

Pre-proposal Conference Summary
Project No. 060B0400006
May 11, 2010

State Representatives:

Stacia Cropper, Deputy State CIO, Administration
Gisela Blades, DoIT Procurement
Robert Krysiak, DoIT Procurement
Doug Carrey Beaver, Principal Counsel
Joan Peacock, DMB/DoIT Audit Team
Robert Krauss, DoIT Project Management Office

Attendees: Separate Distribution (Sign-in Sheet)

Ms. Blades, current Procurement Officer for the Request for Proposals (RFP) convened the meeting at 10:05 am and asked all present to introduce themselves.

Ms. Blades then introduced Robert Krysiak as new Procurement Officer for this solicitation (for contact information, see Amendment #1).

Ms. Blades went on to address the following:

- This RFP will result in unlimited Master Contract awards to all evaluated to be qualified (see DoIT CATS II web site for examples of structure and application).
- Task Order Requests for Proposals (TORFPs) will be issued to all Master Contractors; the vast majority will be based on “Commission Only” compensation, which does not cover future cost avoidance.
- There is no overall MBE goal for this solicitation, and therefore, submission of MBE documents at proposal submission is not required; nevertheless, the State reserves the right to establish an appropriate MBE goal at the TORFP level, if indicated, at which time properly executed MBE documentation must be submitted with the TORFP response.
- Living Wage Requirement applies.
- Financial Proposal is to reflect ceiling rates (highest commission/hourly rate to be charged). Price Proposal covers base period only; price proposals for extension option years will be solicited prior to exercising the option(s).
- Proposals are due to Robert Krysiak by June 1, 2010, 2:00 PM
- Special attention was given to Section 3.4.3.2 The Executive Summary “Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If no exceptions to terms and conditions are made, the summary shall indicate this.”

The floor was then opened for questions. Ms. Blades requested that any questions after the conference be submitted in writing and sent by email to the appointed procurement officer, Robert Krysiak, for consideration by the State. The meeting adjourned at 11:10 AM.

Notice: Nothing stated at the pre-proposal conference may change the RFP unless a change is made by the procurement officer by written amendment. This summary does not constitute a written amendment.