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Deputy Secretary

### **PRE-BID CONFERENCE SUMMARY**

**Project Title: ON-LINE JOB POSTINGS AND EMPLOYMENT ADVERTISING**

**Project No.: 050B440001R**

**DECEMBER 2, 2013**

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Department of Budget and Management's facilities located in Annapolis, Maryland, on NOVEMBER 22, 2013. An attendance list with the names of those who attended is included.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, James Adelman, convened the conference, recognized the Department of Budget and Management (DBM) personnel present, and requested that all vendors sign in. The Procurement Officer advised that the Pre-Bid Conference would not be transcribed but that a written summary would be provided, and reminded bidders that any substantive question(s) should be submitted to the Procurement Officer in writing (or e-mail if preferred). The Procurement Officer then reviewed the following sections of the IFB: Section 1 (reviewed points related to type, terms and conditions of the solicitation as well as basis for award); Section 2 (reviewed minimum qualifications for bidders); and Attachment A (pointed out that contract takes precedence over all other materials that might be included by reference); Attachment B (emphasized all blanks are to be filled in and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland); Attachment C (explained contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the bid); and Attachment G (Living Wage Affidavit).

Mark Townend, the Director of DBM's Recruitment and Examination Division, and Jamie Tomaszewski, DBM's Contract Monitor, summarized the IFB, Section 3 (Scope of Work).

The Procurement Officer summarized the remaining sections of the IFB: Section 4 (Bid Format); and Section 5 (Technical Evaluation Criteria and Selection Procedure.)

Several questions that were submitted via email prior to the Pre-Bid Conference and the State's tentative responses were provided at the pre-bid conference. Those questions will be included in Questions & Answers #1 to be issued shortly. Then, the floor was opened to questions from attendees with the caveat that formal written answers to questions would only be given for those questions submitted in writing, stating a preference for e-mail transmission. However, no questions were posed.

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-6014 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

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by attendees during the question and answer period at the Pre-Bid Conference. The meeting was adjourned.

Date Issued: December 2, 2013

By:   
James Adelman  
Procurement Officer

ATCH: Attendee List