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Secretary

MARC L. NICOLE
Deputy Secretary

***PRE-PROPOSAL CONFERENCE SUMMARY
MARCH 26, 2018***

**PROJECT TITLE:
EMARYLAND MARKETPLACE EPROCUREMENT SOLUTION**

SOLICITATION NUMBER – DGSR8400113

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on March 26, 2018, at the Maryland Department of Information Technology, 100 Community Place, First Floor Conference Room A, Crownsville, MD 21032. An Attendance List and Question & Answers #1 are issued with this summary in separate documents. Attending on behalf of the State were: Mr. Robert Gleason, Senior Procurement Executive, Department of General Services; Jamie Tomaszewski, Chief of Procurement, Department of Budget & Management; Sachin Bhatt, Chief of Procurement, Department of Information Technology; George Mitchell, Office of Business Programs, Department of General Services; Sandra Zinck, Director of General Accounting, Comptroller of Maryland; Jim Roman, Technical Supervisor, Department of Information Technology; Sue Howells, Procurement, Department of Information Technology; Matthew Stockwell, Procurement Analyst, Department of Budget & Management; and Rachel Hershey, Procurement Officer, Department of Budget & Management.

This document summarizes the Pre-Proposal Conference. The Procurement Officer convened the conference around 10 a.m. and recognized the State personnel present as identified above.

The Procurement Officer then reviewed the following sections of the Request for Proposals, Attachments, and Appendices:

- Section 1 – Key Information Summary Sheet (including contract duration, procurement officer, due date for and submission of questions; due dates & times for technical and financial proposal submissions, award basis, revisions to the RFP, and Minority Business Enterprise and Veteran-Owned Small Business Enterprise goals), Background and Purpose, and Current State.
- Section 2 – General Contractor Requirements;
- Section 3—Attachments and Appendices;
- Appendix 4 – Functional Requirements Document; and

- Appendix 5 – General Procurement Information and Process (including proposal submission requirements, format, evaluation criteria, evaluation process, and award notification).

Mr. Robert Gleason provided a summary of the scope of work in the RFP:

- Section 1 – Scope of Work.

Ms. Jamie Tomaszewski provided an overview of the MBE and VSBE forms, Attachments D and E and answered related questions.

The Procurement Officer then solicited questions from attendees and advised that questions would be answered in writing and distributed to all offerors if the question were submitted in writing. Attendees asked several questions at the conference.

The attendees were reminded that responses to questions and other general discussions do not change the provisions of the RFP and that only a formal amendment can change RFP requirements. Responses given at the conference were intended to aid in understanding the State's requirements. The conference was adjourned around 11:30 a.m.

Date Issued: March 26, 2018

By:

<signed>

Rachel Hershey
Procurement Officer

Attachment 1:

Pre-Proposal Conference Attendance List

Attachment 2:

Pre-Proposal Conference Agenda

Attachment 3:

Question & Answers #1