



**Pre-Proposal Conference Summary**  
**Project No. 060B9800050**  
**June 19, 2009**

State Representatives:

Stacia Cropper, Deputy State CIO, Administration  
Susan Howells, Director, DoIT Procurement  
Doug Carrey Beaver, Principal Counsel  
Robert Campbell, Director, Applications Systems Management  
Pamela Ellis, Project Manager  
Cindy Kolner, Executive Director of the Department of Budget and Management's Office of Personnel Services and Benefits.

Attendees: Previously distributed.

Ms. Howells, Procurement Officer for the Request for Proposals (RFP) convened the meeting at 10:05 am and introduced the State representatives present.

Ms. Howells pointed to the attendees that this RFP is for the procurement of the COTS software only. It does not include the integration services. Once the State selects the software and the contract has been approved by the Board of Public Works, the State will then release the solicitation for the integrator.

Offerors who submit a proposal in response to this RFP and, if awarded a contract, may still submit a proposal for the integration services. The State will not issue a notice to proceed for delivery of the software until contract award is made for the integrator. This means that it could be up to 18 months before delivery of the software is requested.

Ms. Howells went on to address the following:

- Sections 1 – General Information
- Section 3 – Proposal Format
- Section 4 – Evaluation Process
- Attachments, including a detailed explanation for providing pricing

Emphasis was placed on required submissions:

- Having proposals delivered to the Procurement Officer on time, by , **July 30, 2009 2:00PM Local Time**



- Special attention was given to Section 3.4.4. The Executive Summary  
“Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If no exceptions to terms and conditions are made, the summary shall indicate this.”

Ms. Ellis then addressed Section 2 – Scope of Work. It was noted that payroll is not a requirement of the software.

The floor was then opened for questions. Ms. Howells requested that any questions after the conference be submitted in writing and sent by email to the procurement officer, for consideration by the State. The meeting adjourned at 11:20 AM.

**Notice: Nothing stated at the pre-proposal conference may change the RFP unless a change is made by the procurement officer by written amendment. This summary does not constitute a written amendment.**