



February 8, 2019

Summary – Pre-Proposal Conference

RFP#: 060B8400104

Held At: 100 Community Pl

Crownsville, MD 21032

First Floor Conference Room Side B

Friday, February 8, 2019 @ 10:00 AM

I) Welcome and Introduction:

Gayle Mealy, the Department of Information Technology (DoIT) Procurement Officer (PO) for this project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

- Tracia Sherman – DoIT
- Michele Minor – DoIT

II) General Procurement Information:

Gayle informed the assembled parties that 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. She 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. She then gave an overview of the RFP, highlighting important portions of the solicitation.

Gayle reminded everyone to be sure to review the Key Information Summary Sheet on page iii of the solicitation document. **She also emphasized the due date for this procurement is 2:00 pm on Friday, March 1, 2019.** Please note the proposal due date and give yourself plenty of time to submit your proposal by the due date. **If the proposal is late, it cannot be accepted.**

III) Submission Requirements:



Gayle noted that submission through via email is allowed for this solicitation and is the preferred method for response. Those wishing to submit a hard copy of their proposal, in the form identified in Section 5 of the RFP, are to email the PO at the email address identified on the Key Information Summary Sheet. The eMaryland Marketplace Bid number for this solicitation is: MDF50310342860.

Gayle also reviewed the importance of the submission instructions in Section 4 of the RFP. Proposals with commingled Technical and Financial Responses will be deemed not susceptible for award. Proposals shall be separated into two volumes – Volume I & II. Volume I shall be clearly labeled as the Technical Proposal and Volume II shall be clearly labeled as the Financial Proposal.

She also suggested that when creating your technical response, you should keep your proposal in the same order as the RFP requirements. 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 section 5.3. The group was informed if all required forms are not included, their proposal may not be susceptible for award.

Gayle explained that the financial volume must contain all price information in the format specified in Attachment B-1. Failure to properly complete the price sheet or to sign the price sheet may deem your proposal not susceptible for award.

Finally, financial and technical proposals are to be password protected. The Solicitation point of contact should be given the password for your financial proposal, an alternate point of contact is highly recommended. Gayle will contact the solicitation point of contact for the password when the State begins its financial evaluation for this solicitation. It is recommended that the corporate contact also store the passwords in case the identified solicitation point of contact cannot be reached.

IV) MBE and VSBE Requirements

Gayle explained that there is neither an MBE nor a VSBE subcontractor participation goal for this RFP; however, both MBE and VSBE firms are encouraged to submit proposals for DMARC RFP.

V) Scope of Work

Tracia Sherman provided an overview of the scope of work as described in the RFP.



VI) Questions and Answers

At this point, the meeting was opened up to questions from the vendors in attendance. Before we began, Gayle informed the vendors that only written answers are to be relied upon. Therefore, if clarification is required, be sure to send in a written request per Section 4.3 of the RFP. Additionally, vendors were informed that the State may ask that the Vendors in attendance at the pre-proposal conference may be asked to submit their question in writing.

There were questions which Gayle encouraged potential Offerors to submit via writing. She explained that answers to those questions will be distributed as soon as possible.

VII) Closing Remarks:

Gayle reminded all potential Offerors to follow the RFP instructions and include signed copies of all required documents. All proposals must be in to Gayle by the day and time specified. Again, if a proposal is late, even by a minute, it will not be accepted. Gayle reminded everyone that a summary of today's meeting and list of all attendees will be distributed as soon as possible.

Gayle thanked everyone for their attendance and the meeting was concluded.

VIII) The pre-proposal conference adjourned at approximately 10:55 am.