

Pre-Proposal Conference Log of Participants - GIS SaaS Master Contract (060B7400056)

Released: 2/22/2017

Conference Call - West Unified Communication Services Conferencing

Date: 3/3/2017 @ 1:00 PM (Local Time)

Company Name	Attendees	Request for Conference Call Information?	Responded with Conference Call Information
Computer Consultants International, Inc.	Nancy Annor; Amanda Dinsmore; Daiana Avellan; Sie Lema; CCI HR	Y	Y
Synergis Technologies	John McCarten	Y	Y
Peak Technology Solutions	Mohammad Tariq	Y	Y
New Light Technologies, Inc.	Rena Dulkowski	Y	Y
ShoreIT Solutions, LLC	Lillie Langer; Jody L. Sandwisch	Y	Y
SpatialGIS, LLC	Kendrick O. Faison	Y	Y
Fearless Solutions	Annie Barrow, John Foster, Jonathan Dandois, Scott Brown	Y	Y
BWRIGHT Consulting & Technology Training LLC	Barbara Wright	Y	Y
EducAid Technology, LLC	Dominick F. Banks	Y	Y
Jade Solutions	Tina Patterson	Y	Y
Salem Info Tech, Inc.	Wordsworth Ayyadurai, Raj Sundram, Nambi Ragupathy	Y	Y
VuTerra, LLC	Jeph Mathurin	Y	Y
Boundless Spatial	Ian Issacs	Y	Y
EagleView	Eddie Starr	Y	Y
GeoJOBE	David Hansen; Jeremy Weber	Y	Y
R&K Solutions	Michael Nichols, William Wingfield	Y	Y
MapBox	John Dombzalski	Y	Y
Synergy Systems and Services	Deepti Natali	Y	Y
Applied Geographics, Inc.	Tom Harrington; Mike Wiley	Y	Y
Michael Baker International	Becky Price; Kenny Miller; Allen Wainger	Y	Y
Cyclomedia Technology, Inc.	Frank Daly	Y	Y
Latitude Geographics Group, Ltd.	Craig Robinsion	Y	Y
OpenGov	Katherine Cima; Jeremy Mann	Y	Y
KCI Technologies	James Somerville; Brendan Carroll	Y	Y
CARTO	Joe Pringle	Y	Y
Geo-Comm, Inc.	Amanda Romaine; *possibly Shannon Koenig	Y	Y
Albrecht Engineering, Inc.	Harrison Bloom	Y	Y
IIC Technologies	Sai Pinnepalli; Shailesh Chanekar	Y	Y
Envision Consultants	Kevin Narvaez	Y	Y
Spatial Systems Associates, Inc.	Larry Newman	Y	Y



State of Maryland
Department of Information Technology

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

March 6th, 2017

Summary – Pre-Proposal Conference
RFP#: 060B7400062

Held By Conference Call
Friday, March 3rd, 2017 @ 1:00 PM

The pre-proposal conference began at 1:01 pm.

I) Welcome and Introduction:

Matthew Mickler, the Department of Information Technology (DoIT) Procurement Officer (PO) for this project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

- Julia Fischer – DoIT
- Matt Sokol – DoIT
- Lisa Lowe – DoIT
- Howard Barr – AAG

II) General Procurement Information:

Matthew informed the assembled parties that the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of this RFP. He emphasized that today's session is merely for guidance and attendees should not rely on verbal communications for information regarding the RFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. He then gave an overview of the RFP, highlighting important portions of the solicitation.

Matthew reminded everyone to be sure to review the Key Information Summary Sheet on page 2 of the solicitation document. **He also emphasized the due date for this procurement is 2:00 pm on Friday, March 17, 2017.** Please note the proposal due date and give yourself plenty of time to submit your proposal by the due date. **If the proposal is late, even by one minute, it cannot be accepted.**

III) Submission Requirements:

Matthew noted that submission through eMaryland Marketplace is allowed for this solicitation and is the preferred method for response. Those wishing to submit a hard copy of their proposal, in the form identified in Section 4 of the RFP, are to email the PO at the email address identified on the Key Information Summary Sheet. The eMaryland Marketplace Bid



number for this solicitation is: MDF50-310-313-25.

Matthew also reviewed the importance of the submission instructions in Section 4 of the RFP. Proposals with commingled Technical and Financial Responses will be deemed not susceptible for award. Proposals shall be separated into two volumes – Volume I & II. Volume I shall be clearly labeled as the Technical Proposal and Volume II shall be clearly labeled as the Financial Proposal.

He also suggested that when creating your technical response, you should keep your proposal in the same order as the RFP requirements. By keeping the proposal in the same order, you will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in section 4.2. The group was informed if all required forms are not included, their proposal may not be susceptible for award. The attachments to this solicitation are available on eMaryland Marketplace in Microsoft Word format.

Matthew explained that the financial volume must contain all price information in the format specified in Attachment E. The State is not mandating a specific Price Sheet or structure for this RFP; however, each price sheet must include the signature block on Attachment E. Further, if offering a third-party solution, please submit the manufacturer's letter of authorization (see Section 4.2.4.3 of the RFP). Failure to properly complete the price sheet or to sign the price sheet may deem your proposal not susceptible for award.

Finally, all financial proposals are to be password protected. The Solicitation point of contact should be given the password for your financial proposal. Matthew will contact the solicitation point of contact for the password when the State begins its financial evaluation for this solicitation. It is recommended that the corporate contact also store the password for the financial proposal in case the identified solicitation point of contact cannot be reached.

IV) MBE and VSBE Requirements

Matthew explained that there is neither an MBE nor a VSBE subcontractor participation goal for this RFP; however, both MBE and VSBE firms are encouraged to submit proposals to the GIS SaaS Master Contract RFP.

V) Scope of Work

Matt Sokol provided an overview of the scope of work as described in the RFP.

VI) Questions and Answers

At this point, the meeting was opened up to questions from the vendors in attendance. Matthew informed the vendors that only written answers are to be relied upon. Therefore, if clarification is required, be sure to send in a written request per Section 1.9 of the RFP.



Additionally, vendors were informed that the State may ask that the Vendors in attendance to submit their question in writing.

Matthew proceeded down the list of companies in attendance, engaging the representatives from those companies. There were questions which Matthew encouraged potential Offerors to submit via writing. He explained that answers to those questions will be distributed as soon as possible following the Question due date.

VII) Closing Remarks:

Matthew reminded all potential Offerors to follow the RFP instructions and include signed copies of all required documents. All proposals must be in to Matthew by the day and time specified. Again, if a proposal is late, even by a minute, it will not be accepted. Matthew reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Matthew thanked everyone for their attendance and the meeting was concluded.

The pre-proposal conference adjourned at approximately 2:00 pm.