that's out there.

MR. BLACKBURN:

Okay, Mr. Bouri?

MR. BOURI:

Which one of the two position is a new position?

MS. HAISLET:

It would be the technical.

MR. BLACKBURN:

Mr. Riley?

MR. RILEY:

No questions.

MR. BLACKBURN:

Back to you, Mr. Hans.

MR. HANS:

No questions.

MR. BLACKBURN:
Ms. Gududuri?

MS. GUDUDURI:
No questions.

MR. BLACKBURN:
Ms. Pittman?

MS. PITTMAN:
No.

MR. BLACKBURN:
Mr. Patel?

MR. PATEL:
No.

MR. BLACKBURN:
Mr. Dement?

MR. DEMENT:
Nope.

MR. BLACKBURN:
How about you, Mr. Reilly?

MR. REILLY:
No, thank you.

MR. BLACKBURN:
And did a new gentleman enter the room. Would you introduce yourself and spell your last name for us?

MR. HARJANI:
Sandeep Harjani, H-A-R-J-A-N-I, Infojini. No questions at this time.

MR. BLACKBURN:
Very good. Thanks. Mr. Teichler?

MR. TEICHLER:
No questions right now, thank you.

MR. BLACKBURN:
Mr. Hans, did you have a question?

MR. HANS:

Yes. Is each Master Contractor limited to submitting only one resume total or do we have the ability to submit one for each of the two positions?

MS. HAISLET:

I think it was limited to one, I believe, but we'd have to go back to what it actually says, does it spell it out in the TORFP?

MR. HANS:

Yes. It's on Section 3.2.1.b.2 said that one resume but Section 2 never mentioned the two positions. We weren't sure if it was one each or one total.

MS. HAISLET:

My understanding is there's one. If that's different and wrong, then we'll send that information out.

MR. HANS:

I missed the answer earlier. Did you say which position of the two is the new versus the existing?

MS. HAISLET:

The technical position would be a new position.

MR. HANS:

Okay. Thank you.

MR. BLACKBURN:

So your question will be in the transcript and that question will be answered and sent out to everyone. But so that I'm clear, what you're asking is, if there should be what, two resumes submitted?

MR. HANS:

One or two resumes submitted and it sounds like the answer was one.

WE WILL ACCEPT UP TO TWO RESUMES.. HOWEVER THIS MAY BE MULTIPLE AWARDS.

MR. BLACKBURN:

Okay. Okay. Mr. Phillips?

MR. PHILLIPS:

The existing resource, is that individual working under CATS+?

MS. HAISLET:

Yes.

MR. BOURI:

I'm sorry. I didn't hear the question.

MR. PHILLIPS:

Is the existing resource currently working under CATS+?

MR. BLACKBURN:

Okay. Very good. Ms. Phillips?

MS. PHILLIPS:

No questions.

MR. BLACKBURN:

Ms. Schad?

MS. SCHAD:

Can we go back to the last question. You said only one resume so this is going to be a multiple award?

MS. HAISLET:

Yes.

MS. SCHAD:

Okay.

MR. BLACKBURN:

Okay. Good. Mr. Bouri?

MR. BOURI:

Yes. The qualifications for both positions, are they exactly as they are listed or specific qualifications for technical and very specific qualifications for the other position... is a catchall?

MS. HAISLET:

They should be able to fulfill both roles. Yes. So the qualifications in there would fit both positions.

MR. BOURI:

And the same question. Here you say that other requirements or qualifications in 2.10 say at least one year of experience implementing the student information system. Is that a desired qualification or a required qualification?

MS. HAISLET:

That is a required qualification.

MR. BLACKBURN:

Very good. Mr. Riley, do you have a question for us?

MR. RILEY:

Mr. Bouri asked for me already.

MR. BLACKBURN:

Excellent. Mr. Hans, how about you?

MR. HANS:

No, thank you.

MR. BLACKBURN:

Ms. Gududuri?

MS. GUDUDURI:

My question was asked.

MR. BLACKBURN:

Very good. Ms. Pittman? Mr. Patel?

MR. PATEL:

The contractor can only submit one resume on one position? They cannot submit on both positions?

MS. HAISLET:

That is correct.

MR. PATEL:

Is there a reason the position generally would have one resume per position. I just want to know if there's a conflict. And generally, if you have two positions, you know, you generally ask to submit one resume per position, but in this case it's one resume only. I'll send it in writing.

MS. HAISLET:

Send it in writing and we'll follow up and send out an answer to your question after I confer with Dorothy.

WE WILL ACCEPT UP TO TWO RESUMES.. HOWEVER THIS MAY BE MULTIPLE AWARDS.

MR. PATEL:

Okay. Thank you.

MR. BLACKBURN:

Thank you.

MS. HAISLET:

I want to make sure I follow the rules as far as what's in here as well.

MR. BLACKBURN:

Mr. Teichler?

MR. TEICHLER:

My question has been answered, so.

MR. BLACKBURN:

Okay. Mr. Hussey?

MR. HUSSEY:

Yes. The TORFP says this is a time and materials based on work orders. Could you explain the based on work orders part of that?

MS. HAISLET:

The work orders is actually not as essential. It's the work orders that's going to be tied to the scope of work as defined. So there's not going to be necessarily work orders that we're going to be providing to you. I think that was standard language that was used in there.

MR. HUSSEY:

So your expectation is this would be a full-time position right from the beginning.

MS. HAISLET:

Yes. Right from the beginning.

MR. HUSSEY:

Thank you.

MR. BLACKBURN:

Mr. Phillips?

MR. PHILLIPS:

No questions.

MR. BLACKBURN:

Ms. Phillips?

MS. PHILLIPS:

No questions.

MR. BLACKBURN:

Ms. Schad?

MS. SCHAD:

No questions.

MR. BLACKBURN:

Mr. Bouri?

MR. BOURI:

Yes. One of my questions. (Sirens) Jay Bouri, N3 Technology. Will you consider...

MR. BLACKBURN:

Wait for the siren. People our age can't hear high-pitched noises like that.
(Laughter)

MR. BLACKBURN:

All right, Mr. Bouri. You can continue.

MR. BOURI:

Thank you. Formerly there was a question about one position, two position. Once again, are we allowed to submit for both positions?

MS. HAISLET:

Let's put that in writing later.
(Sirens)

MR. BLACKBURN:

It's a busy day downtown. Okay now do you think? Mr. Bouri, can you repeat your question, please.

MR. BOURI:

The question was actually a request to consider allowing the vendor to submit for both positions.

MS. HAISLET:

And my reply was that we will put that in writing upon further advisement.

MR. BLACKBURN:

Very good. Mr. Riley, how about you?

MR. RILEY:

No questions.

MR. BLACKBURN:

Mr. Hans?

MR. HANS:

Is PMP required or desired?

MS. HAISLET:

That is required.

MR. HANS:

For both positions?

MS. HAISLET:

Yes.

MR. HANS:

Thank you.

MR. BLACKBURN:

Ms. Gududuri?

MS. GUDUDURI:

No questions.

MR. BLACKBURN:

Ms. Pittman?

MS. PITTMAN:

No.

MR. BLACKBURN:

And Mr. Patel?

MR. PATEL:

No questions.

MR. BLACKBURN:

Mr. Dement, do you have a question?

MR. DEMENT:

No questions.

MR. BLACKBURN:

Mr. Reilly, how about you?

MR. REILLY:

No, sir.

MR. BLACKBURN:

Mr. Harjani?

MR. HARJANI:

No questions.

MR. BLACKBURN:

Mr. Teichler?

MR. TEICHLER:

No questions.

MR. BLACKBURN:

And Mr. Hussey?

MR. HUSSEY:

I have a follow-up on the PMP certification question. The answer was that it is required? Because the TORFP stated that was preferred. Will that be changed?

MS. HAISLET:

No, we'll keep that as preferred. But I'll make sure, it is highly desirable. But if it is stated in the TORFP we will consider it as desired for the minimum qualifications. Thank you for clarifying that.

MR. HUSSEY:

Okay. And my question, it's Attachment 5 says signature required at the time of submission with the TO proposal. Is it possible to have that changed to a time of interview just for convenience purposes for submitting someone who is not local but would be?

MS. HAISLET:

Could you repeat that so I understand it?

MR. HUSSEY:

Yes. Attachment 5 for the candidate information says signature required at time of submission. Could that be changed to at time of interview for logistical reasons?

MR. BLACKBURN:

Oh, that happens often. Yes. That's true. I see that quite a bit. Oftentimes it's impossible to get a signature at the time and then sure, that's fine.

MR. HUSSEY:

I wanted to ask as it states now at the time of submission, so I wouldn't want to.

MR. BLACKBURN:

I know. I know. I understand the confusion. But for logistical reasons oftentimes it's impossible to get a signature. So no, that's perfectly acceptable.

MR. HUSSEY:

Thank you.

MR. BLACKBURN:

Mr. Phillips? Do you have a question for us, and Ms. Phillips? Ms. Schad?

MS. SCHAD:

No questions.

MR. BLACKBURN:

Mr. Bouri?

MR. BOURI:

The interview process, will there be a telephone interview or a face-to-face interview?

MS. HAISLET:

I don't know if there have been changes to the policy.

MR. BLACKBURN:

I haven't seen, I don't know.

MS. HAISLET:

Okay.

MR. BLACKBURN:

Can we get back to you on this?

MS. HAISLET:

Yeah, let's get back because I'm unsure if the policy has changed because I know that we've done phone interviews in the past.

MR. BOURI:

Right.

MS. HAISLET:

I think we're trying to move towards more face-to-face interviews. I'm not sure if there's a set policy in place. I just want to make sure of that.

MR. BLACKBURN:

From what I've observed, each case is dealt with separately.

MR. BOURI:

But the TORFP ...

MR. BLACKBURN:

That's how it appears to me to be. And of course, I'm not one that's familiar with all the various policies. I've only been here a few months but from my experience what I've seen is the candidates are out of state and it depends on the need and et cetera. I think a decision is made at each time whether or not telephone interviews are granted.

I know that, I can tell that face-to-face interviews are preferred by, you know, what has been said. I'm under that impression that they always prefer face-to-face interviews, but there have been instances when they deemed it was desirable to give candidates a telephone interview

for whatever reason.

MR. BOURI:

But then they should firm up the uniformity in the interview process. To interview some candidates we are forced to do face-to-face, the impact or the impression could be different. So that's the reason I'm asking the question. Will you be stating the policy?

MS. HAISLET:

We'll put that in writing.

Interviews are face to face unless a candidate is located out of town (i.e. CA, NY, NC, GA, etc.) The decision will be made when scheduling the interview.

MR. BOURI:

Thank you. I have another follow-up question. Are you going back to make the further desired qualifications that is a preferred requirement or a desired requirement?

MS. HAISLET:

For the term of screening resumes, so to speak, as far as the qualifications we'll follow what is in here. There's not going to be any changes. So if the Masters is preferred it will stay preferred. If it's a minimum qualification then that would be a minimum qualification.

MR. BOURI:

Thank you.

MR. BLACKBURN:

Okay. To you, Mr. Riley?

MR. RILEY:

Yes, Section 3.2.1 on the technical proposal, Master Contractor and Subcontractor experience and capabilities. It says provide three examples of work and time that each proposed personnel have completed that were similar in scope. So going back to one of the earlier questions, what prior education experience are you looking for, will you accept backgrounds that are similar in project management scope, and what can be outside of education?

MS. HAISLET:

Yes.

MR. BLACKBURN:

Okay. We can keep going. Mr. Hans, how about you?

MR. HANS:

No questions.

MR. BLACKBURN:

Ms. Gududuri?

MS. GUDUDURI:

No.

MR. BLACKBURN:

Ms. Pittman?

MS. PITTMAN:

No questions.

MR. BLACKBURN:

Mr. Patel? Do you have any questions?

MR. PATEL:

No.

MR. BLACKBURN:

Mr. Dement?

MR. DEMENT:

No questions.

MR. BLACKBURN:

Mr. Reilly?

MR. REILLY:

No.

MR. BLACKBURN:

Mr. Harjani?

MR. HARJANI:

No questions.

MR. BLACKBURN:

Mr. Teichler?

MR. TEICHLER:

No questions.

MR. BLACKBURN:

Mr. Hussey?

MR. HUSSEY:

Going back to the one resume per Master Contractor to be submitted, is it your desire that we would submit for the new technical PM position?

MS. HAISLET:

I'll abstain from answering that until we can determine if we're going to be able to submit one or more resumes.

So we'll put that in our answer. If you can only submit one, we'll identify which one is the preferred, I guess, candidate to submit a resume for. Let's follow up on that one later.

MR. BLACKBURN:

Okay. Fine. Go ahead. Mr. Phillips? Ms. Phillips?

MS. PHILLIPS:

No questions.

MR. BLACKBURN:

Ms. Schad?

MS. SCHAD:

No questions.

MR. BLACKBURN:

Mr. Bouri?

MR. BOURI:

No questions.

MR. BLACKBURN:

Mr. Riley?

MR. RILEY:

No questions.

MR. BLACKBURN:

Mr. Hans?

MR. HANS:

No.

MR. BLACKBURN:

Going around, Ms. Gududuri, Ms. Pittman?

(Negative responses.)

MR. HARJANI:

In deference to the time frame, is the technical resources going to be working, or have any idea like when you expect...it looks like June 30. How quickly will the resources be needed, a week, two weeks? Just to get an idea.

MS. HAISLET:

We would need a technical as soon as possible, for sure. That position has already ended today. The second current position would be phasing out in August. So there would be some leeway as far as the start time for that particular position.

MR. BLACKBURN:

All right. Very good. Mr. Dement?

MR. DEMENT:

No questions.

MR. BLACKBURN:

Mr. Reilly?

MR. REILLY:

No.

MR. BLACKBURN:

Again, Mr. Harjani? No. Okay, Mr. Teichler.

MR. TEICHLER:

No questions.

MR. BLACKBURN:

Mr. Hussey?

MR. HUSSEY:

No questions.

MR. BLACKBURN:

Nothing. Mr. Phillips? Ms. Phillips? Ms. Schad?

MS. SCHAD:

No.

MR. BLACKBURN:

Mr. Bouri?

MR. BOURI:

No questions.

MR. BLACKBURN:

I think we're running out. So does anyone have anything on their mind, any more questions? Comments?

I think we're all done. Do you have anything more to add?

MS. HAISLET:

No, thank you. Remember though, that if you have any additional questions send them to Dorothy. We'll make sure we answer them as promptly as possible.

MR. BLACKBURN:

Very good. All right. Thank you again for coming.

(Whereupon, at 10:25 the proceedings were adjourned.)