

September 16, 2013

SUMMARY
PRE-PROPOSAL CONFERENCE
Local Telecommunications Services
RFP # 060B3490013
Room 164A
45 Calvert Street
Annapolis, MD 21401
September 9, 2013 – 2:30 PM

The pre-proposal conference began at approximately 2:35 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, Procurement Officer, Department of Information Technology (DoIT).
Mr. Bannat introduced the State employees in attendance:
Mr. Alan Sabol, Contract Manager, Department of Information Technology (DoIT); and
Mr. Dale Eutsler, IT Procurement Specialist, Depart. of Information Technology (DoIT).
- II. **General Procurement Information** – Mr. Bannat then 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. Several of the more important items he highlighted were:

- a. **Proposal Due/Closing Date** – The closing date for submission of proposals is **Thursday, September 26, 2013 at 2:00 PM (Local Time)**. **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.**

NOTE: Subsequent to the Pre-proposal Conference, the closing date was extended until Thursday, October 10, 2013 (see Amendment #2).

- b. **Communications/Questions** – All communications must be sent through 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, post them on the DoIT website and post them on the eMarylandMarketplace website.
- d. **Revisions to the RFP** – Mr. Bannat stated that addenda/amendments to the RFP will be issued throughout this procurement. As with any correspondence he issues, the Procurement Officer will send them out to everyone on his distribution list, post them on the DoIT website and post them on the eMarylandMarketplace website. Offerors must acknowledge receipt of all addenda/ amendments to the RFP in the transmittal letter of their technical proposal.

**Local Telecommunications Services
Pre-Proposal Conference 9-9-2013
List of Attendees**

<u>Company</u>	<u>First</u>	<u>Last Name</u>	<u>Title</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Country</u>	<u>Phone</u>	<u>Fax</u>	<u>Mobile</u>	<u>Email</u>
Verizon Business Services	Chuck	Hutzell	Program Manager	989 Corporate Boulevard, Suite F	Linthicum	MD	21090	United States		(410) 694-3980	(410) 746-7108	chuck.hutzell@verizon.com

- e. Attachment 2 (Contract) – Attachment 2 in the RFP is an illustration of the State’s contract. When the recommended awardee is determined, the State will send a contract to them. The recommended awardee will have to sign and return the contract within five business days after notification. Then is not the time to take exception to the terms and exceptions of the contract. Make sure your Legal Department reviews Attachment 2 before you submit your proposal. Any exceptions to the terms and conditions must be identified in your proposals, specifically, in the Executive Summary of the technical proposal.

III. **Scope of Work** – Mr. Al Sabol then gave an overview of the Scope of Work required in the RFP. Several of the more important items he highlighted were:

- a. The Contractor shall provide local telecommunications service offerings to the State that shall include:
Business Lines, FX Lines, Analog and Digital Trunks, ISDN PRIs, SIP Trunking, Network Based Business Lines (i.e., Centrex services), IP Centrex, Operator Assistance, Diverse Routing and Dual Homing Capability, Switch Re-direct/Remote Call Forwarding Capability, Network Voicemail and PIC/ LPIC Change Charges
- b. Explicitly out of scope for this Contract are Long Distance Services, Toll Free Services, Data Services, and Directory Assistance.
- c. Directory Assistance shall be blocked on all accounts under the resulting State Contract.

IV. **Price Sheets** – Mr. Sabol then discussed the Price Sheets.

- d. The Price Proposal Form consists of four entry worksheets (one for each of the four LATAs), four calculation worksheets (one for each of the four LATAs), and a pricing total worksheet. Offerors are to fill in their rates, the tariff rate and the one-time installation charges for each item listed. Offerors are also to include taxes and surcharges for each item listed.

V. **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 via email a written question. Mr. Bannat stated that he would provide an email response to all questions that he receives. He will send his response to all vendors who are on his distribution list.

VI. **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’s scope of work. Specific questions must be submitted in writing. He also said he will generate a summary of this pre-proposal conference and send it out along with an attendee listing to his distribution list.

Mr. Bannat again stressed the importance of timely submission of proposals.

The pre-proposal conference adjourned at approximately 3:40 PM.

Edward Bannat
Procurement Officer