MARYLAND

DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY PROJECT No. F10B8200018
WebFleetMaster (WFM) Support
July 11, 2008

Ladies/Gentleman:

The Sate of Maryland conducted a Pre-Proposal Conference at the State Office building located at 45 Calvert Street in Annapolis, MD, on July 10, 2008. An attendance list with the names of those attendees signing in is located at Attachment 2.

This Summary is being issued to document the Pre-Proposal Conference.

The Procurement Officer, Joy Epstein, reviewed the RFP:

Section 1-reviewed points related to type, terms and conditions of the solicitation,
Section 3-reviewed proposal format guidance and requirements, and
Section 4-explained the evaluation criteria and selection process and how the State will select the most advantageous proposal.

The following Attachments were reviewed:

Attachment A- pointed out that the contract has mandatory terms and any exceptions need to be stated in the offerors' transmittal letter.
Attachment B-emphasized all blanks are to be filled in and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland,
Attachment F-explained Price Proposal Instructions and Form
Attachment G-explained Living Wage Requirements and filling out the Living Wage Affidavit.

The State's MBE liaison, Tom McLamore, summarized the RFP, Section 1.10, "Minority Business Enterprise", to encourage MBE participation in the absence of an MBE goal.

The State's Fleet Manager, Larry Williams, summarized the RFP, Section 2, Scope of Work, describing the evolution of the WebFleet software and the current environment in which the software is being used today. The DOIT department representatives Terraceta Tubaya and Lan Pasek were available for support regarding any technical questions. Ms. Tubaya mentioned that the website links needed updated in the RFP sections 1.30, Non-Visual Access, and 2.3.4, Operating Environment. Amendment #1 provides the corrected website link.

Then, the floor was opened to questions in which any substantive questions are provided in the Q&A document #1. The attendees were thanked for their time and consideration and the conference was concluded.

Date issued July 11, 2008

Joy Epstein

Procurement Officer

Attachment 1-Pre-Proposal Attendance List

ATTACHMENT 1

Pre- Proposal Attendees July 10, 2008 1:00 pm WebFleet Master (WFM) Support

	Company Name	Attendee	Title	Phone Number	Email Address	MBE/ SBR
1	Millennium Consultants Inc.	Lynn Sheehan	VP Business Development	732-562-0200 X24	lsheehan@millenniumci.com	
2	DSbyte Solutions LLC	Oma Sampson		866-485-0742	omasampson@dsbyte.com	MBE
3	OS Information Systems Inc.	Mahendra Sapa	CFO & VP	301-325-8395	msapa@osinformationsystemsinc.com	MBE
4	AP Ventures, LLC	Nandita D. Gududuri		301-535-2495	Info@theAPVentures.com	MBE
5	Enterprise Solutions Realized Inc.	Dale Posthumus	VP Operations	410-442-5501	dposthumus@esr-inc.com	
6	Business Integra Inc	D. Jagan Parthasarathy	VP Operations	443-534-0455	jagan@businessintegra.com	MBE