PREF-PROPOSAL CONFERENCE  
for  
Independent Assessment Services (IAS)  
RFP # 060B4400002  
Conference Room 164 A&B  
45 Calvert Street  
Annapolis, MD   21401  
November 6, 2012 – 10:30 AM  

I. Welcome and Introduction…………………………Michael Meinl, Procurement Officer  
   a. Sign-In Sheet  
   b. Attendees affiliated with State of Maryland  
   c. Pre-proposal Conference presentation and attendee list will be emailed  

II. General Procurement Information.........................Michael Meinl, Procurement Officer  

III. Proposal Submission Requirements...............Michael Meinl, Procurement Officer  

IV. MBE Goal................................................Michael Meinl, Procurement Officer  

V. Procurement Communication.........................Michael Meinl, Procurement Officer  

VI. Scope of Work........................................Stacia Cropper, Chief Operating Officer  

VII. Questions and Answers Period .................................................................ALL  

We will attempt to answer every question, but our responses may be subject to clarification later. Moreover, the responses given verbally today by state representatives are not binding upon the state and are for informational purposes only. Questions for which you desire a firm answer should be submitted via email. All such questions will be answered by the State, time permitting (before proposal due date). The resultant questions and answers (Q&A’s) will be distributed, at no charge, via eMaryland Marketplace (eMM). Q&A’s will also be posted on the DoIT website (http://doit.maryland.gov/pages/default.aspx). Also, should issues be raised which cause the solicitation to be amended, a copy of the addenda/amendment will be posted on eMM and the DoIT website.  

VIII. Closing Remarks........................................Michael Meinl, Procurement Officer
Pre-Proposal Conference Sign-in Sheet—Independent Assessment Services
Project # 060B4400002 – 11/6/2013

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Certified MBE (Yes) No

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ALTEK Information Technology Inc.
ALTEK is a WBENC certified Woman Owned Small Business and Minority Business Enterprise

Certified MBE (Yes) No

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Certified MBE (Yes) No

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Maryland Certified - SBE
Commonwealth of Pennsylvania Certified - W/MBE
SDB and 8(a) Certified
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Certified MBE (Yes) No

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MOMENTUM
Management Consulting
Women Owned Small Business

Certified MBE (Yes) No

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Certified MBE (Yes) No

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Certified MBE (Yes) No

5831 Brandons Way
Elkridge, MD 21075
410-715-0113
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Mobile 443-204-5131
www.excelot.com
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<tr>
<th>Company Name</th>
<th>Certified MBE</th>
<th>Manager/Contact</th>
<th>Phone</th>
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<tr>
<td><strong>CAEI</strong></td>
<td>Yes</td>
<td>Richard H. McClean</td>
<td>443.319.5381</td>
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<td><strong>ALTEK</strong></td>
<td>Yes</td>
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<td><a href="mailto:jchamberlain@al-tekinc.com">jchamberlain@al-tekinc.com</a></td>
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<td><strong>Soft-Con Enterprises, Inc.</strong></td>
<td>Yes</td>
<td>Gerald McGhee</td>
<td>301.29-0075 office, 202-746-4648 cell, 301-429-0036 fax</td>
<td><a href="mailto:gmcghee@softcon1.com">gmcghee@softcon1.com</a></td>
<td>9701 Apollo Drive, Ste. 202, Largo, Maryland 20774</td>
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<td><strong>Tidal</strong></td>
<td>No</td>
<td>Henry Cohn</td>
<td>301.875.7144 (P), 240.766.0586 (F)</td>
<td><a href="mailto:hcohn@tidal-group.com">hcohn@tidal-group.com</a></td>
<td>802 Cromwell Park Drive, Suite Q, Glen Burnie, MD 21061</td>
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<td><strong>Matrix Systems &amp; Technologies, Inc.</strong></td>
<td>Yes</td>
<td>Willie Davis</td>
<td>301.875.7144 (P)</td>
<td>matrixsystemsonline.com</td>
<td>1300 Mercantile Lane Suite 136F, Largo, MD 20774</td>
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<td><strong>CMAT</strong></td>
<td>Yes</td>
<td>David Mills</td>
<td>301.322-7862</td>
<td><a href="mailto:dmills@cmatservicesinc.com">dmills@cmatservicesinc.com</a></td>
<td>1891 Brightseat Road, Hyattsville, MD 20785</td>
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<td><strong>Berry Dunn</strong></td>
<td>Yes</td>
<td>Charles Leadbetter, PMP</td>
<td>207.541.2249, c: 207.749.1804</td>
<td><a href="mailto:cleadbetter@berrydunn.com">cleadbetter@berrydunn.com</a></td>
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<td><strong>Berry Dunn</strong></td>
<td>No</td>
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<td><strong>Linda Folsom Jackson</strong>&lt;br&gt;President/CEO&lt;br&gt;IAS&lt;br&gt;InfoAge Solutions&lt;br&gt;4800 Hampden Lane&lt;br&gt;Suite 200&lt;br&gt;Bethesda, MD 20814&lt;br&gt;Mobile 202.465.1964&lt;br&gt;Main 888.974.0999&lt;br&gt;Fax 888.543.2221&lt;br&gt;<a href="mailto:lindajackson@infoagesolutions.net">lindajackson@infoagesolutions.net</a> · <a href="http://www.infoagesolutions.net">www.infoagesolutions.net</a></td>
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<td><strong>Walter Butcher</strong>&lt;br&gt;CAMBRIA SOLUTIONS&lt;br&gt;1050 Connecticut Ave. NW, Suite 1000 Washington, DC 20036&lt;br&gt;mobile 530.701.3757&lt;br&gt;office 202.772.1114&lt;br&gt;facsimile 202.772.1116</td>
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November 7, 2013

Summary – Pre-proposal Conference
Title: Independent Assessment Services (IAS)
RFP#: 060B4400002
Pre-Proposal Conference at
45 Calvert Street, Annapolis, MD
DATE: 11/6/13 @ 10:30 AM

The pre-proposal conference began at approximately 10:30 am.

I) Welcome and Introduction:

Michael Meinl, the Department of Information Technology (DoIT) procurement officer for this solicitation, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

Stacia Cropper – DoIT
Tony Ma – DoIT
Larry Jasmann - DoIT
Doug Carrey-Beaver – DoIT AAG

II) General Procurement Information:

Michael told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of this RFP. He emphasized that today’s session is merely for guidance and attendees should not rely on verbal communications for information regarding the RFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. He then gave an overview of the RFP, highlighting important portions of the solicitation.

He reminded everyone to be sure to review the Key Information Summary Sheet on page 1.

He also emphasized the due date for this procurement as 2:00 pm on Tuesday November 19th.

Please note the proposal due date above and give yourself plenty of time for your proposal to arrive. If the proposal is late, even by one minute, it cannot be accepted!

III) Submission Requirements:
Michael reviewed the importance of the submission instructions in Sections 3.3 of the RFP. Proposals shall be submitted in two separately sealed volumes and labeled as directed in Section 3.3. Proposals shall be sent by mail, private courier or hand delivered.

He also suggested that when creating a technical response, you should keep your proposal in the same order as listed in Section 3.4. By keeping the proposal in the same order, you will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in sections 3.4. The group was informed if all required forms are not included, their proposal may be deemed non-responsive.

Further, Michael explained that the financial volume must be entirely filled out. All hourly labor rates must be clearly entered in dollars and cents. These prices cannot be contingent on any other factors or conditions. Every blank in the price sheet shall be filled in with the relevant data. In addition, Michael reminded Offerors that the prices provided are the maximum, not to exceed labor rates chargeable during the Master Contract. However, please keep in mind that this is a limited award Master Contract that will have a financial evaluation.

IV) **MBE Requirements**

This RFP has a 15% MBE goal, but does not have subgoals. All solicitations at the secondary level will be assessed for an MBE goal. When submitting a proposal to this RFP, an Offeror must complete Attachment D-1A to acknowledge the possibility of an MBE goal at a secondary level. Michael asked if there were any MBE’s in attendance and asked them to please identify themselves and their company.

Several companies introduced themselves as indicated in the attendee list. Michael thanked them and encouraged everyone to network with these companies after the conference.

V) **Communications/Questions:**

All communication must be in writing for an official response. Questions should be sent by email to Michael Meinl, the procurement officer – only.

VI) **Scope of Work**

Stacia Cropper provided a brief overview of the scope of work as described in the RFP. She briefly described the concept of the RFP and how she envisions the Master Contract will be used once awarded. She explained that this Master Contract will be used for a broad range of quality assurance work, ranging from IV&Vs to security consulting.

VII) **Questions and Answers**
At this point, the meeting was opened up to questions. There were new questions that Michael encouraged potential Offerors to submit in writing. Also, Michael reminded everyone again that only written answers should be relied upon. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to him via email.

VIII) **Closing Remarks:**

Michael reminded all potential Offerors to follow the layout in Section 3.4 of the RFP when creating their proposal. He reminded everyone that a Summary of today’s meeting and list of all attendees will be distributed as soon as possible.

Michael then thanked everyone for their attendance and the meeting was concluded.

IX) The pre-proposal conference adjourned at approximately 11:15 am.