

1 STATE OF MARYLAND
2 DEPARTMENT OF LABOR, LICENSING AND REGULATION

3 Pre-Proposal Conference
4 Managed Image and Data Access System (MIDAS)
5 DLLR FY2015-014

6
7 1100 North Eutaw Street
8 Lower Level Training Room
9 Baltimore, Maryland

10 February 10, 2015

11 SEAN WATSON, Procurement Officer

12 ALLAN ROBINSON, MBE Liaison

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1 ALSO PRESENT:

2 JIM MCVICKER, Project Manager

3 PRAHALAD R. PATEEL, Deputy Chief, Information Officer

4 JENNIFER POLAN, Program Administrator

5 JILL CHALAN, Task Order Manager

6 MARY ANN LABIB, Unemployment Insurance

7 PRESENT FOR VENDORS:

8 AMBER SCHAD, GANTECH

9 KALIA KINSER, Infojini, Inc.

10 SAMEERA ADITHAM, Infojini, Inc.

11 MATT KILLMEYER, Information Management Consultants

12 TOM GARDNER, The Canton Group

13 HEATH GOISOVICH, DK Consulting, LLC

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Opening by Mr. Watson

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Presentation of Mr. Robinson

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1 2 p.m. So Addendum 1 went out late yesterday to extend
2 the proposal due date to March 4, 2015, 2 p.m. And the
3 questions is extended to February 26, 2015 at 2 p.m. So
4 please make note of that. The addendum was issued
5 yesterday. All right. If you could turn to page 10, I'm
6 going to briefly go over the scope of work, what the
7 purpose is and the background of this procurement. All
8 right, I'll begin reading Section 2.1, Purpose. All
9 right. DLLR Division of Unemployment Insurance, DUI, is
10 issuing this CATS+ TORFP to obtain technical services to
11 provide operations and maintenance, O&M, support on an as
12 needs basis for the MIDAS database and application
13 environment services in accordance with the scope of work
14 described in this Section 2. As part of the evaluation
15 of the proposal for this task order, master contractor
16 shall propose a claim to maintain the MIDAS system. DLLR
17 intends to award this task order to one master contractor
18 that proposes a team in a staffing plan that can best
19 satisfy the task order requirements. Note that all work
20 performed under this TORFP will be initiated through work
21 orders following the process described in Section 2.12.

1 And then on Section 2.2, Requesting Agency
2 Background, DLLR DUI is a responsible -- I'm sorry. Is
3 responsible for paying individual payments who are
4 unemployed through no fault of their own, collecting
5 Unemployment Insurance taxes from employers, and
6 resolving disputes between claimants and employers.
7 These three core functions are referred to as Benefits,
8 Contributions and Appeals:

9 A. Benefits: Unemployment Insurance provides
10 benefits to persons who are unemployed through no fault
11 of their own and who are ready, willing and able to work,
12 and actively seeking work.

13 B. Contributions: The Contributions Division is
14 dedicated to ensuring that eligible citizens of Maryland
15 have access to Unemployment Insurance benefits when and
16 if necessary. Our responsibilities include collecting
17 quarterly Unemployment Insurance benefits when and if
18 it's necessary. Our responsibilities -- I'm sorry. Our
19 responsibilities include collecting quarterly
20 Unemployment Insurance contributions fro liable employers
21 and paying Unemployment benefits to entitled individuals.

1 C. Appeals: A claimant, a claimant for
2 Unemployment Insurance, who has been denied benefits, may
3 file an appeal of that denial to the Appeals Division.
4 An employer may appeal a determination granting benefits
5 to a former employee.

6 Now if you can turn with me to page 22, Section
7 2.9, Minimum Qualifications, Benefits, Contribution and
8 Appeals.

9 Under Section 2.9.1, Offeror's Company Minimum
10 Qualifications. Only those master contractors that fully
11 meet all minimum qualification criteria shall be eligible
12 for TORFP proposal evaluation. The master contractor's
13 proposal and references will be used to verify minimum
14 qualifications. Master contractor and subcontractor
15 qualifications may be used to demonstrate meeting company
16 minimum qualifications. The master contractor's proposal
17 shall demonstrate meeting the following minimum
18 requirements: Offeror shall demonstrate at least eight
19 years experience in providing development and maintenance
20 support and personnel for document management systems.
21 Offeror shall demonstrate at least five consecutive years

1 of this support. Offeror shall demonstrate the ability
2 to provide a team of resources in accordance with Section
3 2.26.6 that collectively meet the following
4 qualifications. At least one proposed staff person must
5 be a dedicated database administrator. At least one
6 proposed staff person must demonstrate at least three
7 years experience developing and maintaining an Oracle
8 database for documentation management. At least one
9 proposed staff person must demonstrate all of the
10 following experience. Three years experience in Captiva
11 InputAccel and CaptivaForm Ware or other image/data
12 capture software. Two years experience in Global 360
13 Enterprise Executive Software or other enterprise
14 document management system. Two years experience in
15 Spicer Viewer or other imaging software. The experience
16 described above may not be combined experience of one
17 proposed staff person. Offerors may not propose more
18 than four individuals in response to this TORFP. All
19 other skills and support plans shall be described
20 generically in the support plan in response to this TORFP
21 including a description of how the offeror intends to

1 fully support the MIDAS system during the term of the
2 task order agreement.

3 All right, Allan, you want to talk about MBE.

4 MR. ROBINSON: Good morning. My name is Allan
5 Robinson. I'm the Minority Business Liaison for DLLR. I
6 just want to talk a little bit about the MBE attachment
7 in your packet, and the first item we're going to focus
8 on is Attachment 1A. This is the document that needs to
9 be submitted with your proposals, and it must be signed
10 off. We just want to touch on a few items here. Item 3
11 on the very first page, it notes that any MBE that you
12 list as assisting you on this, on this solicitation, they
13 must be Maryland certified, certified with the Maryland
14 Department of Transportation, and they must have a NAICS
15 code which corresponds to a work that directly relates to
16 the solicitation itself.

17 As you drop down, there are some useful
18 websites also in Paragraph 4, which directs you to
19 Maryland Department of Transportation as well as to the
20 North American Industry Classification System or NAICS
21 code.

1 If you go down to Number 5, New Guidance [sic]
2 Regarding MBE Prime Self-Performance. This provides the
3 opportunity for a prime contractor, who is a Maryland
4 Certified Minority Business, to actually perform up to 50
5 percent of the MBE goal. Now obviously on this particular
6 solicitation the MBE goal that we assigned to it is only
7 five percent. So if you're an MBE, you can do 2.5
8 percent of that MBE goal.

9 As you flip over a few pages to Page 3, this is
10 the Maryland Utilization and Fair Solicitation Affidavit,
11 MBE Participation Schedule. On this document here you're
12 going to identify whether or not you can meet the MBE
13 goal of five percent or better or you're going to check
14 the box that lets us know that you're requesting a waiver
15 in whole or in part. Once you've done that, if you are
16 going to be using a MBE you will go to page 5. You would
17 list that MBE there. You will list their certification
18 number, the percentage of the work that they're going to
19 be accomplishing and a clear description of the work that
20 they're going to be doing. Now when putting that
21 percentage amount we request that you put a specific

1 amount, not a range. Say we can do 1 to 5 percent. We
2 need a specific number in there.

3 Finally on this document, it must be signed
4 off. If it is not signed, then your proposal can be
5 viewed as nonresponsive to this RFP. Now this is the
6 document again that has to be submitted with your
7 proposal.

8 Now if you are considered the winning vendor,
9 you will be notified, and, specifically, if you're
10 requesting a waiver, you'll be notified if there are
11 additional documentation that needs to be submitted. One
12 is the Outreach Effort Compliance Statement that is
13 Attachment 2. And there you're going to be identifying
14 subcontracting opportunities, your written solicitation,
15 how you went about contracting these MBEs. And, again,
16 this is a document that needs to be signed off on. Then
17 also you're going to be submitting to us the Section 3A
18 and B. In this particular instance more likely it's
19 going to just be A because it's going to apply to only
20 the subcontractor. But here you're going to again you're
21 going to identify the subcontractor that's going to be

1 assisting you. You're going to provide their name, their
2 certification number, the percentage and DLLR amount that
3 they're going to be performing on the contract. You're
4 going to be providing their NAICS code, and you'll give
5 us a clear description of the work that's going to be
6 done by the subcontractor. And here the prime contractor
7 will have to sign as well as the subcontractor.

8 The other portion of that form would be the
9 Prime Contractor Participation Certification. That's if
10 you are as a prime are going to be doing a portion of the
11 work, then you would fill out that information as it
12 pertains to your company.

13 The other document that would have to be
14 submitted would apply to if you're requesting a waiver.
15 Now there's a form in that packet, the MBE packet, the
16 MBE attachment Waiver Guidance. It actually spells out
17 in detail what a waiver is, what good faith effort is,
18 and identifies the firm and identifies items of work. If
19 you're requesting a waiver, I encourage you to read
20 through this document very carefully. Because if you're
21 requesting a waiver, once you are notified as being the

1 winner and we ask for this information, what we're going
2 to be looking for is the effort that you put forth in
3 finding certified minority businesses, whether it be
4 e-mails, phone calls and other criteria. It's all
5 spelled out within this particular document here. So,
6 again, I would encourage that you read through it very
7 carefully. Because once this information is sent into us
8 I'll review it with Procurement. We'll do some backup --
9 we'll check on the information that you submitted to us,
10 and then, thereafter, we'll make our recommendation to
11 the Secretary of our Agency, and only the Secretary can
12 grant a waiver. So and the other item, of course, would
13 be Section 1C. Here again this talks about the good
14 faith effort that you put forth.

15 So these are the documents. These three sets
16 of documents would be required after your notification,
17 10 days after notification of award. The only other
18 document that's associated with this MBE documentation is
19 the two reporting documentations. That won't come into
20 play until after the contract has begun. Reports will
21 have to be submitted monthly regardless of business

1 activity by the MBE prime as well as the subcontractor.

2 So that's my piece. Do we have any questions
3 in regards to the MBE portion?

4 MR. WATSON: All right, if you could go back to
5 page 27 or turn to 27, Section 3, Task Order Proposal
6 Format and Submission Requirements. Under Section 3.1,
7 Required Response. Each master contractor receiving this
8 CATS+ TORFP shall respond no later than submission due
9 date and time designed in the Key Information Summary
10 Sheet. Each master contractor is required to submit one
11 of two possible responses: a proposal or a completed
12 Master Contractor Feedback Form. The Feedback Form helps
13 the State understand for future contract development why
14 master contractors did not submit proposals. The form is
15 accessible via the CATS+ Master Contractor login screen
16 and clicking on the TORFP Feedback Response Form from the
17 menu. A task order proposal shall conform to the
18 requirements of this CATS+ TOFP. Section 3.2,
19 Submission. The task order proposal shall be submitted
20 via two e-mails, each not to exceed five megabytes. The
21 task order technical proposal should be contained in one

1 e-mail with two attachments, and the e-mail should
2 include the following. One thing I note that I have to
3 put on the addendum is the BPO is not correct on here. I
4 have to update that to put the current BPO number. So
5 under A will say subject lie CATS+ TORFP P00B3400183 is
6 not correct. I have to update that. And the correct BPO
7 number is P00B5400041. So I will update that and change
8 that in an addendum.

9 Then also some of you may have come in later.
10 I issued an addendum yesterday, Addendum 1, to extend the
11 proposal due date. So the new due date is Wednesday,
12 March 4, 2015, at 2 p.m. And that's for all proposals.
13 Now the last date to submit questions will be February
14 26, 2015, at 2 p.m. All right. And I say by the close
15 of business on Friday I should have the transcript, sent
16 out for transcript of this meeting to all the master
17 contractors, the sign-in sheet, all the questions, and
18 hopefully all the questions and answers I have received
19 up to this point shall be released as well on that date.
20 Okay. And if you have any questions, I'm the Procurement
21 Officer, Sean Watson. E-mail me directly, and I'll try

1 to get a response to you, you know, promptly. All right.
2 And another, another thing to note is on Section 36, the
3 Price Sheet, did anyone have any questions understanding
4 the Price Sheet?

5 Anyone have any questions period?

6 So everybody understands what's going on. I'm
7 going to get perfect proposals, right? Okay. All right.
8 Well, if there aren't any other questions, anything that
9 you wanted to add, Prahalad?

10 MR. PATEEL: No.

11 MR. WATSON: Jim?

12 MR. MCVICKER: No.

13 MR. WATSON: Okay, all right, well, we're going
14 to conclude this proposal meeting.

15 (Whereupon, the Pre-Proposal Conference
16 concluded at 10:23 a.m., on February 10, 2015.)

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C E R T I F I C A T E

This is to certify that the attached proceedings before the Department of Labor, Licensing and Regulation in the matter of:

Pre-Proposal Conference
Managed Image and Data Access System (MIDAS)
DLLR FY2015-014

PLACE: Baltimore, Maryland

DATE: February 10, 2015

were held as herein appears, and that this is the original transcript thereof for the file of the Department.

Bryson Dudley, Reporter
FREE STATE REPORTING, INC.