

July 30, 2008

Summary

Statewide Public Safety Wireless Communications System RFP #060B9800036 Pre-Proposal Conference

Joint Committee Hearing Room
90 State Circle, Annapolis, MD
July 24, 2008

The pre-proposal conference began at approximately 10:00 AM. 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: Elliot Schlanger, State Chief Information Officer; John Contestabile, Contract Manager; Sue Howells Director of the IT Procurement Office; Greg Urban, Director of Wireless Systems; Denis McElligott, Director of Networks; Katherine Raynor, MdTA; Ed Ryan, DNR; Craig Fetzer, SHA; Gisela Blades, IT Procurement Office; LaFrance Garlington, IT Fiscal Services; Wayne McBride, Prince George's County; and Charles Bryson, working with Prince George's County.

John Contestabile then spoke to the attendees about the importance of this procurement. With this procurement, we hope to achieve several things:

Operability throughout the State and across the State Enterprise: Because many State agencies rely on radio communications, we must have a system that works for them, giving them both coverage and reliability.

Interoperability: We want radio communications across jurisdictions and disciplines. We want communications from the cities to the counties to the State agencies to the Fed. We also want it from the police to EMT to the fire departments to Transportation, etc.

Durability: We want a durable contract vehicle that will be with us for a long time. We want a flexible many-year contract and partnership. This contract/partnership must be scalable, so that agencies can budget the money, migrate onto the system and achieve the operability and interoperability that they desire. So, we're looking for a good flexible partnership over the long term.

II. **General Procurement Information** – Mr. Bannat 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 highlighting the following.

- a. Proposal Due/Closing Date – The closing date for submission of proposals is Wednesday, October 8, 2008 at 2:00 p.m. 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.**
- 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.
- c. eMaryland Marketplace – In order to receive a contract award, a vendor must be registered on eMarylandMarketplace and this can be done on the eMarylandMarketplace website at www.eMarylandMarketplace.com.
- d. MBE Goal – The MBE goal for this procurement is 12 percent of the dollar value of the Contract minus subscriber equipment. Mr. Bannat stressed how much emphasis the State of Maryland is giving MBE attainment and he asked the MBEs in the audience to stand up and identify themselves and their company. (The attendee list that accompanies this Summary also indicates the attendees who are MBEs) **Mr. Bannat also stated that Attachments D-1 & D-2 must be submitted with your proposal. This is IMPORTANT: If your proposal doesn't contain a completed and correctly filled-out D-1 and D-2, your proposal will be eliminated from further consideration!!! There are no exceptions to this rule, so make sure your filled-out D-1 and D-2 are completed properly and included with your proposal. This is very important!!!!**
In this regard, Mr. Bannat mentioned that a) offerors should check the MDOT website to verify that their MBE subcontractor is certified, b) MBE percentages on the D-2 must be equal or greater than the offeror's overall commitment percentage, c) there shouldn't be ranges of participation on the D-2, only single percentages, and d) a prime cannot submit itself to meet the MBE participation goal.
- e. 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 the technical proposal.

- f. Subcontractors – Subcontractors, both MBE and non-MBE, must be identified in the proposal and the proposal must explain the role these subcontractors have in the performance of the Contract.
- i. Oral Presentation – Offerors may be required to make oral presentations. These oral presentations will take place approximately two to four weeks after the proposal closing date.
- j. Attachment A (Contract) – Attachment A 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 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 A 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.
- k. Attachment B (Proposal Affidavit) – Mr. Bannat clarified the meaning of the terms “Domestic” and “Foreign”. He explained that “Domestic” means a company incorporated in the State of Maryland, and “Foreign” means a company incorporated in another state. He further explained that all businesses must register to do business with the State of Maryland, whether a domestic corporation or a foreign corporation, and have a resident agent. The Proposal Affidavit must identify the resident agent and be properly signed. Make sure your Legal Department reviews this before you submit your proposal.
- l. Verification of Registration and Tax Payment – Mr. Bannat stressed that in order to do business with the State of Maryland, the business must be registered with the Department of Assessment and Taxation and be in good standing to do business with the State of Maryland.
- m. Electronic Funds Transfer – If selected for award, the Electronic Funds Transfer form (Attachment H) must be completed and submitted. All payments to vendors will be via electronic funds transfer.
- n. Non-Visual Access – By submitting a proposal to this RFP, the offeror warrants that information technology offered provides equivalent access for effective use by both visual and non-visual means.
- o. Living Wage – This procurement is subject to the State’s Living Wage requirement, so Attachment K must be submitted with the proposal.

- p. Mercury Affidavit – The State is required to give a preference to procuring products and equipment that are mercury-free. The price preference is .1 percent (.001) of the price for equipment offered. The State requires a completed Mercury Affidavit (See Attachment O) to be submitted with each technical proposal to determine mercury content in the products proposed.
- q. Minimum Qualifications – The offeror must be a product manufacturer or systems integrator of public safety wireless communication systems with demonstrable successful experience in providing wireless networks on a scale equal to or greater than: 1) 50 transmitter sites, 2) 10,000 subscribers, 3) Two regions and 4) Three independently operating entities. The proof of form for meeting these minimum qualifications must be included in the proposal’s Executive Summary.
- r. Technical Proposal – The technical proposal is to be submitted separately but simultaneously with the financial proposal. No financial information is to be included in the technical proposal. One unbound original, ten bound copies and eleven electronic copies (CD-ROM or DVD-ROM) of the technical proposal must be submitted in a sealed envelope separate from the financial proposal. A transmittal letter must accompany the technical proposal. It must be signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in the RFP.
An Executive Summary must be included. A form of proof of meeting the minimum qualifications (Section 2) must be included in the Executive Summary as well as a listing of any exceptions the offeror is taking to the requirements of the RFP, the Contract (Attachment A) or any other attachments.
- s. Financial Proposal – Financial proposals must be submitted in a sealed envelope separate from the technical proposal. One unbound original, ten bound copies and eleven electronic copies (CD-ROM or DVD-ROM) of the financial proposal are required.
- t. Technical Evaluation Criteria - The technical evaluation criteria in descending order of importance are: 1) Offeror Technical Response to RFP Requirements, 2) Project Organization, 3) Project Management Plan and Assumptions, and 4) Corporate Experience and Capabilities.

III. **Scope of Work** – Denis McElligott gave an overview of the Scope of Work required in the RFP. Mr. McElligott started by saying that questions should be submitted in writing, so that the process is formalized and there is no misunderstanding between the State and vendors. He then discussed the Scope of Work. If applicable, RFP Section #s are noted below.

- a. 3.1.3.2 Region Deployment Options - Review the difference between Public Service, Public Safety-Build and Public Safety-Upgrade, and be aware that any option may be selected by the State for a given region or regions.

- b. 3.2.1 General System Requirements - This is to be an APCO Project 25 Phase 2 digital trunked public safety radio system. It must be compatible with APCO Project 25 Phase 2 standards.
- c. 3.2.4.1 APCO P-25 Phase 2 Migration - Please be aware that the system does not need to be P-25/phase 2 compatible at the outset, but must be within 4 years of contract award.
- d. 3.3.7 Subscriber Equipment Requirements - We are asking for three tiers of portable and mobile subscriber radios with different feature sets as the RFP lists. Be aware that we are also requiring that you provide 3 manufacturers for each tier of mobile and portable subscriber units. It is our intent to offer maximum flexibility for end users in purchasing subscriber units from this contract.
- e. Note - Subscriber units, accessories and options are indefinite quantity items. The State makes no guarantee of any minimum purchase quantity under this RFP. The quantities listed in the pricing sheets are illustrative in nature and will be used in the evaluation process. They are not intended to represent any commitment on the part of the State to actually purchase these quantities.
- f. 3.4 Site Development - The State may wish the contractor to develop sites on its behalf, or in addition to existing state tower construction activities. The specifications for towers and shelters listed in the RFP are the same standards the State uses in its own tower construction program.
- g. 3.5 Implementation - It is our intent that implementation and acceptance of the radio system would be divided into regions as noted in the RFP. Be aware that implementation could be at any one of the three previously identified levels of service, as determined by the State Program Manager.
- h. 3.6 Support Services - The intent here is that the contractor will provide a minimum 2 year warranty, including software, parts and labor, on all system components effective as of the date of regional acceptance. The State also wishes vendors to provide pricing for either labor-only, or parts and labor as extended system support on pricing sheet F3.
- i. 3.7 Optional Services - The state may require services beyond the fixed price portion of this contract. These services may include site development, labor, subscriber units, additional equipment or accessories. These services may be required during implementation, during agency migration or after acceptance of a region. The intent is to allow for maximum flexibility and responsiveness in meeting program or agency needs. Services will be requested using the state's Task Order process as detailed in 3.7.1. Equipment and subscriber units with an established fixed price in pricing forms F2, F4 and F5 can be ordered using the predetermined discount and adjusted contract price.

- j. Note - These services are indefinite quantity items. The State makes no guarantee of any minimum purchase quantity under this RFP. The quantities listed in the pricing sheets are illustrative in nature and will be used in the evaluation process. They are not intended to represent any commitment on the part of the state to actually purchase these quantities.

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

F1- Summary Infrastructure: This price sheet details the various levels of service we are requesting pricing for: Public Service (build on existing state infrastructure), Public Safety-Build (build and deploy to 97% reliability across 95% of the defined coverage areas), and Public Safety-Upgrade (upgrade from Public Service to 97% reliability across 95% of the defined coverage areas). Vendors must supply the coverage levels expected by their design in the Public Service section.

F2- Site Development: This sheet details pricing should the State choose to have the vendor construct sites for the State. We have provided representative details for approximately 40 sites for evaluation purposes. The State may designate any number of sites to be constructed by the vendor as optional services. The quantities listed are for evaluation purposes only.

F3- System Support: This sheet details pricing for optional extended maintenance support services as detailed in section 3.6. The vendor will provide pricing for both parts and labor support, and labor only (with the state supplying spare parts).

F4- Equipment & Accessories: This sheet details pricing for optional subscriber equipment and system components that may be needed in order to upgrade capacity. The quantities listed are representative in nature for evaluation purposes and do not reflect actual quantities.

F5- Subscriber Equipment: This sheet details pricing for subscriber equipment. The quantities listed are representative in nature for evaluation purposes and do not reflect actual quantities. Please note that vendors are required to provide pricing for 3 manufacturer's subscriber units in accordance with item 3.3.7.10 and 3.3.7.13.

F6- Labor Rates: This section details pricing for optional labor services as may be required outside of the primary scope of the RFP as detailed in section 3.7.1. Hours listed are representative in nature for evaluation purposes and do not reflect actual quantities.

F7- Summary Sheet: This page will be used to evaluate vendor pricing in a weighted manner. Weights for each section are noted.

- 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 a written question. Mr. Bannat stated that he had already received questions prior to the conference and he would provide an email response to these questions and the future questions that he receives. He will send his response to all vendors who are on his distribution list. He asked that the attendees submit their questions to him via email since email is much easier to process.
- 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. Specific questions must be submitted in writing. He also said he will generate a summary of this pre-proposal conference by COB on Wednesday, July 30, 2008 and send it out along with an attendee listing to his distribution list.

The pre-proposal conference adjourned at approximately 12 noon.

Edward Bannat
Procurement Officer