



**Pre-proposal Conference Summary**  
**Project No. 060B0400007**  
**Request for Proposals**  
**Consolidated Computer Aided Dispatch/Records Management System/Auto**  
**Vehicle Locator/Automated Field Reporting**  
**February 2, 2010**

State Representatives:

Ray Lehr - Statewide Communications Interoperability Program Director  
Mike Roosa - Chief Information Officer - Maryland State Police  
Tim Bowman – Project Manager, NRP-CAD/RMS - Department of Natural Resources  
Michael Eismeier - Director Policy and Planning/Project Management Office (Acting) – Department of Information Technology  
Susan Howells, Director, Information Technology Procurement Office - Department of Information Technology

Attendees: See sign-in sheet

Ms. Howells, Procurement Officer for the Request for Proposals (RFP) convened the meeting at 1:10 pm and asked that State representatives present introduce themselves.

Ms. Howells opened by stating that the purpose of the RFP is to establish a Contract for state agency use for the procurement and implementation of a Commercial Off-the-Shelf (COTS) Computer Aided Dispatch (CAD), Records Management System (RMS), Automated Vehicle Location (AVL), and Automated Field Reporting (AFR) System (CAD/RMS/AVL/AFR). The first purchase will be for the Core System. Once the Core System is implemented agencies will issue task orders for agency specific implementations.

Ms. Howells went on to address the following:

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process
- Attachments, including a detailed explanation for providing pricing

Emphasis was placed on required submissions:

- Having proposals delivered to the Procurement Officer on time by the due date of **March 17, 2010, 2:00PM Local Time**
- Minority Business Enterprise forms



- Bid/Proposal Affidavit
- Functional Requirements Document
- References

Mr. Lehr briefly addressed the highlights of Section 2 – Scope of Work.

The floor was then opened for questions. Ms. Howells requested that any questions asked at the conference and after the conference be submitted in writing and sent by email to the procurement officer for consideration. The meeting adjourned at 2:20 PM.

**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.**