



PRE-PROPOSAL CONFERENCE
for
Salesforce Licenses 2016
RFP # 060B6400007

45 Calvert Street, Room 240A
Annapolis, MD 21401

October 22, 2015 – 10:00 AM

- I. Welcome and Introduction.....Gayle Mealy, Procurement Officer
Gayle.mealy@Maryland.Gov
 - a. Sign-In Sheet
 - b. Attendees affiliated with State of Maryland
 - c. Pre-proposal Conference presentation and attendee list will be posted online

II. General Procurement Information

III. Proposal Submission Requirements

IV. MBE Goal

V. Scope of Work

VI. Questions and Answers PeriodALL

We will attempt to answer every question, but our responses may be subject to clarification later. Moreover, the responses given verbally today by state representatives are not binding upon the state and are for informational purposes only. Questions for which you desire a firm answer should be submitted in writing. All such questions will be answered by the State, time permitting (before proposal due date). The resultant questions and answers (Q&A's) will be posted on eMaryland Marketplace and the DoIT website by the Procurement Officer (PO). Also, should issues be raised which cause the solicitation to be amended, all potential offerors on the PO's distribution list will receive copies of these addenda/ amendments. These addenda/amendments will also be posted on eMarylandMarketplace and the DoIT website.

VII. Closing Remarks



October 22, 2015

Summary – Pre-Proposal Conference

Title: Salesforce Licenses 2016

RFP#: 060B6400007

**Pre-Proposal Conference at
45 Calvert Street, Room 240A
Annapolis, MD21401**

DATE: 10/22/15 @ 10:00 AM

The pre-proposal conference began at approximately 10:05 am.

I) Welcome and Introduction:

Gayle Mealy, the Department of Information Technology (DoIT) procurement officer for this project, welcomed everyone in attendance. Introductions were made by the other State employees in attendance:

Michael Meinl – DoIT
Brian Alula - SHA
Howard Barr – AAG

II) General Procurement Information:

Gayle told the group the purpose of the pre-proposal conference was to give everyone guidance on the State procurement process and to provide an overview of this RFP. She emphasized that today's session is merely for guidance and attendees should not rely on verbal communications for information regarding the RFP. Questions and comments must be submitted in writing, by email, to the Procurement Officer for a formal response. She then gave an overview of the RFP, highlighting important portions of the solicitation.

She reminded everyone to be sure to review the Key Information Summary Sheet on page 2.

She also emphasized the due date for this procurement is 4:00 pm on Friday, November 6, 2015.

Please note the proposal due date above and give yourself plenty of time for your proposal to arrive. **If the proposal is late, even by one minute, it cannot be accepted!**

III) Submission Requirements:

Gayle reviewed the importance of the submission instructions in Sections 4.1 & 4.4 of the RFP. Proposals shall include 1 unbound original and 2 copies of both Volume I & II.



Volume I shall be clearly labeled as the Technical Proposal and Volume II shall be clearly labeled as the Financial Proposal. In addition, all proposals shall include the electronic versions of each volume.

She also suggested that when creating your technical response, you should keep your proposal in the same order as the RFP requirements. By keeping the proposal in the same order, you will be sure to have addressed everything that is required in the solicitation.

The technical portion must contain all of the required information, all forms and affidavits etc. as spelled out in section 4.2. The group was informed if all required forms are not included; their proposal may not be susceptible for award.

Further, Gayle explained that the financial volume must contain all price information in the format specified in Attachment F. The offeror shall complete the Price sheet only as provided by in the Price Sheet Instructions and the Price Sheet itself. Failure to completely fill out the price sheet or to sign the price sheet may deem your proposal not susceptible for award.

IV) MBE Requirements

There is not a MBE goal for this RFP and no goal for Veteran Small Business Enterprise.

V) Communications/Questions:

All communication must be in writing for an official response. Questions should be sent by email to Gayle Mealy, the procurement officer – only.

VI) Scope of Work

Brian provided an overview of the scope of work as described in the RFP.

VII) Questions and Answers

At this point, the meeting was opened up to questions from the vendors in attendance. There were questions and Gayle encouraged potential Offerors to submit all questions in writing. She explained that answers to those questions will be distributed as soon as possible. Also, Gayle reminded everyone again that only written answers should be relied upon. For all questions that Offerors wish to receive a formal response, they should be submitted in writing to her via email.

VIII) Closing Remarks:

Gayle reminded all potential Offerors to follow the RFP instructions and include signed copies of all required documents, and please be aware that all proposals must be in to Gayle by the day and time specified. Again, if a proposal is late, even by a minute, it will not be



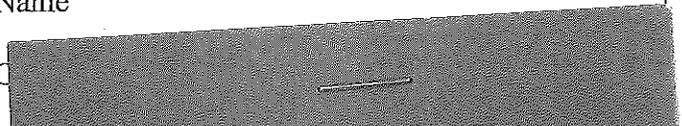
accepted. Gayle, reminded everyone that a Summary of today's meeting and list of all attendees will be distributed as soon as possible.

Gayle, thanked everyone for their attendance and the meeting was concluded.

IX) The pre-proposal conference adjourned at approximately 10:40 am.

Pre-Proposal Conference Sign-in Sheet— Salesforce Licenses 2016

Project # 060B5400007 – 10/22/15

<p>Name</p> <p>CARAHSOFT TECHNOLOGY CORP 1860 MICHAEL FARADAY DRIVE SUITE 100 RESTON, VA 20190</p> <p>703.230.7435 DIRECT 703.871.8500 MAIN 703.501.1134 CELL 703.871.8505 FAX BETHANY.BLACKWELL@CARAHSOFT.COM WWW.CARAHSOFT.COM</p> <p>carahsoft.</p> <p>BETHANY BLACKWELL SALES MANAGER</p>	<p>Name</p> <p></p> <p>Dan Scheel Senior Account Executive</p> <p>dscheel@salesforce.com m 703.307.7277 in /in/dscheel Herndon Virginia USA</p>
<p>Certified MBE Yes No</p>	<p>Certified MBE Yes No</p>
<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>	<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p> <p>Certified MBE Yes No</p>
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