



Pre-proposal Conference Summary

GIS Software Master Contract RFP#: 060B6400028

Pre-Proposal Conference Date: 4/8/16 @ 2:00 PM

The pre-proposal conference began at approximately 2:00 pm.

I) Welcome and Introduction:

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

Kenneth Miller – Acting Geographic Information Officer
Julia Fischer – Deputy Geographic Information Officer

II) General Procurement Information:

Alicia told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and provide an overview of this Request for Proposal (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 reminded everyone to review the Key Information Summary Sheet on page 2 for key dates associated with the RFP.

The first date to mark on the calendar is April 12th. All questions must be submitted to the procurement officer by 12:00 pm on April 12th in order to receive a formal response.

The second date to note is the proposal due date. **All proposals must be received by the procurement officer no later than 2:00 pm on April 22nd.** Please give yourself plenty of time for your proposal to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**

III) MBE Goal



This RFP has a 0% MBE goal. Alicia asked if any MBE's were in attendance and asked them to please identify themselves and their company. A couple of companies introduced themselves as indicated.

IV) Communications/Questions:

Alicia told the group to keep in mind that all communication and questions must be submitted in writing, by e-mail to Alicia.baltimore@maryland.gov for an official response.

V) Scope of Work

Alicia provided a brief overview of the scope of work as described in the RFP. She discussed the functional areas of the RFP and how the Contract will be implemented once awarded.

VI) Proposal Submission Requirements

Alicia reviewed the importance of the submission instructions in Sections 4.4 of the RFP. Proposals shall be submitted in two separately sealed volumes and labeled as directed in Section 4.4. Proposals shall be sent by mail, private courier or hand delivered.

She also suggested that when creating a technical response, an Offeror should keep the proposal in the same order as listed in Section 4.2. By keeping the proposal in the same order, one will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, form and etc. as spelled out in Section 4.2. The group was informed if all required forms are not included with the proposal, then it may be deemed non-responsive.

Further, Alicia explained that the financial proposal must contain all price information in the format specified in Attachment F.

VII) Questions and Answers

At this point, the meeting was opened up to questions. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to the procurement officer via e-mail.

VIII) Closing Remarks

Alicia concluded the conference by reminding all potential Offerors that if a proposal is late, even by a minute, it cannot be accepted! There are no exceptions to this rule, so give yourself plenty of time for your response to reach her! Questions must be submitted in writing. All potential Offerors should follow the RFP instructions when creating the proposal. She reminded everyone that a Summary of today's meeting will be distributed as soon as possible.



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

IX) The pre-proposal conference adjourned at approximately 2:15 pm.