

March 9, 2010

Summary
Microwave Ancillary Equipment and Services
RFP#: 060B0400006
Pre-Proposal Conference
at
45 Calvert Street, Annapolis, MD
February 25, 2009

The pre-proposal conference began at approximately 2:00 PM. The pre-proposal agenda was distributed to attendees and all attendees were asked to sign-in, if they hadn't already.

I. Welcome and Introduction – Ed Bannat, Department of Information Technology (DoIT)

Mr. Bannat introduced the State employees in attendance:

Denis McElligott - Director, Wireless Communications, DoIT;
Sean Javins - Communications Engineer, DoIT;
Mike Balderson, IT Procurement Specialist, DoIT.

II. General Procurement Information – Mr. Bannat said that the purpose of today's conference is to give everyone guidance on the special requirements of State procurements and provide an overview of our RFP. He emphasized that today's session is merely guidance and attendees shouldn't rely on verbal communications for information on the RFP. Substantive questions and comments must be submitted in writing to the Procurement Officer for a formal response. He then gave an overview of the RFP highlighting the following.

- a. Proposal Due/Closing Date** – The closing date for submission of proposals was originally Thursday, March 11, 2010 at 2:00 p.m. local time. **(This date has subsequently been amended (Addendum #2) to March 25, 2010 at 2:00 p.m. local time.)** An unbound original and two (2) bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.6 of the RFP, no later than 2:00 PM (local time) on March 25, 2010 in order to be considered. An electronic version (diskette or CD) of the Technical Proposal in MS Word format must be enclosed with the original technical proposal. The technical proposal is to be submitted separately but simultaneously with the financial proposal. No financial information is to be included in the technical proposal. **IMPORTANT: If a proposal is late, even by a minute, it will not be accepted!!! There are no exceptions to this rule, so give yourself plenty of time when you deliver your proposal.**

- b. Communications/Questions – All communications must be sent through Mr. Bannat, the Procurement Officer, and him only. The State is very strict on this. Questions will come up throughout this procurement. These questions should be sent by email to the Procurement Officer. He will send them in sets to the program team to get a formal response. Once these answers are completed, the Procurement Officer will send them out to everyone on his distribution list.
- c. MBE Goal – There is a minimum overall MBE subcontractor participation goal of 25% under Functional Area III—Installation, Repair and Preventive Maintenance Services. Mr. Bannat stressed how much emphasis the State of Maryland is giving MBE attainment and he asked the MBEs in the audience to stand up and identify themselves and their company. (The attendee list that accompanies this Summary also indicates the attendees who are MBEs) Each Offeror that includes in its proposal a response to provide Functional Area III services, shall complete, sign and submit Attachment G-1A (Offeror Acknowledgement of MBE Participation Commitment), at the time it submits its technical response to this RFP. Failure of a Functional Area III Offeror to complete, sign, and submit Attachment G-1A(Offeror Acknowledgement of MBE Participation Commitment) at the time it submits its technical response to this RFP, will result in the State’s rejection of the Offeror’s Proposal to the RFP for Functional Area III.

This is IMPORTANT: If you are a Functional Area III Offeror and your proposal doesn’t contain a completed, correctly filled-out and signed Attachment G-1A, your proposal will be eliminated from further consideration!!!

III. Scope of Work –

The scope of this solicitation encompasses the following functional areas. Manufacturer’s Warranty is included with Functional Areas I and II.

Functional Area I - Licensed Microwave Radios, ancillary equipment, test equipment and installation supplies

Functional Area II - Unlicensed Microwave Radios, ancillary equipment, test equipment and installation supplies

Functional Area III - Installation, Repair, Preventative Maintenance Services and Manufacturer’s Extended Warranty

- a. Master Contractors shall have a Manufacturer’s or Distributor’s Letter of Authorization signed by the Manufacturer for each Manufacturer product line offered to sell and/or provide services for the specified Manufacturer’s product line in Functional Areas I or II.

- b. Each Master Contractor in a Functional Area, may add additional Manufacturer Product Lines, in that Functional Area, throughout the life of the Equipment Master Contract.

PLEASE NOTE: An Offeror who did not submit a proposal for a particular Functional Area, CANNOT become a Master Contractor for that particular Functional Area for the length of this contract.

- c. Master Contracts will be awarded to all qualified Offerors for the respective Functional Area/s in accordance with the Competitive Sealed Proposals procurement process.

IV. Proposals – Mr. Bannat then discussed proposals.

- a. The Volume I-Technical Proposal shall be submitted as specified in Section 3.4 of the RFP.
- b. In order to receive a Master Contract in Functional Areas I, an Offeror must submit in their technical proposal at least one Manufacturer’s or Distributor’s Letter of Authorization for Functional Area I.
- c. In order to receive a Master Contract in Functional Areas II, an Offeror must submit in their technical proposal at least one Manufacturer’s or Distributor’s Letter of Authorization for Functional Area II.

V. **Price Sheets** – Mr. Bannat then discussed the Price Sheets.

- a. There are two price sheets for Function Area I;
 - 1) Attachment D-I which is for licensed Microwave Radios (only), and
 - 2) Attachment D-IA for Ancillary equipment, test equipment and installation supplies for licensed Microwave Radios.
- b. Offerors must submit a price sheet for each Functional Area (Attachment D-I, Attachment D-IA, Attachment D-II and/or Attachment D-III) for which they are submitting a proposal.
- c. For Functional Area III, Attachment D-III,
 - 1) Offerors are to propose only the labor categories they are capable of providing.
 - 2) Premium time rates pertain to work performed outside of normal hours (overtime, weekends and holidays).
 - 3) Offerors will use these labor categories and hourly rates throughout the term of the Contract when submitting a proposal in response to a PORFP for Functional Area III.

4) Proposed hourly rates in a PORFP may be lower but can be no higher than those proposed in this Attachment D.

5) If labor rates are not provided by the Offeror with the response to this RFP, the Master Contractor will not be allowed to propose this labor category in response to future PORFPs.

- VI. **Question and Answers** – Several questions were asked and answered during the conference, but Mr. Bannat again cautioned that only written answers should be relied upon. Therefore, if you need clarification, be sure to send in a written question. Mr. Bannat will send his response to all Master Contractors on his distribution list. He asked that the attendees submit their questions to him via email.
- VII. **Conclusion** – Mr. Bannat concluded the conference by thanking everyone for coming. He again said that the purpose of today’s conference was to give everyone guidance on the special requirements of State procurements and provide an overview of our RFP. Specific questions must be submitted in writing. He also said that a pre-proposal conference summary will be issued shortly. An electronic attendee listing will be attached to the pre-proposal conference summary. Mr. Bannat also handed out a hard copy listing of the business cards of the attendees at the pre-proposal conference

The pre-proposal conference adjourned at approximately 3:30PM.

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IMPORTANT: If you are a Functional Area III Offeror and your proposal doesn’t contain a completed, correctly filled-out and signed Attachment G-1A, your proposal will be eliminated from further consideration!!!

Edward Bannat
Procurement Officer