

STATE OF MARYLAND - DEPARTMENT OF HUMAN RESOURCES

PRE-PROPOSAL CONFERENCE

FIA/FPM 13-001-S

24" DELL WIDESCREEN FLAT PANEL MONITORS

HELD AT

311 WEST SARATOGA STREET

ROOM 952

BALTIMORE, MARYLAND 21201

ON

TUESDAY, JUNE 4, 2013

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FROM

10:01 A.M. TO 10:30 A.M.

P R O C E E D I N G S

MR. HTUT: Good morning. My name is Aung Htut and on behalf of the Maryland Department of Human Resources, I would like to welcome you all to this pre-bid conference.

I will be the procurement officer for this solicitation FIA/FPM 13-001-S.

The main purpose for today's pre-bid conference is to share information with you concerning the invitation for bids entitled 24" Dell Widescreen Flat Panel Monitors.

I would like to inform that for the record of this pre-bid conference, we have the attendance sheet for all the visitors to fill out information and sign in or you can provide your business card. That's what I think everyone has done.

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If there is anyone who has not yet signed the attendance sheet, we'd like to request the visitor to sign in on the sheet. Please make sure that you put on that attendance sheet whether your company is a minority business enterprise or a small business or you're a vendor.

Please also note that Hunt Reporting is recording this conference. When asking questions each time, please identify yourself and your company for the record. A transcript of this conference will be posted on eMaryland Marketplace and the DHR website.

Okay. Now we will proceed with the introductions. First we will have introductions from representatives of the State and then the visitors are to state your name and company you represent. If you are an MBE, please state also.

So, again, my name is Aung Htut, procurement officer, DHR central procurement.

MS. GUSTUS: My name is Angela Gustus. I'm

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the director of the Bureau of Program Evaluation for the Family Investment Administration.

MR. ADAMS: My name is Scott Adams with Maryland Department of Human Resources, Bureau of Policy Evaluation, Contract Monitor.

MS. ECTOR: Aretha Ector with the Attorney General's Office.

MR. MOORE: Scott Moore with the Attorney General's Office.

MS. JORDAN: Jacqueline Jordan, Procurement Division.

MR. SPENCER: Rodney Spencer, Procurement Division.

MR. MARCHESE: I'm Bob Marchese with Applied Technology Services and we are an MBE.

MR. HTUT: Thank you so much.

So now we're going to start reviewing IFB sections.

I would like to ask you hold all questions

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until all State representatives have made their presentation regarding this IFB and I have opened up for questions.

The first thing we want to review is the general information Section 1 and 2. The Department of Human Resources, DHR, Family Investment Administration, FIA, intends to acquire 700 Dell 24" widescreen flat panel monitors from Dell authorized resellers to be delivered to 20 locations within the State of Maryland as specified in the DHR site delivery shipping specification attached to the IFB as Attachment A.

Setup, installation of the equipment is not needed as it will be completed by DHR information technology, IT, staff.

The contract shall be for 90 calendar days with no renewal options.

The closing date and time for receipt of bids is Wednesday, June 12th, 2013, two p.m. All

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electronic mail and facsimile bids will not be accepted.

The contract award as a result of this solicitation shall be for a period of 90 calendar days. It shall begin on or about June 28, 2013 or the date approved by the (indiscernible) and end September 27, 2013.

However, if the term does not start on June 28, 2013, the contract will last for 90 calendar days.

Again, I will be the procurement officer and the sole point of contact for purpose of this IFB.

We're going to move now to questions and Corey's (phonetic) section. There were five questions received prior to this conference.

The first question is, did somebody win this bid before in an earlier year and, if so, do you have a record of the prices that were submitted? What was the previous contract price, vendor, and contract date?

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Our answer is, this is a new contract.

Requested information is not available.

The second question is, would you consider an alternative brand or equivalent offering?

Our answer is, please refer to Section 3.2.4 of the IFB for that question.

The next set of questions, the first question is, will you con -- sorry -- is the pre-bid conference mandated for everyone who wants to bid on this project?

The answer is, no, it is not mandated.

The fourth question is, can you please put us on the bid list for any amendments or bid changes?

The answer is, any amendments or changes can be recorded at eMaryland Marketplace and DHR web page as stated in Section 1.3 of IFB. We already added contact information in the bid list as requested by that vendor.

The last question, number five is, do you

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normally purchase directly from Dell?

The answer is, no.

So any questions and inquiries received subsequent to this pre-bid conference should be submitted in a timely manner to the procurement officer. We will try to answer as many questions as possible once we have researched the response and as time allows.

All questions and responses as well as any amendments to the IFB will be issued and posted on the eMaryland Marketplace and DHR website and distributed to all vendors who are known to have received the IFB.

The next section I want to review is that closing date. The closing date and time for receipt of all bids is Wednesday, June 12, 2013 by two p.m. **i** must receive an original and four copies of the bid by this time and date in order for them to be considered.

If the bids arrive after this date and time, they will not be accepted. So please do not wait

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until the last minute for submission of the bid to make sure that your bids are received on time.

Then the bid opening date, bids will be opened publicly as follows: The date and time is Wednesday, June 12, 2013, three p.m. The place will be 311 West Saratoga Street, Room 952, Baltimore, M.D. 21201, this room.

So the name of each bidder, the bid price, and such other information as is deemed appropriate shall be read aloud or otherwise conveyed at the time of bid opening.

Bids will be made available for public inspection all within a reasonable time after bid opening.

Any material deemed confidential or proprietary by the bidder shall be clearly marked and shall be readily separable from the bid to facilitate public inspection of the non-confidential portion of the bid. A blanket statement declaring the entire bid

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confidential is not acceptable.

The next section I want to review is amendments to the IFB. If it becomes necessary to revise this IFB before the due date for bids, amendments will be provided to all vendors who were sent this IFB or otherwise are known by the procurement officer to have obtained this IFB.

Amendments made after the due date for bids will be sent only to those bidders who submitted a timely bid.

Acknowledgment of the receipt of all amendments to this IFB is due -- before the bid due date shall accompany the bid and the transmittal letter accompanying the bid.

Acknowledgment of the receipt of amendments to the IFB after the due date shall be in the manner specified in the amendment notice.

Failure to acknowledge receipt of amendments does not relieve the bidder from complying with all

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terms of any such amendment.

Bid acceptance, by submitting a bid in response to this IFB, a bidder shall be deemed to have accepted all the terms, conditions, and requirements set forth in this IFB unless otherwise clearly noted and explained in its bid as an attachment to the transmittal letter as required in Section 4.2.

A bid that takes exception to these terms may be rejected.

Corporate registration, all corporations doing business in Maryland are required by law to be registered with the State of Maryland Department of Assessment and Taxation Comptroller's Office, as well as with the Department of Labor, Licensing and Regulation and shall have a resident agent.

It is strongly recommended that any potential bidder be completely registered prior to the due date for receipt of bids. Failure to do so may result in an otherwise successful bid being deemed

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unacceptable.

Section 2.25, eMaryland Marketplace registration, you must also be registered on eMaryland Marketplace in order to receive a contract award. Registration is free. eMaryland Marketplace registration is active for one year and must be active at the time of contract award.

No MBE subcontracting goal has been established for this solicitation, but MBEs are encouraged to respond to this solicitation.

Okay. So now we're going to move to the Section 3, specification. We now invite Angela Gustus, director, Bureau of Program Evaluation of FIA, to present the specification section of this IFB.

MS. GUSTUS: Hi. Thank you.

So I just want to go through the scope of the project. So it's really quite simple. It's the -
- we'll be soliciting the competitive bids to acquire the 700 Dell 24" widescreen flat panel monitors from

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Dell authorized resellers as stated earlier.

And they will be delivered to 20 different locations throughout the State of Maryland. Excuse me. And Attachment G will specify those actual addresses and the contact information.

In looking at the requirements, the delivery of the equipment within 30 calendar days of the recipient -- excuse me -- of the receipt of the NTP to coordinate the scheduled delivery of the equipment with a local on-site contact which is also listed in Attachment G with a minimum of seven days' notice of scheduled delivery. Equipment shall be delivered between nine a.m. and two p.m. Monday through Friday excluding state holidays and closings.

We ask that you verify with the local on-site contact the storage capacity prior to delivery due to limited storage space. Sites receive -- receiving 60 or more monitors may require delivery of equipment to be broken into smaller quantities.

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Not to substitute the equipment unless the specific product configuration stated in Section 3.2.7 is no longer available from Dell. Any substitutions shall require prior written approval from the State project manager.

The purchase of the new and unused Dell monitors and include all -- excuse me -- all product information and manufacturer's warranty. Provide the State project manager with asset and proof of delivery details to include at minimum the packing slips signed by the State receiver and a list of equipment serial numbers delivered per location. This information shall accompany the invoice per Section 2.18, the payment terms and billing.

And the contractors shall provide monitors in accordance with the following technical specifications: As stated earlier, it's 70 -- 700 -- excuse me -- 700 monitors. They're the 24" viewable area widescreen IPS 19 -- excuse me -- 1,920 by 1,200

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at 600 -- 60 hertz. Excuse me.

In moving forward with the roles and responsibilities, the procurement officer is the DHR representative for managing the IFB, the award process, and change order process.

The State project manager -- manager is the DHR representative responsible for administration of resulting contract from the execution of the contract through the end of the contract.

The contractor, the bidder who is awarded -- awarded the contract who shall be responsible for administration of the result -- the resulting contract and services under the contract.

The contract -- contractor's project manager is the contractor shall designate a person to act as a single point of contact for the department regarding the services under the contract and who has authority and knowledge of -- to resolve contract issues.

The warranty, the bidder shall include with

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its bid a copy of the manufacturer Dell three-year premium panel advanced exchange service which includes Dell service and support and limited warranty for three years replacement until shipping -- excuse me -- shipped the next business day.

The bidder shall identify an individual who will be responsible for on-site technical support for warranty repairs.

Bidder qualifications, the bidder must meet the following minimum qualification criteria: Submit a letter verifying that the bidder is authorized by the manufacturer to provide the proposed hardware as of the date of the bid, submit a signed Mercury affidavit which is Attachment J of the IFB with all information completed.

A post-award conference will be held within five business days. Approval, the State -- the State project manager as explained in Section 1.11, the contractor and/or the contractor's project manager,

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and any other State or contractor staff deemed appropriate shall attend the post-award orientation conference.

The purpose of the post-award orientation conference is to discuss service delivery, invoice processing, monitoring, and other contract terms and conditions. The date, time, and location of the post-award orientation conference will be indicated to -- to the successful bidder.

Credit and/or replacement, the contractor shall provide credit and/or replacement for out-of-stock freight damage or defective items as well as for items ordered in error or shipped in error by the contractor.

The contractor shall be responsible for the credit and/or replacement of all products including those covered by the manufacturer's warranties.

The contractor cannot require requested agency to deal directly with the manufacturer. In all

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cases, the requesting agency shall have the option of taking an exchange or receiving credit which shall be completed within 30 calendar days of exercising this option.

Return of goods, goods delivered to the requesting location that are found to be damaged or in unacceptable condition may at the discretion of the department shall be returned to the contractor at the contractor's expense within 60 calendar days of receipt. Credit for returned goods may be made immediately once the contractor receives the returned goods.

The department shall note on the carrier's weigh bill that the shipment or package was damaged.

Restocking fees, the contractor shall not impose a restocking fee for the State or local agency if any item is returned due to damage, incorrect product shipped, or contractor's customer service order error.

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The contractor shall not impose a restocking fee on the department for inventory that is exchanged for other inventory.

And that's the conclusion of Section 3.

MR. HTUT: Thank you, Angela.

Okay. Before we proceed further, may I request the gentleman who just entered to introduce yourself, state where you're from, and whether you're an MBE or SBR.

MR. WORTHAM: Sure. First of all, my apologies for (indiscernible) so late (indiscernible).

My name is Kevin Wortham. I am the owner of AssureTech located in Largo, Maryland. We've been in business for close to ten years. We are an MBE. We have done business with the state of Maryland and, again, we're interested in this opportunity here.

MR. HTUT: Thank you.

MS. GUSTUS: And you also joined after we introduced ourselves.

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MR. PEAKS: Juan Peaks from the Bureau of
Information Analysis --

MS. GUSTUS: Thank you.

MR. PEAKS: -- with DHR.

MR. HTUT: Thank you.

Okay. Now we're going to proceed for the
requirements for bid preparation.

A transmittal letter prepared on the
bidder's business stationery shall accompany the bid.
The letter shall contain the bidder's complete legal
name as registered with the State Department of
Assessment and Taxation, address, telephone number,
fax number, and e-mail address, federal tax
identification, and if registered the EMM
identification number also.

An individual who is authorized to bind his
firm to all statements including services and prices
contained in the bid shall sign the letter.

The letter shall also acknowledge any

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addenda to the IFB that were received.

This is a single-step bid and you have to include one original of each of the following forms in the original volume only:

Price sheet, Attachment A; bid proposal affidavit, Attachment B; certification regarding lobbying, Attachment H; certification regarding investment in Iran, Attachment I; and Mercury affidavit, Attachment J.

This contract will be awarded to the responsible bidder whose bid meets the specifications set forth in the IFB and provides the lowest cost.

So now I will now open up the floor to questions. When asking questions, please state your name and the name of the company you are representing for the record each time you ask a question.

Any questions?

MR. MARCHESE: Bob Marchese with Applied Technology Services.

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Can I ask several questions and just get them all?

MR. HTUT: Yes, please.

MR. MARCHESE: There is equipment that shall be delivered between nine and two p.m. Can you relax that a little bit? We've dealt with DHR before and shipped stuff to locations. If you have something going out UPS or FedEx or whatever, two o'clock seems to narrow down the shipping time, a little -- I mean, it's a little tight.

MS. GUSTUS: That was a request of the local department because it -- it helps to support their process better to have them come earlier in the day rather than waiting until maybe four and five o'clock in the afternoon.

MR. MARCHESE: Yeah.

MS. GUSTUS: So I would have to say that was -- that was a request of the -- the local department.

MR. MARCHESE: I just haven't seen it --

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MS. GUSTUS: Yeah.

MR. MARCHESE: -- before limiting it to the two p.m.

MS. GUSTUS: If it becomes an actual issue, it would be something that would have to be addressed with myself and the local department.

MR. MARCHESE: Okay.

MS. GUSTUS: You know, if there were some kind of boundary or limitation of being able to meet the two o'clock or nine o'clock time frame, that would have to be something that we would discuss.

MR. MARCHESE: It's just that a normal delivery, you know, UPS sometimes -- we'd like them to show up at one o'clock or, you know, or ten o'clock in the morning and sometimes they don't accommodate.

And the proof of -- of delivery, you said it could be a packing slip signed or something like that?

MS. GUSTUS: Uh-huh.

MR. MARCHESE: And -- and -- and not

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necessarily that specific form that you have in there,
in the bid?

MS. GUSTUS: A packing slip that can
actually come with the invoice is what it actually
says.

MR. MARCHESE: Okay.

MS. GUSTUS: So, yes, as long as we have
signed documentation from the actual location where
those items were delivered.

MR. MARCHESE: Okay. The -- there is an
item on here called cables. It's a DBI cable, a USB
cable, and a VGA cable. I think you're going to have
to be a little bit more specific on that because -- I
know you want it to go with this, these -- the 700
monitors, but we don't know whether this is a VGA to
DBI cable --

MS. GUSTUS: The --

MR. MARCHESE: -- the display board, the DBI
cable, whether the USB cable is a six foot cable or

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ten foot cable. So if we can get, you know, an amendment that gives more specifics on those specific cables, that would be helpful. Does that make -- does that make sense?

MS. GUSTUS: Yeah. Tanya Williams who is representation from -- from OTHS here at DHR, she'll be joining us shortly and she'll be able to answer those more specific technical questions --

MR. MARCHESE: Okay.

MS. GUSTUS: -- in a few minutes.

MR. MARCHESE: Then it says the vendor shall identify the individual who's responsible for the on-site technical support.

We -- we're just going to, you know, be -- it's going to be a Dell three-year warranty, so there's no individual. It's Dell.

MS. GUSTUS: Again, I would defer to Tanya to answer that question.

MR. MARCHESE: No more questions.

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MR. HTUT: Thank you.

Any more questions?

(Whereupon, there was no response.)

MR. HTUT: One time. Any more questions?

(Whereupon, there was no response.)

MR. HTUT: Second time. Any more questions?

(Whereupon, there was no response.)

MR. HTUT: Okay. So do we have to wait for Tanya or -- can we get back the -- the answer who -- which Tanya has to answer to the gentleman late after this pre-bid conference because Tanya still didn't show up? So will that be okay?

VOICE: Do you want to submit them in writing, those questions?

VOICE: He's -- he's -- he's recording.

VOICE: That's good.

VOICE: We'll pick them up in the transcript.

MR. HTUT: Yeah.

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VOICE: Okay.

VOICE: Okay.

MR. HTUT: The other question is in the transcript, but these two which still has to answer we'll get back to you later.

MR. MARCHESE: Okay.

MR. HTUT: Okay?

MR. MARCHESE: Thank you.

VOICE: We can get them now.

VOICE: Yes. Can you write down your questions before you leave?

VOICE: Or e-mail.

VOICE: Or e-mail.

MR. MARCHESE: I'll -- you want me to e-mail them. As soon as I get --

MR. HTUT: Yeah.

MR. MARCHESE: -- back, I'll e-mail it to --

VOICE: That way --

MR. HTUT: That will be much better.

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VOICE: -- we'll respond.

MR. MARCHESE: -- to your attention?

MR. HTUT: Right.

VOICE: Okay.

MR. HTUT: Okay. So as we have been --
stated before, a copy of the transcript for this
conference, a list of attendees, questions and
response -- responses, as well as any amendments, if
any, to the IFB will be posted on both eMaryland
Marketplace and the DHR website as soon as possible.

To remind you all again, the closing date
and time for receipt of all bids is Wednesday, June
12, 2013, two p.m. and would like to request you again
not to wait till last minute to submit your bids.

So as you know, that there may be traffic
jam or something like that, so -- so don't be late.

Thank you all for attending and interest in
doing business with the State of Maryland. This will
conclude this pre-bid conference, and you all have a

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great day.

Thank you.

(Whereupon, at 10:31 a.m., the above-entitled hearing was concluded.)

CERTIFICATE OF NOTARY

I, CHRIS HOFER, CVR, the officer before whom the foregoing testimony was taken, do hereby certify that the testimony of said parties was taken by me by stenomask means and thereafter reduced to typewriting by me or under my direction; that said testimony is a true record of the testimony given by said parties; that I am neither counsel for, related to, nor employed by any of the parties to the action in which this testimony is taken; and, further, that I am not a relative or employee of any attorney or counsel employed by the parties hereto, nor financially or otherwise interested in the outcome of the action.

This certification is expressly withdrawn and denied upon the disassembly or photocopying of the foregoing transcript of the proceedings or any part thereof, including exhibits, unless said disassembly or photocopying is done by the undersigned court reporter and/or under the auspices of Hunt Reporting

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Company, and the signature and original seal is attached thereto.

CHRIS HOFER, CVR
Notary Public in and for
the State of Maryland

My Commission Expires:
