



August 2, 2016

**Summary – Pre-Proposal Conference**

**Title: Cable & Wiring (C&W) Materials & Services (Multiple Award)**

**RFP#: 060B6400046**

**Pre-Proposal Conference at**

**100 Community Place, Crownsville, MD 21032**

**DATE: August 1, 2016 @ 2:00 p.m.**

The pre-proposal conference began at approximately 2:09 p.m.

**I) Welcome and Introduction:**

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

Douglas CarryBeaver - OAG

Denis McElligott – DoIT

Carla Thompson – DoIT

**II) General Procurement Information:**

Larif 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 2.

**He also emphasized the due date for this procurement as 2:00 pm on Tuesday August 16, 2016.**

Larif suggested that Offerors allow plenty of time for proposals to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**



**III) Submission Requirements:**

Larif reviewed the importance of the submission instructions in 4.1 of the RFP. Proposals shall be submitted in two (2) separate volumes as described in Section 4.1

He also suggested that when creating a technical response, Offerors should keep their proposals in the same order as the RFP requirements in Section 4.2. By keeping the proposal in the same order, Offerors 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. The attendees were informed that if all required forms are not included, their proposal may be deemed non-responsive or not susceptible for award. Larif also suggested that Offerors pay careful attention to listing full, accurate, and current contact and reference information.

Further, Larif explained that the financial volume must be entirely filled out and signed by the Offeror. All 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.

**IV) MBE Goal**

This RFP has a 25% MBE goal.

Larif informed that the Department identified a couple of areas that could potentially be sub-contracted to MBE firms. Larif also explained that DoIT has a representative who serves as a point of contact for general MBE, VSBE, and SBE issues.

Larif asked if there were any MBE's in attendance and asked them to please identify themselves and their company. Multiple representatives from MBE firms introduced themselves as indicated in the attendee list. Larif 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 Larif Hamm, the procurement officer – only.

**VI) Scope of Work**

Denis McElligott provided an overview of the scope of work as described in the RFP.



**VII) Questions and Answers**

At this point, the meeting was opened up to questions. There were new questions that Larif encouraged potential Offerors to submit in writing, and he explained that answers to those questions will be distributed as soon as possible. Also, Larif reminded everyone again that only written answers should be relied upon. Any question for which an Offeror wishes to receive a formal response should be submitted in writing to Larif via email.

**VIII) Closing Remarks:**

Larif reminded all potential Offerors to follow the layout in Section 4.2 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.

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

The pre-proposal conference adjourned at approximately 2:50 p.m.

Pre-Proposal Conference Sign-in Sheet— Cable & Wiring (C&W) Materials & Services RFP

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