



**Martin O'Malley**  
*Governor*  
**Anthony G. Brown**  
*Lt. Governor*  
**Christian S. Johansson**  
*Secretary*  
**Dominick E. Murray**  
*Deputy Secretary*

**April 1, 2014**

**Pre-Proposal Conference  
Minutes  
CATS+TORFP # T00B4400022  
Thursday, March 27, 2014 @ 10:00 a.m.  
Web Development, Maintenance and Support**

Department Attendees

Brenda Lee, Procurement Officer  
Jim Keenan, IT Project Manager  
Regina Tillery, Director & CIO of IT Management  
Robert Carter, Director of Contracts & Procurement  
Liz Fitzsimmons, Asst. of Comm. & Marketing  
Lucy Chittenden, Asst. Director Interactive Services  
Carolyn Hammock, Director of Digital Marketing  
Russian Wyatt, Programmer/Analyst  
Robert Brightful, Manager of Enterprise Services

**I. BACKGROUND AND GENERAL REQUIREMENTS**

The Department of Business & Economic Development (DBED) conducted a Pre-Proposal Conference at 401 E. Pratt Street on Thursday, March 27, 2014. An attendance list is attached. Brenda Lee, the Procurement Officer convened the conference and introduced the (DBED) staff present and attendees.

Jim Keenan gave a brief overview of the Department's Office of Information Technology. OIT will be transitioning from CATS II which ends May 31, 2014 to CATS +. The awardee will be working with the enterprise, infrastructure and networking and performance management and processing teams. The Office of Marketing and Communication, and the Office of Tourism are both sponsors of the RFP.

Brenda Lee then discussed the procurement process for the TORFP. The Key Information Summary Sheet was revised. This is a Small Business Reserve Procurement for which the award will be limited to Certified Small Business vendors. Only vendors that are registered with the Department of General Services Small Business Reserve Program are eligible for award of this contract. The resulting contract from this TORFP will be a Fixed Price/Time and Materials contract for 3 years plus two (2) one year renewal options. There is a 33% MBE Goal with sub-goals for Women-owned of 8%, African American-owned of 7% and Hispanic American-owned of 2%. There also is a 2% VSBE Goal.

Section 3 – Task Order Proposal Format and Submission Requirements were discussed.

The proposals are due on Friday, April 11, 2014 at 4:00 p.m. The Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary Sheet. The date and time of submission is determined by the date and time of arrival in the Procurement Officer's e-mail box.

### **MINORITY BUSINESS REQUIREMENTS**

Robert Ward reviewed the Minority Business Enterprise Requirements and Forms

- Advised that this procurement has a 33% MBE goal (8% Percent Women Owned, 7% Percent African American Owned and 2% Hispanic American-owned);
- Attachment D-1 MBE Utilization and Fair Solicitation Affidavits, and D-2 MBE Participation Schedule forms were discussed and must be included with the proposals);
- If the offeror fails to complete and submit D-1 and D-2 forms with the offer as required, the procurement officer shall determine that the offer is not reasonable susceptible of being selected for award;
- D-3 and D-4 forms were discussed and must be submitted at least 10 working days after award notification;
- D-5 thru D-6 forms/requirements was also discussed.

### **VETERAN SMALL BUSINESS ENTERPRISE REQUIREMENTS**

Robert Ward reviewed the Veteran Small Business Enterprise Requirements and Forms

- Advised that this procurement has a 2% VSBE goal;
- Attachment 15-V-1A and 15-V-1 were discussed and must be submitted with proposals;
- If the offeror fails to complete and submit 15-V-1A and 15-V-1 forms with the offer as required, the procurement officer shall determine that the offer is not reasonable susceptible of being selected for award;
- 15-V-2 form must be submitted at least 10 working days after award notification;
- 15-V-3 and 15-V-4 forms were discussed but are not required until after award;
- Advised that certified veteran owned small businesses can be located on the vetbiz.com website at [www.vip.vetbiz.gov](http://www.vip.vetbiz.gov).

Jim Keenan discussed the Scope of Work/Task Order.

- Section 2.3 Existing System – We are primarily a Microsoft shop. Our current websites run on SharePoint 2007 but we are transitioning to SharePoint 2013, but I want to make you aware that we have kept this task order broad because even though SharePoint is our web platform and our CMS. A new administration is coming and that can bring change. Sales force is our CRM and ESRI is our GIS system .in the future the department will be going to Google Mail, we will also have a pilot program for a Document Management System.
- Section 2.6.1, Transition in Services – We are transitioning from the current contractor to the new contractor. This will be a fixed cost task. We will need to have this CATS+ task order to be in place by 05/31/14 for this to happen
- Section 2.6.2.2 Maintenance and Support Services – most of the work is done within this section 2.6.2.4 describes work using APEX development for DBED's Salesforce which is the application of record for our agency in regards to all our data. 2.6.2.5 lists the process for all our tasks

- Section 2.6.4 Transition out Services – this will be a fixed cost task.
- Section 2.6.8- No hardware or software will be purchased under this task order
- Section 2.7.1 – Work Hours – work will be performed at the World Trade Center which is a secured building and all personnel must wear a badge. DBED has had success with contractors working remotely and that is an option
- Section 2.8 – Project Request Process – Very important, this section details how the task orders are assigned. It is important to note that work is assigned via project request. Unless requested by a particular project we are not looking for someone to be permanently assigned to our location.
- Section 2.9 - Deliverables –The deliverable process is pretty standard. Only the Task Order Manager can sign off on a task order.
- Section 2.10.1 – Minimum Qualifications – DoIT requires that the minimum qualifications must be met by potential T.O. contractors or they cannot be awarded the task order.
- Section 2.11 – The offeror shall demonstrate, in its proposal, that it possesses the required experience in house or has fostered strategic alliances with other firms for providing such services.

Questions and Answers Session – See attached.

If you have any questions or comments about the procurement process, please contact, Brenda Lee, Procurement Officer at 410.767-2345.

Keep in mind that **TIMELY SUBMISSIONS ARE IMPORTANT – LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

Sincerely,

*Brenda Lee*

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Brenda Lee  
Procurement Coordinator

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**Questions and Answers**

1. **Question:** What is the total budget allotted for this project?  
**Answer:** \$950,000 (5 years)
2. **Question:** How much has been spent on past Task Orders?  
**Answer:** \$141,528 (This is the current amount, this amount is going to be must higher at the end of the contract)
3. **Question:** Who is the current Contractor?  
**Answer:** D.K. Consulting
4. **Question:** Where is the 5A Form?  
**Answer:** See attached
5. **Question:** Why does the TORFP ask for 1 year experience with SharePoint 2013 and it has not been out a year?  
**Answer:** The SharePoint 2013 Release to manufacturing date was November 2012, and training in SharePoint 2013 development started at least if not before that date. DBED believes that the one year requirement is not an overwhelming burden, but encourages everyone to bid and put together the team the contractor believes is best suited to meet this task order.
6. **Question:** Can T-SQL be substituted for P-SQL?  
**Answer:** Yes
7. **Question:** Page 26 lists active directory experience and knowledge of, is it standard practice for network teams to manage Active Directory not developers, and are you asking contractors to manage active directory environments?  
**Answer:** DBED would like to have any custom built web applications be integrated with active directory for single authentication. The development environment should use Active Directory. We are not asking for developers to configure our active directory environment. We would like on an annual basis for the Task Order Contractor to assess the performance of the network and to gauge the capability of the network to handle future demand.
8. **Question:** Has DBED set up its SharePoint 2013 environment?  
**Answer:** Yes, DBED has a SharePoint 2013 environment in place.

9. **Question:** VSBE –Can you use the same subcontractor for MBE & VSBE?

**Answer:** Yes

10. **Question:** Can you only use VSBE businesses that are registered in Maryland?

**Answer:** No, VSBE is a federal program and businesses can be used from anywhere in the country.

PLEASE PRINT

SIGN IN SHEET

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21<sup>st</sup> Floor (The Maryland Room)  
Thursday, March 27, 2014  
10:00 a.m.  
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