



DEPARTMENT OF INFORMATION TECHNOLOGY

Conferencing Services IFB

#060B2490027

Pre-Bid Conference

By Web Conference

July 11th, 2012



Agenda

- Introduction
 - Registered Attendees
 - Procurement Overview
 - Project Description
 - Scope of Work
 - Price Sheets
 - Procurement Specifics
 - Bid Response Requirements
 - State's Contract
 - Questions & Answers
- Ed Bannat
Procurement Officer
- Alan Sabol
Director, Telecommunications
- Ed Bannat
- Panel

Contacts

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Procurement Description

1. Bids due by 12 PM (local time) July 19, 2012

THERE ARE NO EXCEPTIONS

Single Award Contract for each of the three Conferencing Services

2. Supersedes Current Conferencing (Long Distance) Services Contract
3. Contract to provide the State with cost-effective, voice, web and video conferencing service
4. This will be a Fixed-Unit Price, Indefinite Quantity Contract.

Procurement Description - cont

5. The term of the contract shall be for a period of three (3) initial years, with the State having the unilateral right to exercise renewal options for two (2) one (1)-year renewal terms, plus an the transition period, on a month to month basis, not to exceed six (6) months.
6. The rates for services will remain the same or lower through the base term of the contract, the two one (1) year renewal options, and the transition period. The Contractor may grant a concession to the State and lower the rates at any time during the Contract by submitting revised service rates to the State CM.

Procurement Description - cont

7. Questions: If questions posed during the web conference are answered verbally, such answers are non-binding on the State. Only responses, in the form of a written question and answer set will be valid.
8. Bids are due no later than 12:00 PM (local time) on Thursday, July 19, 2012.
9. Addenda - If it becomes necessary to revise this IFB before the due date for bids, the State will issue addenda.

Procurement Description - cont

10. Neither multiple nor alternate Bids will be accepted.
11. The State's Contract: By submitting an offer in response to this IFB, an Offeror, if selected for award, shall be deemed to have accepted the terms of this IFB and the Contract, attached as Attachment A. No exceptions to the Contract are allowed. A Bid that takes exception to these terms will be rejected.
12. Bid/Proposal Affidavit. Must be submitted with Bid
13. Offerors must be registered with the State Dept of Assessment and Taxation.
14. Offerors must be registered on eMaryland Marketplace.

Statement of Work/Pricing Sheets

1. Review Section 2 of LD IFB
2. Review Pricing Sheets

Bids

1. Volume I - Technical Bid shall be sealed separately from Volume II - Financial Bid
2. One unbound original and four (4) copies of each volume are to be submitted.
3. An electronic version of both the Volume I - Technical Bid in MS Word 2003 format and the Volume II - Financial Bid in MS Excel 2003 format
4. Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Bid only)
4. Conflict of Interest Affidavit (Attachment E)

Technical Criteria

1. Stated commitment to comply with applicable requirements listed (Ref Section 3.2)
2. Bidder Experience and Capabilities (Ref. Section 4.4.6)
3. Financial Capabilities and Statements (Ref Section 4.4.9)
4. No exceptions to the Contract are allowed. A Bid that takes exception to these terms will be rejected

Financial Evaluation Criteria

1. All technically qualified Bidders will be ranked from the lowest to the highest price based on their total price proposed in their pricing sheets.

Overall Evaluation

1. The State will award the Contract(s) to the responsive and responsible bidder submitting the most favorable bid price for providing the services as specified in this IFB. The most favorable bid price will be determined as the lowest bid price per conferencing service, i.e, audio conferencing, video conferencing and web conferencing.

Summary

1. No exceptions to the Contract are allowed. A Bid that takes exception to these terms will be rejected
2. Again, remember, unless the State's response is in writing, it is not official!!
3. Bids due by 12PM July 19, 2012
4. Thank You



Questions?