



PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS

**AUTOMATED FISCAL SYSTEM (AFS) MODERNIZATION
OTHS/OTHS/-17-013-S / N00R7400021**

eMM NO.: MDN003103040

January 11, 2017

@10:30 AM

AGENDA

- I. Welcome and Introduction – Richard Wright, Procurement Specialist

- II. Opening Remarks – Kenyatta Powers, Chief Information Officer

- III. Key Information –
 - A. Lauren Graziano, Director of Minority Business Enterprise – DHR
 - MBE Goal: 35% with sub-goals for Women-owned of 8%, African American-owned of 7% (Section 1.33)

 - B. Dapheny McCray, Procurement Officer - DHR Central Procurement
 - Veterans Small Business Enterprise Goals of 1% (Section 1.42)

 - C. Richard Wright – Procurement Specialist
 - DHR Living Wage (Section 1.34)

- IV. Required Submissions (in addition to the Technical Proposal) - Richard Wright Procurement Specialist
 1. Completed Bid/Proposal Affidavit (Attachment B).

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2. Completed MDOT Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D-1A).
 3. Completed Maryland Living Wage Requirements Affidavit of Agreement (Attachment G-1).
 4. Completed Federal Funds Attachment (Attachment H).
 5. Completed Conflict of Interest Affidavit and Disclosure (Attachment I).
 6. Completed Veteran-Owned Small Business Enterprise (VSBE) Utilization Affidavit and Subcontractor Participation Schedule. (Attachment N-1)
 7. Completed Location of the Performance of Services Disclosure (Attachment O).
 8. Labor Classification Personnel Resume Summary (Attachment Q)
 9. Functional, Technical, Reporting and Form Requirements (Attachment V)
 10. Proposed Data Security Plan
 11. Details regarding use or workers outside of the United States
 12. Copy of any software licensing agreement for any software proposed to be licensed to the State under this Contract (e.g., EULA, Enterprise License Agreements, Professional Service agreement, Master Agreement)
- V. Required Submission (in addition to the Financial Proposal) – Richard Wright, Procurement Specialist
- Attachment F – the Price Proposal
- VI. Discussion of Section 1 (General Information) – Richard Wright, Procurement Specialist
 - VII. Discussion of Section 2 (Personnel Minimum Qualifications) – Richard Wright, Procurement Specialist
 - VIII. Discussion of Section 4 (Proposal Format) – Richard Wright, Procurement Specialist
 - IX. Discussion of Section 5 (Evaluation Committee, Evaluation Criteria & Selection Procedure)– Richard Wright, Procurement Specialist
 - X. General Comments Regarding Section 3 – Donnell Josiah, AFS Project Manager

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- XI. Discussion of Section 3 (Scope of Objectives) – Richard Wright, Procurement Specialist
- XII. Call for Further Questions and Important Reminders – Richard Wright, Procurement Specialist

Mail Submission: **2:30 p.m. March 29th, 2017**

Email additional questions to Dapheny.mccray@maryland.gov

Cut-off date for submitting questions is March 22, 2017 at 2:30 p.m.

- XIII. Closing Remarks – Kenyatta Powers, Chief Information Officer

Note: Court Reporters, ETCETERA, Inc. is transcribing this Pre-Proposal Conference. A transcript of this conference can be obtained at the requestor's expense from Court Reporters, ETCETERA, Inc. at 410-653-1115