



ROBERT L. EHRLICH, JR.  
Governor

CECILIA JANUSZKIEWICZ  
Secretary

MICHAEL S. STEELE  
Lieutenant Governor

**SUMMARY OF PRE-PROPOSAL CONFERENCE HELD ON AUGUST 24, 2005**  
**Consulting and Technical Services (CATS)**  
**Request for Proposals**  
**Project No.050R5800338**

**State Attendees:**

Maryland State Department of Budget and Management:

Ellis Kitchen, State Chief Information Officer  
Gregory McKibbin, Deputy State Chief Information Officer  
Stacia Cropper, Director, Strategic Planning, Office of Information Technology  
Susan Woomer, Procurement Officer, Office of Information Technology  
Dana Walker, Technical Project Specialist, Office of Information Technology  
Janice Montague, Small Business Reserve and Minority Business Enterprise Liaison,  
Procurement Policy and Analysis

Governor's Office of Minority Affairs:

Herbert Jordan, Deputy Director

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Susan Woomer, Procurement Officer, at the 2301 Argonne Drive, Baltimore, MD 21218, called the Pre-Proposal Conference for the Consulting and Technical Services (CATS) procurement to order at 10:15 a.m. local time on Wednesday, August 24, 2005.

Ms. Woomer and other State personnel present made introductions.

Ms. Woomer asked that all attendees be sure they had signed in by leaving a business card at the reception tables. The attendee's list for the conference would be made available with the pre-proposal conference summary.

A summary of this meeting, questions and answers and any amendments will be published and distributed to everyone who is known to have received a copy of the RFP, so all will have an equal opportunity to obtain the information.

Ms. Woomer outlined the format for the meeting and explained the procedure for questions. She explained that answers given verbally at the meeting are for clarification and informational purposes,

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but do not change the requirements of the RFP. Any changes to the written document must be in the form of an amendment to the RFP.

Mr. Kitchen and Ms. Cropper gave a PowerPoint presentation to the attendees providing an overview of the lessons learned from the current Technical and Consulting Services contracts. The presentation also gave an overview of the changes being made to the CATS procurement to make Maryland more business friendly.

Ms. Woomer briefly summarized Section 1 of the RFP.

Special emphasis was given to:

- Unlimited Awards,
- EMarylandMarketplace fees,
- Questions concerning the RFP,
- Proposal Closing Date – September 14, 2005; 2:00 pm,
- Amendments to the RFP,
- MBE requirement for this procurement (30% for an aggregate goal of all Master Contracts awarded, with individual goals set at the Task Order); and
- Offerors must be registered with the State Department of Assessments and Taxation to receive a Master Contract award.

Ms. Montague and Mr. Jordan gave a presentation on the Minority Business Enterprise Program.

Special emphasis was given to:

- Offerors being required to submit the Attachment D-1-Master with the technical proposal or the proposal will be rejected,
- Requiring that certified MBE firms receiving a Master Contract must also meet the MBE goals for Task Orders released under the Master Contract,
- Revised reporting procedures by State agencies; and
- Assistance available through the Maryland Department of Transportation MBE directory and Ms. Montague in assisting with locating certified MBE business partners.

Ms. Woomer briefly summarized Section 2, 3 and 4 of the RFP.

Special emphasis was given to:

- Offerors can propose to one, some or all 15 functional areas,
- Offerors need only be qualified to provide one example task as described in the scope of work, Section 2.3,
- Travel will be reimbursed as described in Section 2.2.4 of the RFP,
- Labor rates proposed under the Master Contract are the same rate for work performed either at the State site or the contractor site,
- Offerors do not have to propose to all labor rates,
- Labor rates proposed shall be fully loaded as defined in the RFP,
- Section 2 of the RFP provides general contractual requirements,
- Proposal format,
- Offeror general information,
- Past performance; and
- Proposal evaluation process.

The conference was then opened to the attendees for questions.

Ms. Woomer advised that:

- An amendment, questions and responses will be issued to clarify certain information contained in the above referenced RFP,
- The statements and interpretations contained in the questions by potential offerors are not binding to the State, unless explicitly stated in an amendment to the RFP; and
- Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the contractor.

Ms. Woomer stated that she would be sending out a summary of the conference.

Meeting adjourned at 12:05 p.m.