



*MARTIN O'MALLEY*  
Governor

*ANTHONY BROWN*  
Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

**PRE-PROPOSAL CONFERENCE SUMMARY PROJECT No. 050B7800012**  
**Commercial Off-The-Shelf Software Request for Proposals**  
**January 22, 2007**

Ladies/Gentleman:

The State of Maryland conducted a Pre-Proposal Conference at the BWI Thurgood Marshall Marriott in Baltimore, MD. An attendance list with the names of attendees who signed in is located as Attachment 1. The State of Maryland employees in attendance at the conference were as follows: Patti Tracey, Bill Bowser, Archie Black, Ellis Kitchen, Greg McKibbin, Stacia Cropper, Sue Woomeer, Mike Balderson, Robert Krysiak, Kimmeria Hall, Joy Epstein, Andrea Lockett and Janice Montague from the Governor's Office of Minority Affairs.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference, recognized the State and Department (DBM) people present, and reiterated that all vendors sign in. The Procurement Officer advised that a summary of the conference would be available to all known vendors to the Procurement Officer. Further the Procurement Officer advised vendors present to send the Procurement Officer an e-mail to be added/deleted from the vendor list for all information pertaining this RFP.

The Department of Budget and Management's MBE Liaison, Archie Black, reviewed the attachments G-1A and G-1 and G-2 in explanation of the MBE participation goal of 25% to all offerors proposing to Functional Area II- Training and Installation.

The Deputy Chief of Procurement, Bill Bowser, reviewed the RFP (except scope and Attachment D- price forms <at this time>).

Section 1-reviewed points related to type, terms and conditions of the solicitation,  
Section 3-reviewed proposal submission guidance and requirements, and  
Section 4-explained the evaluation process.

The following Attachments were reviewed:

Attachment A- pointed out that the contract takes precedence over all other materials that might be included by reference such as the RFP and contractor proposals,

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

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Attachment B-emphasized all blanks are to be filled in and that “domestic corporation” means a corporation registered in Maryland and that a “foreign corporation” means a corporation not registered in Maryland,

Attachment C-explained the contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the proposal,

Attachment E & F-explained Pre-Proposal Conference attendance and thanked vendors for coming out,

Attachment H- explained the Conflict of Interest Affidavit and Disclosure form.

The State’s OIT CIO employee, Ellis Kitchen, summarized the strategy of the RFP and that is was to gain best value for the State by splitting the expiring 20/20 contract into two new separate solicitations of software and hardware, therefore fostering greater competition.

Mr. Bowser then explained how to fill out the price forms for each Functional Area of the RFP included with Attachment D.

Then, the floor was opened to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail. The verbal questions were answered.

Date issued January 24, 2007

Patti Tracey

Procurement Officer

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COTS Pre-Proposal Attendance List