



Pre-proposal Conference Summary

Consulting and Technical Services+ (CATS+) RFP#: 060B2490023-2016

Pre-Proposal Conference Date: 7/7/16

I) **Welcome:**

Alicia Baltimore, the Department of Information Technology (DoIT) procurement officer for this solicitation, welcomed everyone.

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 RFP. She emphasized that questions 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 for key dates associated with the RFP.

The first date to mark on the calendar is July 14th. All questions must be submitted to the procurement officer by 9:00 am on July 14th 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 August 1st.** 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 20% MBE goal and does not have a VSBE goal.

IV) **Scope of Work**

Alicia provided a brief overview of the scope of work as described in the RFP. She briefly described the seventeen (17) functional areas and explained that Offerors may propose to one, several or all functional areas.



V) **Proposal Submission Requirements**

Alicia reviewed the importance of the submission instructions in Sections 3.3 of the RFP. Proposals shall be submitted in two separately sealed volumes and labeled as directed in Section 3.3. 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 3.4. 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 3.4. 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 Offerors must propose pricing for all labor categories to be considered for Award. Offerors proposing to multiple functional areas are not required to submit a separate Attachment F-A1 for each functional area proposed.

VI) **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 the conference will be distributed as soon as possible.

Alicia then thanked everyone and the conference was concluded.