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OFFICE OF STATE PROCUREMENT

PRE-PROPOSAL CONFERENCE SUMMARY
October 18, 2021, 1:00 pm
Project No. BPM025755

Project Title: Communication Towers Inspection & Report

Ladies/Gentlemen:

The Department of Information Technology conducted a Pre-Proposal Conference for the Communication Towers Inspection & Report RFP at Google Meet on October 18, 2021, at 1PM. An attendance list with the names of attendees has been distributed along with this Summary.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Seth Bova, convened the conference on time at 1:00 PM, recognized the State personnel present, and reminded all vendors to make sure to announce their names so that they can be added to the attendance list. Vendors were provided with copies of the Pre-Proposal Conference Agenda.

Mr. Bova reviewed the following sections of the RFP:

- Section 1 – Minimum Qualifications
- Section 3 - General Requirements (reviewed insurance requirements, security and information technology requirements, liquidated damages, and contract transition);
- Section 4 – Procurement Instructions (reviewed topics related to proposal closing date, questions, contract type, duration, terms and conditions of the solicitation, and required affidavits);
- Section 5 –Proposal Format, (explained requirement to submit Technical and Financial Proposals in separate sealed and labeled packaging)
- Section 6 - Evaluation Criteria and Selection Procedure (explained the evaluation process including Technical and Financial Criteria); and
- Attachment B, Financial Proposal Form.

Curt Andrich, DoIT Contractor, reviewed the Scope of work requirements of the RFP:

- Section 2 – TO Contractor Requirements: Scope of Work



Mr. Bova opened the floor to questions with the caveat that formal answers to questions would be provided if the questions were submitted in writing, preferably by e-mail. Questions were raised regarding NDA documents and how to submit them to the Procurement Officer.

During the conference, the following points were emphasized:

- Follow-up questions and comments by prospective vendors are encouraged.

The attendees were reminded that responses given verbally and other general discussions were provided to help give a better understanding of the State's requirements. Mr. Bova further reiterated that any question asked and answered at the conference should be submitted formally, to him, by e-mail if the questioner wanted a coordinated, official response. The conference was concluded at 1:30 pm.

Date Issued: October 19, 2021

By:

Seth Bova

Procurement Officer

