



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-BID CONFERENCE SUMMARY
December 17, 2008; 10:00 AM

Project Title:
STATEWIDE DEBT COLLECTION SERVICES
F10B9200003

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Bid Conference in the Auditorium of the Department of Budget and Management (DBM) located at 300 West Preston Street, Baltimore, Maryland 21201, on December 17, 2008. An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were: Andrea R. Lockett, Procurement Officer; Ilene Carroll, Contract Manager and Thomas McLamore, DBM MBE Liaison.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Andrea R. Lockett, convened the conference, recognized the State and Department (DBM) personnel present, and reiterated that all prospective bidders should sign in.

Ms. Andrea R. Lockett then reviewed the IFB:

- Vendor Comments (encouraged vendors to provide comments and/or suggestions whether or not a bid is submitted to assist DBM in better bid/proposal writing in the future);
- Key Information Summary Sheet (reviewed bid submission location; reviewed bid submission closing date & time);
- Section 1 – General Information (reviewed # of awards, contract type, contract duration, procurement officer/contract manager, submission of questions, closing date & time of bid submission, public bid opening, MBE goal, multiple/alternate bids, Public Information Act Notice, award basis, Department of Assessments and Taxation registration, eMaryland Marketplace registration, Prompt Pay Requirements, Site Survey, defalcation bond and surety bond assistance program, including a review of the Contract [Attachment A], Bid/Proposal Affidavit [Attachment B], Contract Affidavit [Attachment C], Living Wage Affidavit [Attachment L] and Non-Disclosure Agreement [Attachment M];
- Section 4 – Bid Submission Requirements (reviewed content of bid submission);
- Attachment A – Contract (pointed out that IFB, contract and contractor bid submission represents State expectations and requirements and that all referenced exhibits are included in the contract by reference; further explained prompt payment requirements);
- Attachment B – Bid/Proposal Affidavit (explained that all blanks must be filled in even if not applicable; explained that “domestic” means a company incorporated in Maryland and “foreign” means a company NOT incorporated in Maryland and that resident agent information should

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match Department of Assessments and Taxation website's reporting; emphasized that affidavit must be submitted with bid);

- Attachment C – Contract Affidavit (emphasized that affidavit is reaffirmation of bid/proposal affidavit; submission required only if awarded);
- Attachment L – Living Wage Affidavit (emphasized that affidavit must be submitted with bid)
- Attachment M – Non-Disclosure Agreement (explained that submission required only if awarded);

Ms. Ilene Carroll reviewed the minimum qualifications and work requirements of the IFB:

- Section 2 – Minimum Qualifications (reviewed experience, references, state office and licensing and financial statement submission requirements);
- Section 3 – Scope of Services (reviewed background information, collection procedures, state responsibilities, litigation, remitting collections, state offset payments, compromise settlements, suspension of collection effort, reports, record inspection and invoicing & payment);
- Attachment E – Requirements & Qualifications Documentation (emphasized that information must be submitted with bid);
- Attachment F – Bid Price Instructions and Form (emphasized bid must be submitted on this form);
- Attachment I – Description of Debts
- Attachment J – Defalcation Bond (explained that submission required only if awarded)

Mr. Tom McLamore reviewed the Minority Business Enterprise Forms:

- Attachment D – Minority Business Enterprise Participation (reviewed 20% MBE subcontracting goal and explained the fact that some MBE form errors are not curable, such as goal ranges, a MBE firm bidding as a prime contractor and submitting themselves as a subcontractor to fulfill the MBE goal and submission of firms that are not MDOT MBE certified at the time of bid submission).

Ms. Lockett then opened the floor to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail.

The attendees were reminded responses given verbally and other general discussions were non-binding and provided to help give a better understanding of the State's requirements. Ms. Lockett further stated that any question asked and answered at the conference should be asked formally by e-mail if the questioner wanted a coordinated, official response.

Date Issued: December 22, 2008

By: <signed>

Andrea R. Lockett
Procurement Officer

Attachment 1:

Pre-Bid Conference Attendance List

Attachment 1 – Pre-Bid Conference Attendance List

Name/Title/Company	E-Mail	Phone(s)	Physical Address	MBE
Tina Fischer Account Executive TekCollect	tina.fischer@tekcollect.com	(410) 960-9656 <i>office</i>	871 Park Street Columbus, OH 43215	No
Joe Scorzoni Client Manager ACS	joseph.scorzoni@acs-inc.com	(617) 371-9917 <i>office</i>	260 Franklin Street, 11 th Floor Boston, MA 02110	No
Alex Cimoch Administrative Coordinator Net Gain Marketing	alex@netgain4results.com	(267) 736-7608 <i>office</i>	PO Box 353 Collingswood, NJ 08108	No
Nick Bernardo Principal Consultant Net Gain Marketing	nick@netgain4results.com	(267) 471-9591 <i>office</i>	PO Box 353 Collingswood, NJ 08108	No
Linda Brinkworth Vice President, Sales- Government NCO Financial Systems, Inc.	Linda.brinkworth@ncogroup.com	(703) 317-1630 <i>office</i> (703) 864-5143 <i>cell</i>	3718 Logan Court Alexandria, VA 22310	No
Paula Brault NCO Financial Systems, Inc.	paula.brault@ncogroup.com	(866) 702-5588 <i>office</i>	1804 Washington Blvd. Baltimore, MD 21230	No
Rhett Q. Donagher Manager of Sales & Marketing Penn Credit Corporation	rhett.donagher@penncredit.com	(800) 800-3328 ext. 3003 <i>office</i> (561) 371-2937 <i>cell</i>	916 S. 14 th Street PO Box 988 Harrisburg, PA 17108- 0988	No
Donella P. Brockington Vice President ACS	donella.brockington@acs-inc.com	(202) 378-2771 <i>office</i> (202) 256-0813 <i>cell</i>	1800 M Street, NW Washington, DC 20036	No
Rondy Griffin Director, Agent & Direct Sales Coleman & Associates Enterprises, Inc.	rondy.p.griffin@caei.us	(410) 730-7592 ext. 27 <i>office</i> (443) 570-7878 <i>cell</i>	9150 Rumsey Road, Suite A-6 Columbia, Maryland 21045	Yes
Karen E. Williamson VP of Development Administrative Services, Inc.	kwilliamson@asiworks.com	(301) 654-3903 <i>office</i>	7101 Wisconsin Avenue, Suite 1400 Bethesda, MD 20814	No
William L. Allen, Jr. Chief Executive Officer ALW Sourcing LLC	bill.allen@alwsourcing.com	(215) 287-5202 <i>office</i>	1804 Washing Blvd. Baltimore, MD 21230	No