



Maryland

Energy Administration

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Mary Beth Tung, Director

Pre-Proposal Conference Summary
Energy Technical Services Provider
PROJECT NO. DEXR7400002

August 21, 2017 10a.m. at
Maryland Energy Administration
Terra Conference Room
1800 Washington Blvd.
Baltimore, MD 21230

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference at 1800 Washington Blvd. on August 21, 2017. An attendance list with the names of attendees is attached to this summary.

This Summary is being issued to document the Pre-Proposal Conference and will be posted on the MEA website and eMarylandMarketplace and emailed to all vendors attending the Pre-Proposal Conference and those vendors who have expressed an interest in this solicitation. If you have not received this summary directly from MEA and wish to be placed on the Procurement Officer's list of interested vendors, send an email to the Procurement Officer at the address listed below.

Mr. Ralph Scherini, the Procurement Officer, convened the conference and introduced the members of the MEA team. After remarks from Mr. Chris Rice, Director of Energy Programs at MEA, Mr. Scherini and Ms. Jenn Gallicchio, the Contract Manager, reviewed the RFP and Attachments:

- Note: Two modifications to the RFP have been identified: 1) inclusion of a price adjustment mechanism to the fixed hourly labor rates should MEA choose to execute option(s); and (2) inclusion of a mandatory liquidated damages clause should the winning contractor(s) fail to make good faith efforts to comply with MBE contractual requirements. These modifications will be included Amendment #1 to be released this week.
- Key Information Summary Sheet— this sheet is the result of recent State procurement reforms and the State's new RFP templates (major points include proposal due date of September 14, 2017 by 3:00pm EST; MBE Subcontracting goal of 29%, no subgoals and no VSBE goal; Contract will be combination of an indefinite quantity with fixed hourly labor rate with a possible price adjustment should the State exercise option(s) and cost contract for certain materials, supplies and equipment as specified in a task order; Contract term is an initial three (3) years with up to two (2) additional one (1) year option periods)
- Section 1—Minimum Qualifications (at least three (3) years providing energy technical services for Subject Matter Areas).

- Section 2—Contractor Requirements: Scope of Work (reviewed the distinction of the two (2) Subject Matter Areas; services required for all contractors; services required for contractors bidding on Subject Matter Area I, services required for contractors bidding on Subject Matter Area II. Services required include listed technical requirement and personnel requirements).
- Section 3—Contractor Requirements: General Requirements (reviewed all general elements required to meet administrative requirements. Particular emphasis was made on the requirements to meet the MBE reporting requirements).
- Section 4—Procurement Instructions (reviewed procurement process and procedures for this solicitation with emphasis on the MBE goal and proposal documentation requirements).
- Section 5—Proposal Format (reviewed the two-part format for proposal submission with particular emphasis on timeliness, the proper packaging and labeling of proposals).
- Section 6—Evaluation and Selection Process (reviewed the proposal evaluation and selection process).
- Attachment B—Financial Proposal Instructions and Form (discussed elements of price sheets and the administrative requirements). (required submission)
- Attachment C—Proposal Affidavit (described the purpose of the affidavit and emphasized that all blanks and signatures must filled in). (required submission)
- Attachment D—Minority Business Enterprise Participation (explained the important of properly filling out all MBE documents with particular emphasis on the possibility of proposal rejection for failure to do so; the importance of active (not pending) MDOT MBE certification; and the rigor required should a bidder choose to request a waiver from the MBE goal). (required submission).
- Attachment F—Living Wage Requirements for Service Contracts (required by all).
- Attachment H— Conflict of Interest Affidavit/Disclosure (discussed requirement for Offeror to certify that it has no conflict of interest as defined by Maryland law and the Affidavit that must be sent with the proposal). (required submission)
- Attachment I— Non-Disclosure Agreement (discussed necessity for the Contractor and its agents to protect confidential information and the agreement content).
- Attachment M – Contract (Liquidated damages clause will be added in amendment #1; emphasized that bidders should have legal team review contract as soon as possible).
- Attachment N– Contract Affidavit (contract affidavit is a reaffirmation of bid/proposal affidavit required to be submitted by the winning bidder(s) .
- Appendix 1- Addressed abbreviations and definitions (emphasized definitions of Fixed Hourly Labor Category Rates, Fully Loaded, Key Personnel, Non-Routine Travel and Routine Travel).

The floor was then opened to questions. Questions from the floor covered a wide variety of topics including minority business requirements, conflict of interest, and a number of technical issues. It was emphasized to attendees that responses discussed at the conference were tentative and should be re-submitted formally by e-mail to the Procurement Officer if the questioner wanted a formal authoritative response.

Follow-on questions may be emailed to the Procurement Officer any time up to five days prior to the proposal due date (3:00pm EST September 14, 2017). Questions received within five dates of the proposal due date will only be entertained on an emergency basis. Responses to non-vendor specific questions will be promulgated through the MEA web site, eMarylandMarketplace and to the Procurement Officer's distribution list.

Attendees were informed that a transcript of the pre-proposal conference will be available, for a fee, by contacting Debbie Serio, Free State Reporting, Inc., 410-974-0947.

The meeting adjourned at 12:00 P.M.

Date Issued: August, 24, 2017

Aubrey Jo Janson
Administrative Assistant to the Procurement Officer

Attachments - Pre-Proposal Conference Attendance List