

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

3 Pre-Proposal Conference

4 Tax Field Audit System Update TORFP  
5 Project No. DLLR-FY2012-033

6  
7 1100 North Eutaw Street  
8 Basement Conference Room  
9 Baltimore, Maryland

10 October 5, 2012

11  
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13 ALAN ROBINSON, MBE Liaison  
14 BRIAN SMITH, Special Projects Manager  
15 JANIE BROWN, Project Manager  
16 DAN JOHNSON, IT Liaison  
17 LATESA THOMAS, Chief of Procurement  
18 PRAHALAD PATEEL, DLLR  
19 DENNIS MORTON, DLLR  
20 JIM MCVICKER, DLLR  
21 BETTY MULL, DLLR

1 PRESENT FOR VENDORS:

2 MARC DREILINGER, Angarai International

3 SRI SURYA, Bourntec Solutions

4 RANDY ARNOLD, MTW Solutions

5 DANNY LEE, Connect International

6 PHIL BUCKBERG, Advantage Industries

7 NATALIE MEYERS, Advantage Industries

8 HEATH GOISAVICH, OK Consulting

9 FAYE FICARRO, Boytek Consulting

10 SANDEEP HARJANI, Infojini, Inc.

11 JUDITH KINDT, Serigor

12 KHIN CONTRINO, PTS, Inc.

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1 the people on the Panel introduce themselves.

2 MR. ROBINSON: My name is Allan Robinson. I'm  
3 the MBE Liaison.

4 MR. SMITH: I'm Brian Smith, the Special  
5 Projects Manager for this project.

6 MS. BROWN: My name is Jannie Brown, and I am  
7 the Project Manager Assisting Brian for this effort.

8 MS. FLETCHER: Thank you. Just as a reminder,  
9 this is a Small Business Reserve only project meaning  
10 that you needed -- you need to have -- your business  
11 needs to have been designated as a Small Business Reserve  
12 at the time of bid opening. So once your bid is  
13 submitted, you must be a Small Business Reserve with the  
14 State of Maryland in order to have your bid considered.

15 So I'm going to go over briefly the general  
16 bidding requirements for the project, and then I will go  
17 to Allan, who will talk about the SBR and MBE  
18 requirements. And then we'll move on to the technical  
19 questions. And before we do that, I'll say a brief word  
20 about the vendor questions that I've handed out. This is  
21 not the only time to submit vendor questions. If after

1 this meeting, you have some more immediate questions,  
2 please let me know, and I will see that those are  
3 answered. We do have at least one amendment that's going  
4 forward on this RFP because the MBE forms have been  
5 updated. That probably will not result in an extension,  
6 but we just want to make sure that you have the correct  
7 MBE forms.

8           So moving ahead to page 4, I just want to point  
9 out that the current bid closing date is October 15th at  
10 2 p.m. Your proposals must be in to the Procurement Unit  
11 by that time. Brian Smith is the Project Manager for  
12 this procurement, and the IT Liaison is Dan Johnson. So  
13 Brian is who you would be coordinating with through me if  
14 you want to come in and look at the documents specified  
15 in the Nondisclosure Agreement. Unless that's -- is that  
16 correct --

17           MR. SMITH: That's correct.

18           MS. FLETCHER: Okay. And Dan.

19           MR. DREILINGER: Just because I had so much fun  
20 with that one, and just in case other people haven't  
21 noticed --

1 UNIDENTIFIED SPEAKER: I need to have everybody  
2 going to speak to --

3 MR. DREILINGER: Marc Dreilinger from Angarai  
4 Corporation.

5 MS. FLETCHER: Okay.

6 MR. DREILINGER: I was going to say just  
7 because I had so much tracking that down maybe be helpful  
8 to everybody --

9 MS. FLETCHER: Sure.

10 MR. DREILINGER: -- that is.

11 MS. FLETCHER: What I was just referring to is  
12 on page 6 under 1.7, Nondisclosure Agreement. There are  
13 some documents that are part of this Tax Audit RFP that  
14 have not been included, and you can only view in the  
15 office. So you would need to give me a call. I will  
16 coordinate with Brian what times he's available, and then  
17 we'll go on the record that you have asked to see it  
18 during that time, and then you can come in and take a  
19 look.

20 MR. DREILINGER: Thank you.

21 MS. FLETCHER: So a word about being responsive

1 and responsible in terms of bidding on State contracts  
2 with DLLR, you need to be in good standing with the State  
3 Department of Assessments and Taxation, which means that  
4 all of your paperwork with them needs to be up-to-date,  
5 and you also need to have your taxes cleared, which means  
6 that you could have no outstanding tax liability with the  
7 State. So it is one thing to have your paperwork up-to-  
8 date, and it's another to make sure that you don't owe  
9 the State any money. And both of those must be true at  
10 the time of bid opening.

11           So the general requirements under this RFP are  
12 pretty basic. Are there any questions about what I just  
13 said or Section 1 in general?

14           Okay. Then I'll move over to Allan, who will  
15 talk about SBR, MBE. And Allan is our MBE Liaison for  
16 Labor, Licensing and Regulation.

17           MR. ROBINSON: Once again, good morning  
18 everyone. Thank you for making the journey. As Jada  
19 made reference, this is an SBR procurement. So you have  
20 to be a certified SBR to win the award. Also there is a  
21 10 percent MBE goal that's associated with this



1 procurement, and you have to use only Maryland-certified  
2 MBEs. You can find them by visiting the Maryland  
3 Department of Transportation's website. I actually have  
4 a document over here that has some useful websites for  
5 you.

6           Now, as Jada made reference, there's going to  
7 be an amendment to this procurement. The form that you  
8 have in your packet is not the most up-to-date MBE  
9 document that needs to be filled out. So she's going to  
10 be including that within the next day or two. But just  
11 to go over the basics of this particular document. There  
12 are actually five forms that makes up this document. The  
13 first of which has to be submitted during the time of  
14 your bid proposal submission. If it's not submitted,  
15 then your proposal can be deemed as nonresponsive to the  
16 TORFP. That form is to certify Minority Business  
17 Utilization and Fair Solicitation Affidavit. Now on that  
18 particular form, you're going to indicate whether or not  
19 you can meet or exceed the MBE goal, which we encourage,  
20 if you can. Or you're going to indicate whether or not  
21 you can't meet that goal, and you're requesting a waiver

1 in part or in full. And, again, that form has to be  
2 submitted, has to be signed and submitted. Now if you  
3 are deemed the potential or apparent awardee of this  
4 procurement, then there are two additional forms that  
5 have to be submitted within 10 working days. The first  
6 of those forms is the Outreach Effort Compliance  
7 Statement. Now this particular form, it actually  
8 identifies the work category that you're going to  
9 subcontract in your procurement, and it's going -- you're  
10 going to need to also with that information, you're going  
11 to -- basically, that's basically what you're going to be  
12 doing. You're going to be submitting your certified MBE.  
13 You're going to be saying specifically what work that  
14 individual is going to be doing.

15           The next form that you're going to have to  
16 submit is your Subcontractor Participation Statement, and  
17 that again it focuses on the MBE, who they are, their  
18 certification number, what percent of the contract that  
19 that individual is going to serve for you.

20           So those two documents have to be submitted 10  
21 days, 10 working days after being notified that you are

1 going to be potential awardee.

2           Now, if you're asking for a waiver, there are  
3 additional documents that need to be submitted. We're  
4 going to touch on that in a few moments. Now once the  
5 contract is actually awarded and the service has begun,  
6 there is the last two documents that now come into play.  
7 One is the -- they're reports basically. One is received  
8 from the prime contractor; the other is received from the  
9 subcontractor. It helps us to track payments that are  
10 made to the subcontractor so we can keep an eye on  
11 compliance, whether or not you're actually fulfilling  
12 that goal or exceeding it or whether we need to take some  
13 corrective action to make sure that the goal is -- you're  
14 working towards the fulfillment of that goal.

15           Now the last item I want to talk about is the  
16 waiver. Now if you find that in your search of the MDOT  
17 database that you cannot find an MBE to help you fulfill  
18 this sub-goal, and you decide you want to submit a waiver  
19 request, please note that you can only do that at the  
20 beginning, or rather not the beginning, but rather during  
21 your submission. After bid submission, you cannot

1 request a waiver. The only time that an adjustment can  
2 be made after bid submission would have to be on the part  
3 of DLLR. If we do something that changes the scope of  
4 the contract, if we have to remove a portion of the  
5 contract that would impact the MBE category, then we will  
6 make the adjustment and then send out an addendum. Now  
7 once the contract actually starts, there will be no  
8 adjustment on either end as far as reducing the MBE  
9 waiver. Now an MBE waiver is not a guarantee that you're  
10 going to be granted that waiver. We have to actually go  
11 in and check and make sure that you did your good -- did  
12 your due diligence to locate a certified MBE to assist  
13 you on this project. If you have not done that, and we  
14 find that to be the case, then your TORFP can be viewed  
15 as being -- your submission can be viewed as being  
16 nonresponsive. However, if we do find that that is the  
17 case, that you've done your due diligence, you did not  
18 find a certified MBE for whatever reason, and we can  
19 support that on the procurement side, then what we'll do,  
20 we'll submit it then to the head of the Agency. He'll  
21 sign off and approve that.

1           And that being said, that will be the end of my  
2 portion. But are there any questions? No? Okay.

3           MS. FLETCHER: Okay. At this time before I  
4 turn it over to the Project Manager from Unemployment  
5 Insurance, just wanted to make a note.

6           Oh, a question?

7           MR. SURYA: Sri Surya, from Bourntec Solutions.  
8 Regarding the -- given the nature of this engagement,  
9 it's a COTS implementation where the expertise of the  
10 product whether it is -- depending on how it is done,  
11 comes from the product owners. So we might find a  
12 difficulty in meeting that 10 person. We have good  
13 relationship with MBEs we work with in the State. We  
14 don't have an issue with that. We have Small Business  
15 Reserve and we have MBRs, and in fact, we are trying to  
16 see where we could -- what, you know, work we could give  
17 them. But how you consider that if we don't find 10  
18 percent of work to be able to give to them?

19           MR. ROBINSON: If you cannot find any work to  
20 give to them, then you would have to submit a waiver  
21 request.

1 MR. SURYA: Partial waiver?

2 MR. ROBINSON: Partial waiver or a waiver in  
3 full. It all depends on what you find. And then we  
4 would review your solicitation, your proposal, rather,  
5 and you have to also submit supporting data to show that  
6 you actually went in and you looked and you tried to find  
7 some vendors. And then we'll make the judgment then.

8 MR. SURYA: Well the question is not about  
9 finding the vendors. We have the vendors. The question  
10 -- about how much of the work they would be able to  
11 execute given the nature of this engagement. Because  
12 it's a product, it's product-oriented.

13 MR. ROBINSON: Well, see, I can't speak for  
14 -- I can't answer that just specific for your company.  
15 Because whereas though you may say, well, we can't find  
16 any vendors for the work that we can subcontract, you may  
17 have another person say I can fulfill that 10 percent.

18 MS. FLETCHER: But --

19 MR. SURYA: Well, it's not like that, Brian.  
20 You will --

21 MS. FLETCHER: But didn't we just -- Allan, did

1 we mention when we were doing the PRG like software  
2 testing or things like that? What were some of the  
3 categories that came up?

4 MR. ROBINSON: Those were -- some of the ones  
5 that came up, implementation, testing, things of nature,  
6 we were looking at. But, again, I mean those are just  
7 what we saw. You may actually see another area where you  
8 could possibly use a certified minority vendor. That's  
9 why I would say that just kind of scrutinize the  
10 solicitation thoroughly just to see whether or not you  
11 can meet that goal. And if you can't, you can't. I mean  
12 then you submit your waiver request in part or for the  
13 whole.

14 MR. ARNOLD: So the waiver request -- sorry.  
15 This is Randy Arnold, MTW Solutions. So the waiver  
16 request could be to either request for a waiver of five  
17 percent of that. If we can't find viable work that an  
18 MBE could provide, since we're providing -- product to  
19 solution.

20 MR. ROBINSON: Right, yes. You can request for  
21 any percentage of that goal.

1           MR. SURYA: Given the situation where this  
2 product could be implemented or installed -- and there's  
3 another vendor who comes in person to install that, it's  
4 a different product. So he could probably use an MBE to  
5 come and send the person to install it at on each  
6 individual computer, whereas we do it remotely and we  
7 wouldn't be able to use that kind of resource. So would  
8 it play anywhere negatively in the proposal?

9           MR. ROBINSON: Well, you know, a lot of it is  
10 going to be dependent on your proposal itself, whether it  
11 is the most responsive to the TORFP. So that's kind of a  
12 hard question to ask at this -- answer at this particular  
13 moment. I mean you may come in and submit a proposal and  
14 you have a waiver, and your proposal just totally blows  
15 everybody else's away, everybody else's proposal is rated  
16 below yours. Then yours, they would then -- we would  
17 have to then look at your waiver request, and all that  
18 would have to be weighed. So your question right at this  
19 point, I can't really answer. Because I don't know  
20 ultimately how you're going to be scored when you submit  
21 your proposal.



1 MR. SURYA: Thank you.

2 MR. ROBINSON: Um-hmm.

3 MR. SURYA: Having said that, and our intention  
4 is inclusive and keep our MBEs and give -- share as much  
5 work as we -- but there might be some indications, that's  
6 it.

7 MR. ROBINSON: Oh, no, we understand that. I  
8 mean sometimes a waiver has to be requested. We tried to  
9 in putting these goals together, be as fair as we can.  
10 We try to make it as realistic as we can, but it's not an  
11 exact science. So we could be wrong. Meaning when  
12 everybody submits their proposal, their proposals,  
13 somebody might even raise the question. Many may raise  
14 the question prior to submission there's nothing there.  
15 In which case, we may have to revisit that before there's  
16 submission. But if not, then we kind of move forward.  
17 But we do the best we can as far as setting up a  
18 realistic goal, and then we go from there.

19 MR. SURYA: Thank you.

20 MR. ROBINSON: Um-hmm.

21 MS. FLETCHER: In other words, just to

1 piggyback on what Allan was saying. Submitting a waiver  
2 request does not impact negatively on your proposal.  
3 It's just documentation that's being looked at.

4           So that said, before I turn the meeting over to  
5 UI, did you have any suggestions, Brian, for possible  
6 areas of subcontractors?

7           MR. SMITH: Pretty well the ones that Allan  
8 spoke about as far as testing -- for the instructions  
9 part of it. We've seen some ability there that manual  
10 writing in that line. Depending on what the solution  
11 really is.

12           MS. FLETCHER: Okay. So a word about the  
13 vendor questions. Under general, the second question,  
14 how much funding has been budgeted for this project, we  
15 cannot give you a figure, except to say that your -- the  
16 financial proposals will be considered at an equal weight  
17 of the technical proposals. So you put forward what your  
18 proposal will cost, and we will evaluate it. That's what  
19 we can say about that.

20           MR. LEE: I understand this is a fixed price  
21 contract, but regarding the hardware and the software,

1 who is going to provide that?

2 UNIDENTIFIED SPEAKER: Your name, sir.

3 MR. LEE: Danny Lee from Connect International.

4 MS. FLETCHER: Whose providing the hardware and  
5 the software? I'm looking at 2.1 on page 7. And you're  
6 either revising and replacing or building on the existing  
7 system.

8 Prahalad, can you address that better?

9 MR. PATEEL: I'll have to get back to you on  
10 that. But the initial assumption is like it's only  
11 software, it's not the hardware.

12 MS. FLETCHER: Okay. Do you have --

13 MR. PATEEL: But I'll clarify that through --

14 MS. FLETCHER: So with that, the deliverable  
15 descriptions on pages 64 through 67 provide more detailed  
16 answers about whether or not it's a -- the requirement if  
17 it's a COTS solution or not. And that would be a good  
18 place to look to answer that question.

19 So now I'm going to turn the meeting over to  
20 Brian and Jeannie, who will talk about the project  
21 itself, and then go through the vendor questions that

1 I've handed out. I've looked through these. None of  
2 them appear to speak to the actual proposal process. So  
3 I believe they're all technical with the exception of the  
4 first one that may require some additional research on my  
5 part, and I can post that on eMaryland Marketplace if  
6 Brian and Jeannie need me to do that.

7 MR. SMITH: Okay. Thank you, Jada. Thanks for  
8 coming out today. Happy to see some interest in working  
9 on this project for us. Just a little overview, and most  
10 of this is in the RFP as I -- we operate under a federal  
11 DOL requirement. We're required to do so many audits per  
12 year, certain types of audits also. What we do, we have  
13 certain number of employers in the State of Maryland.  
14 Some of our audits are random. Some we select based on  
15 data metrics that we obtain from different formulas.  
16 From that pool, the audits are assigned to different  
17 auditors throughout the State of Maryland. The package  
18 that we currently have has been in operation since around  
19 turn of the century, 2000. It's worked very well for us.  
20 It has a lot of good features that we like. Some of that  
21 we'd like to keep. But it also has some features that

1 need improvement as far as being able to handle larger  
2 audits. The time saving. We see a lot of gain in areas  
3 like that.

4 Out of that, it creates reports and adjustments  
5 that we use to adjust our system, which it's a change  
6 audit or a no change audit. Those are currently done by  
7 paper. If you're interested in seeing those, they can  
8 obviously be viewed by scheduling an appointment. We'd  
9 be happy to show you that documentation.

10 Basically, the new program should allow us to d  
11 audits faster with better accuracy. We are held to  
12 guidelines by DOL or what they call TPS Guidelines. So  
13 we need to pass a certain review. Normally we meet those  
14 requirements. We'd like a system that allows us to meet  
15 that easier. And moving forward, also turn things into  
16 more electronic, reduce paper out of the produce and  
17 increase processing of those adjustments.

18 And I'll turn it over if you have any questions  
19 on that. We'll see if we can provide some answers.

20 MS. FLETCHER: Okay. Well, let's move through  
21 the vendor questions starting with the first one.

1           Are there any existing contracts related to the  
2 support to the current system or is this a new contract?

3           MR. SMITH: As far as the system that we have  
4 in place now?

5           MS. FLETCHER: Yes.

6           MR. SMITH: Not to my knowledge. Prahalad.

7           MR. PATEEL: The OIT maintains the current  
8 system. We don't have a vendor maintaining the system.

9           MR. DREILINGER: OIT, is that a DLLR OIT?

10          MR. SMITH: Yes.

11          MR. PATEEL: No.

12          MR. DREILINGER: DLLR --

13          (Simultaneous comments.)

14          MS. FLETCHER: And OIT is Office of Information  
15 Technology. What level, if not, since we don't -- what  
16 level of resources does DLLR commit to supporting the  
17 current system? Is that similar to how much money is  
18 there or is that different?

19          MR. SMITH: That's different.

20          MS. FLETCHER: Okay.

21          MR. DREILINGER: I was actually looking -- I

1 think I drafted that question.

2 MS. FLETCHER: Okay.

3 MR. DREILINGER: I was looking to know like how  
4 many -- how staff intensive supporting the current system  
5 is.

6 MS. FLETCHER: Okay.

7 MR. SMITH: I'll refer that to Prahalad, if he  
8 can --

9 MR. PATEEL: Two resources on a partial basis.  
10 That's not like their full-time job to support the  
11 system. It's part of a team. We have other  
12 responsibilities. This is one of the responsibilities.

13 MS. FLETCHER: Okay. Is it our intent to  
14 continue operating the current system during the  
15 transition to the new system with resources now in place?

16 MR. SMITH: Yes. We'd have to continue  
17 operating the current system. We couldn't stop doing  
18 audits for transition period.

19 MS. FLETCHER: Okay. The TORFP indicates that  
20 this project is being done under the auspices of the  
21 Maryland DLLR Unemployment Insurance Contributions

1 Division. However, the proposal relates solely to the  
2 Field Audit System now in place that is used by tax  
3 auditors. Can we describe the relationship between  
4 Maryland's Unemployment Insurance Program and this  
5 project? Further is knowledge of any other IT systems  
6 used in the administration of Maryland's UI Program  
7 required when developing a solution to this RFP? Because  
8 there is a reference to sharing of data with the  
9 mainframe base system.

10 MR. SMITH: I can answer the first part of that  
11 question. Basically the field audit personnel are a  
12 subsystem. They're a unit under Maryland Department of  
13 Labor. And like I said in the error review, we are  
14 required by DOL to do a certain amount of audits. So  
15 that comes down from the federal requirement into the  
16 State UI system, and we have our separate unit for field  
17 audit, which does actually conduct these audits, and  
18 they're the main user of this product. And the second  
19 part, Prahalad.

20 MR. PATEEL: Currently the laptop audit system  
21 actually interfaces with our mainframe systems where the



1 data is extracted and then an FTB happens on a daily  
2 basis, and the laptop program in just the data. That's  
3 the extent of integration. If the answer is do you need  
4 to know mainframe programming to bid on this project, the  
5 answer is no. The answer like depends on what other --  
6 the question that I see here is -- further is not -- any  
7 other information technology systems used in the  
8 administration of the UI Program -- the answer to that is  
9 if that, if we're looking at mainframe expertise, the  
10 answer is no. Other than that, you should be -- you  
11 should have the knowledge to actually interact with a  
12 flat-file base system. Or if you come up with a  
13 specification we can -- actually able to interact in that  
14 fashion. Other than that, I need more information  
15 whoever asked the question what they're asking.

16 MR. DREILINGER: Marc Dreilinger from Angarai  
17 International, and that was my question. What I was --  
18 having had some experience with doing projects like this,  
19 the question I was asking was -- well first of -- I guess  
20 first of all, what is the tool that's used to move the  
21 information back and forth between the mainframe and the

1 existing system? And then what's your intention  
2 regarding supporting the mainframe data transfer into the  
3 new system? Is that something that's going to be done by  
4 DLLR people based on what the vendor identifies or does  
5 it mean the vendor is going to have to identify a  
6 solution?

7 MR. PATEEL: The intention is like interface as  
8 it exists now is already in place. The resources that  
9 are necessary to make the interface happen, which is  
10 extract the data from the mainframe and pass it on to the  
11 PC is already in place. If you need more information  
12 than that, then it will -- has to be like very specific  
13 details -- saying what do you need and from then on the  
14 DLLR resources are responsible to actually get the data.

15 M. DREILINGER: Okay, I guess, then I'll ask, I  
16 guess the question going to get to was the one you just  
17 got to, which is what do we need to know? How is that --  
18 just so we need to know how the mainframe data populates  
19 in your system, what do we need to know about the  
20 transfer of data between the mainframe and the  
21 application?

1 MR. PATEEL: Right now the mainframe, the  
2 interface between the mainframe, we have like two ways of  
3 doing it. One is the -- FTP. An extract happens on the  
4 mainframe system and is FTP overnight. And we also have  
5 a -- system from Neon Systems. It's called Shadow.  
6 Which you can actually use directly to interact with --  
7 on a real-time basis with the mainframe system.

8 MR. DREILINGER: So is that a requirement that  
9 we have to interact with Shadow or?

10 MR. PATEEL: There is no requirement that you  
11 have to interact with Shadow.

12 MR. DREILINGER: Can I just ask is this --  
13 mainframe IBM or --

14 MR. PATEEL: No. It's an IBM 3098 ZOS 1.6.  
15 And the fax system is using a Visa M -- and supporting  
16 information comes from ADB -- system, which is like a  
17 vendor system.

18 MS. FLETCHER: Okay. Before we move on, I just  
19 want to say a quick word. I keep -- I kept referring to  
20 eMaryland Marketplace, which is where these proposals are  
21 usually posted according to COMAR. However, because this

1 is CATS II and you have been prequalified in other words,  
2 all responses will be going out by e-mail the way you got  
3 this, the way you got notice of this TORFP. So be  
4 looking for an e-mail. You don't go onto eMaryland  
5 Marketplace because it's not posted there. So moving on  
6 to questions that regard to the specifications. 2.8,  
7 which I'm trying to find the page number for and can't,  
8 so, but this question goes out of 2.8, Project Goals and  
9 Objectives.

10 UNIDENTIFIED SPEAKER: Page 11.

11 MS. FLETCHER: Thank you. On page 11. The  
12 question is, please clarify the intent of electronic  
13 signatures. For example, does storing the user ID of the  
14 auditor and approvers along their approval actions  
15 satisfy this requirement?

16 MS. BROWN: We would like to defer answering  
17 this question, and provide it in a written format at a  
18 later time.

19 MS. FLETCHER: Okay. To point 8.1. We're now  
20 going to questions going out of the functional business  
21 requirements, starting on page 12 and going through I

1 believe page 32. Are there standard APIs for interface  
2 mechanisms in place today to retrieve the prior data from  
3 these data sources? Will Maryland DLLR staff be  
4 responsible for creating and maintaining the data access  
5 processes or will the offeror be responsible?

6 MS. BROWN: Again, we would like to defer  
7 answering this question.

8 MR. PATEEL: Actually, we answered the  
9 question.

10 MR. BROWN: Okay. Very good.

11 MR. PATEEL: It was answered already.

12 MS. BROWN: Very good.

13 MR. DREILINGER: Would it be possible to get  
14 that answer in writing?

15 MS. FLETCHER: It will be part of the  
16 transcript, which will be posted hopefully on Tuesday.  
17 Is it -- again, in fact all of these questions, the  
18 remaining questions go to the functional business  
19 requirements. Is it DLLR's intent that the future tax  
20 audit system perform the audit selections against the  
21 entire employer file or will this determination of audit

1 samples execute against an audit pool created annually by  
2 a process within the DLLR Tax System?

3 MR. SMITH: And, again, we'd like to defer to  
4 get more detail on that answer.

5 MS. FLETCHER: Please clarify if the  
6 requirement --

7 MR. DREILINGER: As a question?

8 MS. FLETCHER: Sure.

9 MR. DREILINGER: In the, and I may have missed  
10 this, but if I -- in -- buried in that question is  
11 another question, which is in the systems that I've seen  
12 that were done like this, generally it's every request  
13 that comes in gets moved into the new -- into the  
14 electronic paperless system then, and is stored there.  
15 You know, even if nothing happens, it's kept there, you  
16 know, going forward. Is the only information that's  
17 going to come into this new system going to be just  
18 audits selected by DLLR, by DLLR, I guess.

19 MS. FLETCHER: Yes.

20 MR. DREILINGER: Is it just going to be the  
21 audits selected by DLLR and then any other information

1 that's not specific audit identified by DLLR is not  
2 relevant to the project?

3 MS. BROWN: Again, I think it would be best if  
4 we defer so that we can add clarity around that point.

5 MS. FLETCHER: The next question. Please  
6 clarify if the requirement for the audit package includes  
7 letters and correspondence. I believe that's the  
8 question. Sorry. I just cut and paste these questions.  
9 Is it DLLR's requirement that the future tax audit system  
10 generate letters, correspondence items that are sent to  
11 the employer or does it need to allow the auditor to  
12 attach copies that are generated external to the audit  
13 system?

14 MR. SMITH: There are several requirements  
15 addressing correspondence in the package. We will  
16 provide a more detailed response on that also.

17 MS. FLETCHER: And can we please provide  
18 Exhibit D, List of Data Elements? And that's 2. --  
19 Section 2.8.1.35, which is on page 21. Exhibit D. Is  
20 Exhibit D not included?

21 MS. BROWN: Right. We'll have to provide that.

1 MR. SMITH: Right. We can provide that.

2 MS. FLETCHER: Okay. So that will also be an  
3 amendment, probably part of the first amendment, the  
4 putting in the correct forms.

5 Are there any further questions about the  
6 specifications or any other part of this project at this  
7 time?

8 MR. LEE: Yes, Danny Lee from Connect  
9 International. Would you please provide us some  
10 specifications of what kind of laptop that you're using.  
11 For example, how much memory within those laptop?

12 MR. SMITH: Is that something that you can  
13 answer, Prahalad?

14 MR. PATEEL: We'll provide the specifications.  
15 Currently what we use, we can actually provide that, but  
16 if the vendor needs these specific requirements, please  
17 put that in the -- on the -- but if your laptop requires  
18 -- specifications, we'll take care of that.

19 MR. LEE: The laptop, the tax auditors are  
20 currently using.

21 MR. PATEEL: Oh, currently they are using?



1 MR. LEE: Yeah.

2 MR. PATEEL: We'll get back to -- we'll have --  
3 it's a mix of not like they don't have one single model.  
4 They have couple of models. We'll give you a  
5 representative sample.

6 MS. FLETCHER: Can we say whether they're MACs  
7 or PCs?

8 MR. PATEEL: Hum?

9 MS. FLETCHER: Are they MACs or PCs? Can we  
10 say that?

11 MR. PATEEL: They are all PCs. No MACs.

12 MS. FLETCHER: Okay.

13 MS. BROWN: No MACs.

14 MR. PATEEL: At all.

15 MR. DREILINGER: Are they -- are they all, are  
16 they Windows 7 or some of them still XP?

17 MR. PATEEL: Currently all of them are Windows  
18 XP.

19 MR. DREILINGER: Windows XP?

20 MR. PATEEL: Um-hmm.

21 MR. DREILINGER: Is it the intent of --

1 MR. PATEEL: No.

2 MR. DREILINGER: -- DLLR to upgrade to Windows  
3 7?

4 MR. PATEEL: Yes. We don't want Windows XP  
5 solution. Because -- other things, Microsoft has stopped  
6 supporting Windows XP.

7 MR. DREILINGER: Right.

8 MR. PATEEL: So we won't expect a vendor to  
9 propose a solution based on a dead product.

10 MR. DREILINGER: All right, that's kind of an  
11 important point. You want a Windows, you want a Windows  
12 7 based solution, which means that you'll be -- will DLLR  
13 be providing a Windows 7 based test environment for us to  
14 work on, work with the solution?

15 MR. SMITH: Prahalad?

16 MR. PATEEL: I'm not -- going to have to get  
17 back with that. I don't know whether we actually -- the  
18 test environment, if it's a vendor test environment,  
19 vendor is responsible for it. But if you want -- in the  
20 DLLR -- DLLR will provide test environment -- in other  
21 words, we are not responsible for providing you a DLLR --

1 environment and -- test environment down in your  
2 premises. But if you want to test your software in the  
3 DLLR environment, we already have a DLLR environment, but  
4 it's going to be a --

5 MR. DREILINGER: Okay. And I was asking more  
6 specifically. At some point we have -- some point the  
7 solution has to be tested on the PCs and from the laptops  
8 that --

9 MR. PATEEL: Yes.

10 MR. DREILINGER: -- are going to be used by the  
11 auditors.

12 MR. PATEEL: Right. It will be provided.

13 MR. DREILINGER: It will be provided?

14 MR. PATEEL: Um-hmm.

15 MR. BUCKBERG: Phil Buckberg, Advantage  
16 Industries.

17 COURT REPORTER: Make sure you speak up.

18 MR. BUCKBERG: Okay. Is this loud enough?

19 COURT REPORTER: Little louder.

20 MR. BUCKBERG: All right, I'll --

21 MS. FLETCHER: Sorry. The mic is behind

1 Prahalad here. If you could come up, please.

2 MR. BUCKBERG: All right, sir.

3 MS. FLETCHER: Thank you.

4 MR. BUCKBERG: All right. So I have one  
5 question that may lead to other questions.

6 MS. FLETCHER: Sure.

7 MR. BUCKBERG: It appears, if I understand this  
8 correctly, that the entire work that the vendor is going  
9 to be dealing with starts after the file is received on a  
10 laptop. So do I understand that there are no changes  
11 implied here to the database itself? That we're not  
12 affecting the actual data that's being stored in the  
13 mainframe. We're only processing it including the  
14 process once the data has been extracted by FTP?

15 MR. PATEEL: Could I get back to you on that  
16 point?

17 MR. BUCKBERG: Okay. And then the other side  
18 of that question is if, in improving the process through  
19 whatever work is done, we find changes or we'd like to  
20 suggest changes to the mainframe database, maybe there's  
21 additional data to store for linking files or whatever,

1 is that an option? I'm sure is also something to get  
2 back to us on. So I'd like to ask both those questions.

3 MR. PATEEL: -- will be answered.

4 MR. DREILINGER: The alternative question to  
5 that -- Marc Dreilinger from Angarai. The alternative  
6 question to that would be is it DLLR's desire to get past  
7 -- get the application off the mainframe into a server-  
8 based environment and not be mainframe dependent or?

9 MR. PATEEL: No. Because our mainframe is the  
10 system of record. And this is an ancillary system. It  
11 supports one function. And there is no intention of  
12 actually moving our mainframe to a laptop based system.  
13 Not as part of this one, no.

14 MR. DREILINGER: So it's just a process.

15 MR. PATEEL: Excuse me?

16 MR. DREILINGER: It's just a process -- you're  
17 not looking at.

18 MS. FLETCHER: So questions going to  
19 specifications. What it appears what happened after this  
20 point is that the questions under specifications, the UI  
21 IT Team will need to research further and provide answers

1 for. Once they've done that, I will forward those  
2 answers to you. Then once I get the pre-bid transcript  
3 back, I will look at the other questions that have grown  
4 out of this session that UI has said they will need to  
5 get back to in writing so that they can have those  
6 questions in writing, and those will be posted next week.  
7 We will, of course, take into serious consideration  
8 whether the answers to these questions will necessitate  
9 an extension of this -- the bid closing date for this  
10 project, but I can't guarantee that at this time. Just  
11 know that we will take that into serious consideration.

12 MR. DREILINGER: Can I suggest --

13 MS. FLETCHER: Sure.

14 MR. DREILINGER: -- you should take that into  
15 serious consideration. Some of these, because of the,  
16 you know, because of the timeframe and the weekend and  
17 everything, I think that it's going to be really very  
18 difficult -- in having experience doing this kind of  
19 project, it's going to be very difficult to respond  
20 quickly.

21 MS. FLETCHER: And I do, you are correct, Marc.

1 I do note that Monday is a state holiday in observance of  
2 Columbus Day. So that's why I keep referring to Tuesday.  
3 Excuse me. Is it a state holiday for Free State too? I  
4 mean is it a holiday for Free State too?

5 COURT REPORTER: I'm not sure.

6 MS. FLETCHER: We don't know.

7 MR. DREILINGER: It's a holiday nonetheless.

8 MS. FLETCHER: It's a holiday nonetheless. And  
9 so that will delay response time.

10 UNIDENTIFIED SPEAKER: -- stop my phone from  
11 ringing --

12 MS. FLETCHER: Have a question, sir?

13 MR. ARNOLD: Yeah, I have a couple of  
14 questions. Could you tell us how many audit staff  
15 supervisors and office staff you will be using for  
16 meeting the laptop solution you install? How many seats?

17 MR. SMITH: Roughly currently there's around 55  
18 supervisors and staff that work in the program, and that  
19 does vary a little bit plus or minus, but that's a good  
20 rough number.

21 MR. ARNOLD: And I had a couple of questions

1 based on the -- nature that is the potential solution.  
2 There are some deliverables that talk about detail system  
3 design documents, 2.9.2.4 -- and 2.9.2.21 that go into a  
4 lot of detail for maintenance documentation and for --  
5 solution that would be giving up a lot of -- property and  
6 -- provide a level of detail as specified. So will the  
7 response that indicates a summary level and is not going  
8 to give up the level of detail that's specified be  
9 acceptable?

10 MS. BROWN: We would have to defer answering  
11 that question.

12 MS. FLETCHER: I will note that there are two  
13 separate nondisclosure agreements. One for offerors, and  
14 one for contractors. So while it's expected that the  
15 State has information that is not publicly available and  
16 is only available to those offering and contracting, the  
17 State also acknowledges that offerors and contractors  
18 will have information that should not be disclosed, and  
19 that will be discussed, and an agreement will be worked  
20 out.

21 MR. GOISAVICH: Is there a --



1 MS. FLETCHER: Could you please introduce  
2 yourself?

3 MR. GOISAVICH: Heath Goisavich, DK Consulting.  
4 Is there a cutoff for questions?

5 MS. FLETCHER: The cutoff for questions -- the  
6 bid closes on the 15th, but we usually have the cutoff  
7 about a week before. So I would say the current cutoff  
8 for questions would be the close of business on Tuesday  
9 in acknowledgement of the holiday. However, as I said we  
10 are -- we will be seriously considering extending the  
11 bid. However, if you know you have questions today,  
12 please send them to me as soon as possible so that I can  
13 forward them to the proper people. Probably Prahalad and  
14 his team.

15 MR. GOISAVICH: DLLR has an I-Fund contract  
16 going through the process right now. Would the personnel  
17 utilized on that contract be able to be used on this  
18 contract?

19 MS. FLETCHER: I believe they're two separate  
20 contracts. So the answer is no. No.

21 MS. FLETCHER: So with that -- go ahead.

1           MR. BUCKBERG: I'm not sure if this is the  
2 place. I'm Phil Buckberg again, Advantage Industries.  
3 This is page 68, the TO contractor personnel requirements  
4 and minimum qualifications. Can you explain the  
5 requirement for -- this is the sixth bullet down, fifth  
6 one, 10 years of general IT experience on top of five  
7 years of visual basic -- five years, five years  
8 experience required of everything, but then 10 years of  
9 general IT experience. Can you explain what you're  
10 looking for over and above the specific IT experience  
11 that's laid out in the other bullets?

12           MS. BROWN: What page?

13           MS. FLETCHER: We are on page 68 under Section  
14 2.11 to contract -- TO contractor personnel minimum  
15 requirements. And it's the sixth --

16           MR. BUCKBERG: Fifth bullet.

17           MS. FLETCHER: I'm sorry, the fifth bullet  
18 down. 10 years of general IT experience. I think the  
19 question is what does the intervening five years consist  
20 of?

21           MR. BUCKBERG: What are you looking for, for

1 those other five years?

2 MS. FLETCHER: Okay.

3 MR. PATEEL: Programming experience and --  
4 experience. Like all of the programming experience, what  
5 we're asking for is 5, 10 years or of which at least 5  
6 should be on visual basic. He could have worked on Power  
7 Builder or like any other programming language, any other  
8 programming interface for the last of the five years.  
9 What we -- it's 10 years of IT experience building  
10 applications. It could be database experience like  
11 programming in a different language other than VB. But  
12 total is 10 years. Out of the 10 years, 5 years must be  
13 in VB document -- VB-related --

14 MR. BUCKBERG: Is it implied that -- this is  
15 going to sound like a dumb question, but that's post  
16 collegiate? Or if someone is an --

17 MR. PATEEL: I'll defer to the --

18 MR. BUCKBERG: We have some young employees.

19 MR. PATEEL: Hum?

20 MR. BUCKBERG: We have some young employees,  
21 who have not been out of college for 10 years, but are

1 razor sharp, and they've got IT experience certainly in  
2 their studies. Would that count for that 10 years, as  
3 part of the 10 years?

4 MR. PATEEL: I'll let the procurement like  
5 answer that question.

6 MS. FLETCHER: I would --

7 MS. BROWN: He says personnel --

8 MS. FLETCHER: Hum?

9 MS. BROWN: He says personnel minimum  
10 qualifications.

11 MS. FLETCHER: Personnel minimum  
12 qualifications.

13 MR. PATEEL: I would start by saying if you  
14 hire, if you hire an employee, would he answer yes to  
15 that question if you required 10 years of experience and  
16 somebody comes back and says I have five years of college  
17 experience, would be the question. But I'll defer  
18 to --

19 MS. FLETCHER: Yes. I would say if you have a  
20 degree, but you're like a baby genius or whatever, then  
21 that overlaps, and that would appear to be fine. In

1 other words, if you started programming like at 11, but  
2 you've earned your degree and everything else is met, we  
3 have no age -- there does not appear to be an age  
4 requirement nor have we had age requirements or things  
5 like that. So that sort of experience and studies would  
6 appear to meet these personnel requirements.

7 MR. BUCKBERG: Then a follow-up to go with  
8 that. Just because the language is a little bit vague or  
9 somewhat confusing. If you look at 2.12, TO contractor  
10 minimum qualifications, the first sentence says, the  
11 following minimum qualifications are mandatory. But it  
12 doesn't say that under 2.11, and I'm wondering how to  
13 refer to that.

14 MS. FLETCHER: I --

15 MR. BUCKBERG: It seems like the implications -  
16 - those are mandatory as well, but it wasn't stated, and  
17 I wonder if there's a reason it wasn't.

18 MS. FLETCHER: Well, the difference between --  
19 are you asking that the difference between contractor  
20 minimum requirements and personnel minimum requirements?

21 MR. BUCKBERG: Yes.

1 MS. FLETCHER: So the contractor can have been  
2 in business for X number of years, and 2.12 goes to what  
3 that contractor, the nature of that contractor's  
4 business. However, the individuals that are to be  
5 employed on this particular project need to have the  
6 requirements outlined in 2.11. So a contractor can have  
7 a broad base of experience, but the individuals that are  
8 needed for this project need to have the experience in  
9 2.11. Does that answer it?

10 MS. THOMAS: 2.11 -- I'm sorry. Latesa Thomas,  
11 Chief of Procurement. 2.11 and 2.12 both are minimum  
12 requirements, which means that you have to meet those  
13 requirements before moving on in the evaluation context.  
14 But those are the minimum requirements.

15 MR. PATEEL: An example --

16 MS. THOMAS: You have to meet those  
17 requirements.

18 MR. PATEEL: An example might help. If a  
19 company is established for the past 20 years, just  
20 because it qualifies for the second one, they can't put  
21 people who only have two years of experience on the

1 project. The other way around, if the company has only  
2 been in existence for the past two months, they're not  
3 qualified just because they have 20 years of experienced  
4 personnel on the team.

5 MR. BUCKBERG: okay.

6 MR. DREILINGER: Can I suggest that -- Marc  
7 Dreilinger from Angarai. Can I suggest an -- I don't  
8 know if it's an alternative interpretation here. But I  
9 think since this is a fixed price contract, it would seem  
10 to me that in 2.11 for the contractor personnel that the  
11 people, the key contractor personnel who are going to be  
12 working on the project and managing the project should  
13 meet the requirements of 2.11, but to the extent that  
14 it's fixed price, if the vendor chooses to use other  
15 resources on their own dime as part of the project that  
16 those resources may or may not meet the requirement but  
17 may be usable by the vendor as opposed -- does that make  
18 sense?

19 MS. FLETCHER: We will defer that question and  
20 answer it in writing.

21 MR. SURYA: An example -- Sri Surya from

1 Bourntec Solutions. The example could be a decorator or  
2 quality testing person, and they wouldn't have -- because  
3 it's his personnel, our personnel -- it's not  
4 differentiating on what personnel.

5 MS. FLETCHER: Okay.

6 MR. SURYA: So I think -- need all of these  
7 necessary.

8 MR. DREILINGER: But a project manager, you'd  
9 want to see all the requirements.

10 MR. SURYA: And if -- the project manager  
11 requires only -- 10 years.

12 MS. FLETCHER: Okay. Okay. We will --

13 MR. PATEEL: Clarify.

14 MS. FLETCHER: We will clarify that question in  
15 writing.

16 MR. SURYA: Thank you.

17 MS. FLETCHER: Additional questions?

18 Again all of the questions that have been  
19 mentioned that have been posed here that are not on the  
20 sheet will be answered once the transcript is released,  
21 and IT has been able to review those questions.



1           Thank you to everyone for coming out. Please  
2 sign the sign-in sheet so that we can have a record of  
3 your being here, but that sign-in sheet will be scanned  
4 and e-mailed to everyone on the mailing list. Also if  
5 you have one, please leave a card. And you're welcome to  
6 take one of my cards. And, again, I appreciate your  
7 taking the time out. If you think of a question that you  
8 need to go ahead and e-mail me, and I will make sure that  
9 that question is put into the pool of questions that are  
10 answered.

11           (Whereupon, at 10:23 a.m., on October 5, 2012,  
12 the Pre-Proposal Conference was concluded.)  
13  
14  
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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

Tax Field Audit System Update TORFP  
Project No. DLLR-FY2012-033

PLACE: Baltimore, Maryland

DATE: October 5, 2012

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.

**DLLR FY2012-033 Tax Field Audit System Update TORFP**

**Pre-Proposal Meeting  
Friday, October 05, 2012, 9:30 a.m.**

**Vendor Sign-In Sheet**

Company Representative	Company Name Mailing Address	Phone Number Fax Number	E-Mail Address	MBE / SBR Both / Neither
1. Khin Centaino	PTS Inc. Reisterstown, MD	410-294-4117	KCONTRINO@PREFTEC -COM	MBE & SBR
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1. Randy ARNOLD	MTW Solutions, LLC 1756 Southridge Dr Jefferson City, MO 65109	573-893-7997 x111	randy.arnold@ mtwsolutions.com	Neither
2.				
1. Brian Smith	MD / DLLR	410-767-2490	bsmith@dllr.state.md. us	
2.				
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**DLLR FY2012-033 Tax Field Audit System Update TORFP**

**Pre-Proposal Meeting  
Friday, October 05, 2012, 9:30 a.m.**

**Vendor Sign-In Sheet**

Company Representative	Company Name Mailing Address	Phone Number Fax Number	E-Mail Address	MBE / SBR Both / Neither
1. Marc Dreilinger	Angarai Intl 7331 @Hanover Pkwy Greenbelt MD	(410) 472- 5006	mdreilinger@ angarai-intl.com	MBE SBR
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2.				
1. Sandeep Haryani	INFOJINI, INC	443-257-0086	SANDEEP. HARIANI @ INFOJINI CONSULTING LLC	SBR
2. <del>Juda Kindt</del>	<del>Serigo</del>			
1. Juda Kindt	Serigo	410 286 1810	JudaK@serigor.com	Both
2.				
1.				
2.				



**DLLR FY2012-033 Tax Field Audit System Update TORFP**

**Pre-Proposal Meeting  
Friday, October 05, 2012, 9:30 a.m.**

**Vendor Sign-In Sheet**

Company Representative	Company Name Mailing Address	Phone Number Fax Number	E-Mail Address	MBE / SBR Both / Neither
1. Allan Robinson	DUR	410-230-6243	alrobinson@DUR.STATE.MD.US	Both
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1.				
2.				
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