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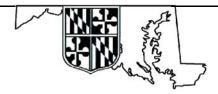


#### **MARYLAND**

#### STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

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Linda H. Lamone Administrator

Nikki Charlson Deputy Administrator

#### Pre-Bid Conference for TORFP D38B9400008

#### **MDVOTERS IV DATA CENTER OPERATIONS**

Date: August 14, 2019 Time: 2:00 pm at SBE Offices

#### I. Welcome:

- a. <u>Introductions</u>: Start with introductions (Whitney LeRoux, Director of Procurement & Task Order Procurement Officer, Sarah Thornton (MDVOTERS TO Manager), Nikki Charlson (Deputy Administrator, and Mary Wagner (Director, Voter Registration and Petition Division). <u>Have attendees introduce themselves and say what company they are from.</u>
- b. Reminder- Prime Contractor Offerors must be Master Contractors in FA 2 of the CATS Plus contract. You will not be susceptible for award unless you meet these requirements, meaning your proposal will be eliminated.
- c. Whitney LeRoux: Advise the contractors present that there will be a question period at the end of the conference and to please wait until that point for questions. Let them know that all question and answers from this pre-proposal conference will be released to the listserve of master CATS Plus contractors for Functional Area 2.

#### II. <u>Procurement</u> – Whitney LeRoux

- a. There is a current Task Order in place that expires 12/31/2019 and the incumbent is Sidus Group.
- b. Please note minimum qualifications section 1.1. The Prime Contractor must be able to meet the minimum qualifications independently without subcontractors, however subcontractors are permitted.
- c. This is a firm fixed price Task Order to obtain data center hosting services, including hardware, for several election systems, network administration, and data center migration relocation services, as well as a managed services provider for data centers. The task order includes the Primary Data Center (VROC) and the management of the COOP data center.
- d. While only Functional Area 2 CATS Plus master contractors are eligible to bid as prime contractors for this contract, you may include subcontractors that are not part of the CATS Plus FA2 list with your proposal. There is no required MBE or VSBE subcontract goal for this task order.
- e. The deadline for proposal submission is September 5, 2019 at 2:00 pm unless changed by amendment. No late proposals can be accepted, even if just a matter of minutes late per procurement regulations.

- Please do not wait to submit your proposal until the last minute, because the transmission time can take a few minutes and SBE's time of receipt of what is used for timeliness determination.
- f. Proposal Format is very important and Contractors should read TORFP section 5 closely to make sure their proposals meet all requirements; failure to do so could result in elimination. To highlight a few important points:
  - i. The forms (attachments and pricing form) provided must be used; do not modify a form or use another form that your company generally uses that is similar. You must include all relevant attachments with your proposal- refer to Table 1 on pages 70-71.
  - ii. Since proposals are accepted over email, it is essential that the instructions are followed in order to avoid disqualification.
    - Password protection- see section 5.3.4(C)- All technical and financial proposals must be submitted in separate emails and BOTH must be password protected. The passwords must be different for your technical and financial proposals. I will request the passwords at different times based on what phase of the evaluation we are in. The financial proposal passwords will not be requested until the technical evaluation and technical rankings are finalized.
    - 2. If your technical proposal is not susceptible for award, I will advise you of that and will not request a password for your financial proposal.
    - 3. Ensure the subject line of your email submission includes the TORFP number- D38B9400008 and "Technical" or "Financial."
    - 4. Note that versions redacted to conceal proprietary or confidential information are also required as part of your technical and financial submissions; SBE is contacted relatively frequently with Public Information Act (PIA) requests, so it is important we have these versions available.
    - 5. No pricing information may be included in the technical proposal. For the technical proposal, a word and PDF version is required.
- g. Questions and Answers:
  - i. All questions must be emailed to Whitney LeRoux at <u>Whitney.LeRoux@Maryland.Gov</u>. Please do not call with a question, because the exact question and answer must be released to all the master contractors eligible to bid for this TORFP. The Procurement Officer will not identify which contractor asked the question.
  - ii. We will release the attendance list and Q and A set from this pre-proposal conference to the distribution list.
- III. Contract Manager Information
- IV. Question and Answer Session

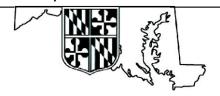
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  Amendment #2 has changed this requirement—subcontractor(s) may be used to meet the minimum
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8/22/2019

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8/22/2019