Pre-Proposal Conference
IN-PERSON and VIRTUAL VIA MICROSOFT TEAMS
RFP: MDOTTS2211
Mainframe and Peripheral Maintenance Support
Thursday, June 8, 2023 @ 10:30 a.m. (EST)

Good morning and welcome to the Pre-Proposal conference for the Request for Proposals (RFP) MDOTTS2211 for Mainframe and Peripheral Maintenance Support. My name is Joe Palechek and I am the Procurement Officer assigned to this RFP. Also in attendance is the **Contract Manager Michael Hicks, Brenda Townsend-Milton form the Office of Diversity and Equity and Sharon Jackson from Contract Management**.

If you are attending Virtually, please keep yourselves on mute during this conference unless you are speaking as this will reduce feedback and background noise.

I will be going over the Procurement part of this project. We will do our best to answer all questions **but all questions requiring an official answer are to be submitted in writing**. No answers given at today's meeting will be considered binding or an amendment to the contract. Everyone will have an opportunity to ask questions once we have finished our presentation.

- The main purpose of this pre-proposal conference is to review the procurement requirements, address concerns, provide clarifications, provide instructions pertaining to the solicitation and scope of work, and answer questions.
- Written **questions must be submitted to me at** jpalechek@mdot.maryland.gov. The deadline for submission of questions is **Monday, June 12, 2023, at 4:00 p.m. Local Time**
- The Questions and Answers will be released as soon as possible after the Question due date and time.
- This RFP was advertised Via eMaryland Marketplace Advantage (eMMA) on **Wednesday, May 31, 2023**.
- The Pre-proposal and the attendees list will be posted on eMMA later today.

- Changes to the scope of work or any response requirements will be published as an Amendment and supersede the original published documents per COMAR.
- The due date and time for proposal Submission is **Tuesday July 11, 2023 @ 2:00 p.m. Local Time**. Please see Section 5 of the RFP for specific proposal submission information.
- As a reminder, the Proposal submission along with all of the required Attachments and Appendices (listed under Section 7 of the RFP), are to be delivered together, but separate from the Financial Proposal. The proposals must be e-mailed to the Procurement Officer by the due date.
- Please submit your offer in the format listed in section 5.2 and 5.3 of the RFP, as this will help to ensure that you have submitted all requested information as well as assist the evaluation team to determine that all information has been received.
- The State will award this project to one (1) Contractor.
- Please be sure to review Section 6 – Evaluation and Selection Process, and in particular Section 6.2, Technical Proposal Evaluation Criteria.
- Please note that under Section 3.6 Insurance Requirements Sub-Section 3.6.2 there is a Cyber Security/Data Breach Insurance requirement of $3 Million /per claim.
- Please note that all equipment is listed under the Price Sheet Attachment B.
- Also please note that Proposal must be submitted via eMaryland Market Place Advantage (eMMA). Also, if a proposal is submitted by a firm and an Amendment is released after the submission. The Proposal will need to be resubmitted.

Reference Checks for Key Personnel and the Firm:

I cannot stress enough the importance of giving good references in your proposal for your Firm. Please provide a working e-mail address and phone number for each reference. It is the responsibility of each offeror to provide accurate and up to date information for each of the references. These references will be checked by the Procurement Officer and are ultimately part of the overall evaluation. See sections 3.9.1 and Section 5.3.2 I. References are part of the evaluation criteria under Section 6.2.4

MBE & VSBE Participation:

- There is a 10% Minority Business Enterprise (MBE) goal on the RFP.
- There is no sub-goals or Veteran Small Business Enterprise (VSBE) Goal for this project.
- Brenda will now go over the MBE participation information.

Scope of Work review:

- Contract Manager, Michael Hicks will now go over the Scope of Work for this RFP.

Questions:

- I will now go down the attendance list one time and ask each firm if they have any questions. Reminder that these questions and any additional questions must be submitted in writing via e-mail to me for an official response.

Final Reminders:

- It is your responsibility to update your company's registration and information as necessary on eMMA. MDOT Procurement does not have the capability of updating contractor's information within eMMA.
- Only the information communicated by the Procurement Officer in writing shall be the official position of MDOT, and MDOT assumes no responsibility for information communicated by any other source.
- Later today a copy of the Pre-Proposal minutes and attendee listing will go out. Questions and answers will also be sent out once all questions are received and properly answered.

This concludes the Pre-Proposal Conference. MDOT would like to Thank you for your attendance and participation. Have a good day everyone!

The End

MARYLAND DEPARTMENT OF TRANSPORTATION
OFFICE OF PROCUREMENT
Virtual Attendees

TITLE: Mainframe and Peripheral Maintenance Support
DATE: 6/8/2023 **[ ] PRE PROPOSAL MEETING**

COMPANY NAME	PRINTED NAME	E-MAIL ADDRESS
MDOT Procurement	Joe Palechek	jpalechek@mdot.maryland.gov
MDOT CMO	Sharon Jackson	Sjackson14@mdot.maryland.gov
MDOT IT Operations	Michael Hicks	Mhicks1@mdor.maryland.gov
Bullseye Computing Solutions, Inc.	John Walden	john.walden@bullseye-computing.com
Bullseye Computing Solutions	Jeremy Hess	jeremy.hess@bullseye-computing.com
Bithgroup Technologies	Larry Pitts	Lpitts@bithgroup.com
MDOT ODE	Brenda T-M	BTownsend-Milton@MDOT.MARYLAND.GOV

MARYLAND DEPARTMENT OF TRANSPORTATION
OFFICE OF PROCUREMENT

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DATE: 6/8/2023 **[X] PRE PROPOSAL MEETING**

COMPANY NAME	PRINTED NAME	E-MAIL ADDRESS
DK Consulting	Lloyd Ramirez	lramirez@dkconsult.net
Applied Technology Services	Bob Marchase	bob@appliedtechnologyservices.com
Applied Technology Services	Jacob Burnett	jacob@appliedtechnologyservices.com

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