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SUMMARY OF PRE-PROPOSAL CONFERENCE HELD ON AUGUST 17, 2005

RE: SBR – INDEPENDENT VERIFICATION AND VALIDATION SERVICES FOR MAJOR IT DEVELOPMENT PROJECTS Project No.F10R6200027

State Attendees:

Gisela Blades, Procurement Officer, Maryland State Department of Budget and Management
Wayne Petrush, DBM OIT Contract Manager & Project Manager
Janice Montague, DBM SBR and MBE Liaison
Mike Yeager, DBM Procurement Analyst

The Pre-Proposal Conference for Independent Verification and Validation Services for Major Information Technology Development Projects (F10R6200027) was called to order at 10:15 a.m. local time on Wednesday, August 17, 2005 by Gisela Blades, Procurement Officer, at 45 Calvert Street, Annapolis, MD 21401.

Ms. Blades introduced herself and the other State personnel present.

Ms. Blades asked everyone to sign the Sign-In Sheet and indicated that copies of the sheet would be available after the meeting.

A summary of this meeting and any questions and answers will be published and distributed to everyone who is known to have received a copy of the RFP, so all will have an equal opportunity to obtain the information.

Ms. Blades outlined the format for the meeting and explained the procedure for questions. It was explained that answers given verbally at the meeting are for clarification and informational purposes, but do not change the requirements of the RFP. Any changes to the written document must be in the form of an Amendment to the RFP.

Ms. Blades briefly summarized Sections 1,3 and 4 of the RFP
Special emphasis was given to:

- This is a Small Business Reserve procurement
- One Award will be made
- Two additional SBR web sites for further reference:
 - <http://www.smallbusinessreserve.maryland.gov/faq/index.cfm>

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<http://www.dbm.maryland.gov>

- <http://mdminoritybusiness.com/sbreserve.html>
- Price proposed must represent fully loaded fixed hourly labor rates
- Contract Duration is three years, but hope to complete task orders within one to two years
- e-marylandmarketplace fee requirement, in this case a \$1,000 up-front fee for the awarded contractor, which corresponds to level “4”, to represent an expected total contract value range between \$200,000 and \$500,000
- There is no MBE requirement for this procurement, but all subcontractors, if any, must be identified and their role explained.

Mr. Petrush then reviewed Section 2, Statement of Work, with special emphasis on the Task Order process.

Then followed the Question and Answer session.

Ms. Blades advised that:

- A list of questions and responses is being issued to clarify certain information contained in the above referenced RFP.
- The statements and interpretations contained in the following answers to questions by potential offerors are not binding to the State, unless explicitly stated in an amendment to the RFP.
- Nothing in the State’s response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the contractor.

Question/Answer Session:

1. Question: “Is the funding projected for the IV&V to be about \$500k per year or \$500k as a total for the life of the contract?”
Response: This project is budgeted to a level “4” procurement, between \$200,000 and \$500,000 total amount.

2. Question: “Given the fact that true IV&V warrants a high level of unbiased, will the evaluation process take into consideration the fact that offerors currently supporting any of the MITDPs maybe in conflict by supporting this contract?”
Response: An offeror would not be precluded from bidding on the new procurement as a result of its present involvement with a pre-existing IV&V contract with an agency identified on Attachment G of the RFP, but the potential conflict of interest is certainly a factor the State would consider.

3. Question: “ If one offeror scores significantly higher on the technical than another, will they both be considered equal (because they both qualify) when determinations are made for price evaluation?”
Response: Once proposals have received their technical ranking, the technical ranking will remain. Technical rankings will be combined with financial rankings to arrive at a combined ranking. Please see Section 4.5 of the RFP for a complete description of the process.

4. Question: What is the anticipated staffing requirement/budget to support IV&V work per year or throughout the length of this contract?

Response: The offeror is expected to propose staffing and the associated financial components.

5. Question: What weight will you place on personnel IV&V experience with State governments versus corporate experience?

Response: Please refer to Section 4.2 “Technical Criteria” of the RFP.

6. Question: We plan to use a sub-contractor in responding to this RFP. As the Small Business Reserve prime are we required to perform a specific percentage of the work for this RFP?

Response: There are no established guidelines. We expect offerors to respect the spirit and intent of an SBR procurement.

7. Question: What version of MS Word and Excel is required for the proposal response? (for the electronic version)

Response: Any recent version of MS Word and Excel is acceptable.

8. Question: Are there guidelines for the size of the proposal response?

Response: There are no guidelines. Please see Section 1.17 “Economy of Preparation”.

9. Question: Under the contract section of the RFP, Attachment A, it states, “Final payment under the contract will not be received until after certification is received that all taxes have been paid”. How long does it take for the certification to be completed?

Response: If there are no tax issues, certification is usually made within hours. If there are issues, the resolution period lies with the contractor.

10. Question: Do you anticipate that IV&V will be performed on all 17 major IT development projects? If not all, then how many of the projects are likely to be candidates for IV&V and can you tell us which projects?

Response: IV&V will not be performed on all 17 major IT development projects. Our anticipation is three (3) to four (4) projects will be likely candidates for IV&V. A project will be defined in each Task Order issued against the contract.

11. Question: Do you anticipate that any additional major IT development projects will be added to the list beyond the 17 mentioned in the RFP in attachment G?

Response: No

12. Question: To whom will the IV&V team report? Who is responsible for evaluating IV&V recommendations and findings and how will they be applied to each project?

Response: The contractor will interact with the Contract Manager as described in the RFP. The application of recommendations and findings is an internal DBM process.

13. Question: The position descriptions seem very broad and it may be difficult to find a resource that meets all requirements. How should this be addressed in the proposal response?

Response: If in-house resources are not available to cover all staffing requirements, the offeror may find other solutions, such as partner, subcontract, etc. to address the requirements.

14. Question: How many resumes should be submitted as part of the proposal response since we don't really know the scope of the effort?

Response: Please submit at least one resume per labor category proposed.

15. Question: Where will the work be performed? Are there multiple locations?

Response: All work performed is expected to be performed within the Baltimore/Annapolis corridor.

16. Question: Will the IV&V work require full-time resources throughout the length of the contract or part-time resources?

Response: It is the Contractor's responsibility to make sure that task orders are completed within the individual required time frame

17. Question: What is the Small Business Registration Number? Is this the Small Business Reserve Program Number?

Response: Yes.

18. Question: Will this solicitation be awarded to a single successful vendor or there be multiple awards to several vendors?

Response: Please see section 1.1 of the RFP. DBM intends to make a single award as a result of this solicitation.

19. Question: May I confirm once again the revenue criteria for the State of MD's definition of a small business? The company must have total revenue earnings of less than \$2 million dollars for each of the past 3 years?

Response: Please refer to DGS guidelines and the web sites indicated above.

Ms. Blades stated that she will be sending out a summary of the conference and that if she receives any questions in the next day or two, she will include them in the summary. If questions are received at a later date, she will send out a separate question/answer document.

Ms. Blades indicated that the preferred method to submit questions/feedback is for contractors to e-mail her at gblades@dbm.state.md.us.

Meeting adjourned at 11:30 a.m.