

**Department of Information Technology (DoIT) and Maryland Motor Vehicle
Administration (MVA)
Pre-Proposal Conference**

**Project: Enterprise Content Management System (ECMS) RFP# 060B6400035
Document Imaging Workflow System (DIWS 2) TORFP#: V-HQ-16025-IT**

Date and Time: Tuesday, August 16, 2016 from 10 AM till Noon local time

**Location: Maryland Department of Transportation
The Secretary's Office (TSO)
7201 Corporate Center Dr., Hanover, MD 21061**

Room: TSO Conference Room - Harry Hughes Suites 1, 2 and 3

Remote Dial-in/Web Conferencing:

<https://mdot.webex.com/mdot/j.php?MTID=m70aef65dd8f405dddaae34bfef979340>. Code 730 346 313 Audio # 1-415-655-0002

The Maryland Department of Information Technology (DoIT) and the Maryland Motor Vehicle Administration (MVA) will conduct Pre-Proposal Conference, in support of the anticipated ECMS Request for Proposal (RFP) and the DIWS 2 Task Order (TO). This announcement serves as a pre-solicitation notice and is issued solely for information and planning purposes.

EVENT AUDIENCE

This two hour event is planned for any vendor considering providing DoIT and the MVA with a proposal on the DoIT ECMS RFP which included TO #1 for MVA's DIWS 2. There will be a brief PowerPoint presentation to include the following:

- General Procurement Information
- Background information on the ECMS statewide project requirements and future TORFP's
- Overview of MVA's DIWS 2 TO, scope of work and offeror requirements
- MBE and VSBE goal(s) for TO and future TORFP's

Written questions from prospective Offerors will be accepted by the Procurement Officer prior to the Conference. If possible and appropriate, such questions will be answered at the Conference. (No substantive question will be answered prior to the Conference.) Questions to the Procurement Officer

shall be submitted via e-mail to the Procurement Officer's e-mail address indicated in the RFP Key Information Summary Sheet. Please identify in the subject line the Solicitation Number and Title.

We request that all companies pre-register and that you limit representation to two attendees per company. Photo ID's are required to enter TSO.

Minority and veteran business enterprises are encouraged to participate.

REGISTRATION INFORMATION

Please send Attachment E to Joy Abrams at jabrams@mdot.state.md.us

Registration deadline is Thursday, August 11, 2016, at 2:00 PM local time.