



August 10, 2017

**Summary – Pre-Proposal Conference
Radio Communication Master Contract
RFP#: 060B7400088
eMM Bid#: MDF5031034048**

**Held In-Person
100 Community Place, 1st Floor Conference Room “A”
Crownsville, Maryland 21032**

The pre-proposal conference began at 10:05 AM.

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:

- Justin Ellingwood – DoIT
- Carla Thompson – DoIT
- Norm Farly – DoIT
- Kimberly Funk - DoIT
- Kevin Harp – OAG:DoIT

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 iii of the solicitation document. He reminded everyone that the due date for questions is Monday, August 14th, 2017 at 2:00 PM Local Time. Questions are to be emailed to Matthew.Mickler1@Maryland.gov. **He also emphasized the due date for responses to this procurement is 2:00 pm Local Time on Thursday, August 31st, 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 by email to Matthew.Mickler1@Maryland.gov is allowed for this solicitation, and that the State *strongly prefers* responses by email. Those wishing to submit a hard copy of their proposal, in the form identified in Section 5 of the RFP, are to email the PO at the email address identified on the Key Information Summary Sheet.

Matthew also reviewed the importance of the submission instructions in Section 5 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. Volumes I and II shall be submitted as separate emails, using the naming convention outlined in the RFP.

Matthew 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 5.4. The group was informed that if all required forms are not included, their proposal may not be susceptible for award.

Matthew explained that the financial volume must contain all price information in the format specified in Attachments B-1 thru B-4. Offerors were advised to review the instructions for Attachment B carefully, and to submit their Financial Proposal on the Price Sheet provided in Attachments B-1 thru B-4. Failure to properly complete the price sheet or to sign the price sheet may deem your proposal not susceptible for award.

For emailed submissions, both the Technical and Financial Proposal volumes must be password protected. A single password must be used for all items within Volume I, the Technical Proposal, and a separate, unique password must be used for all items within Volume II, the Financial Proposal. The solicitation point of contact should be given the passwords for the Offeror's Proposal. It is also recommend that the corporate contact store the passwords for the Offeror's Proposal in case the identified solicitation point of contact cannot be reached.

Finally, DoIT can only receive emails less than or equal to 25 Mb in size. If a submission exceeds this size, split the submission into two or more parts, and include the appropriate part number in the subject (e.g., Part 1 of X, Part 2 of X, up to Part X of X)

IV) MBE and VSBE Requirements

Matthew identified that an overall MBE subcontracting goal of five (5) percent exists for services under Functional Area IV of this Contract. Actual MBE goals will be established at



the Purchase Order Request for Proposal (PORFP) level. Ms. Carla Thompson, MBE Liaison to the Department, discussed Attachment D-A, which must be completed and submitted by all Offeror's in their Proposal, regardless of whether they are proposing Functional Area IV services.

V) Scope of Work

Justing Ellingwood with the Department 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 4.3 of the RFP. Additionally, vendors were informed that the State may ask them to submit their question in writing.

Those in attendance were able to ask questions at this time. There were questions which Matthew encouraged potential Offerors to submit via writing. He explained that answers to those questions would 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. Electronic signatures are appropriate for all documents which will be submitted with your proposal. All proposals must be in to Matthew by the day and time specified in the Key Information Summary Sheet. 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.

The pre-proposal conference adjourned at approximately 11:15 AM.

Pre-proposal Conference Attendance List

For: 060B7400088 - Radio Communications Master Contract
 Location: 100 Community Place, Conference Room A - First Floor
 Date/Time: Thursday, August 10, 2017 @ 10:00 AM Local Time (EDT)
 Hosting Department: Department of Information Technology

Leader: Matthew Mickler - 410.697.9679 (o); [REDACTED] Matthew.Mickler1@Maryland.gov

<u>Offeror</u>	<u>Attendee</u>	<u>Print Name</u>
ACG Systems, Inc	David Bonney	[REDACTED]
Aviat Networks	Mark Davis	[REDACTED]
	Neal Salzman	[REDACTED]
Birch Advisors	Nicholas Zahrobsky	[REDACTED]
CommDEX	Andre LaFollette	[REDACTED]
Communications Electronics, Inc.	F.J. Stetson	[REDACTED]
EF Johnson	Edward Milano	[REDACTED]
Fairwinds Technologies, LLC	Michael D. Bristol	[REDACTED]
Harris Corporation	Michael Kerwick	[REDACTED]
IT Tech Direct LLC	Ralph P. Riddle	[REDACTED]
	Jacob H. Wagner	[REDACTED]
Microwave Network, Inc.	Vicky Youtz	[REDACTED]
Motorola Solutions	Joe Dunston	[REDACTED]
ProCom Corporation	Gabe Najjar	[REDACTED]
	Michelle Ashley	[REDACTED]
Tactical Public Safety, LLC	Timothy Boukouris	[REDACTED]
Vertical Technology Services, LLC	Leslie Winkler	[REDACTED]
	Paul Fitts	[REDACTED]
	Owen Garland	[REDACTED]

Brown's Communications Inc. *Robert Lyseight*
Squad Car Supply *Jack Bacon*