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Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

*DAVID C. ROMANS*  
Deputy Secretary

**PRE-BID CONFERENCE SUMMARY**  
**Project Title: PROCESS SERVER**  
**Project No.: F10B0400009**  
**MARCH 23, 2010**

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Department of Budget and Management's facilities located in Baltimore, Maryland, on March 19, 2010. 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, Mike Yeager, 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 3 (reviewed bid submission guidance and requirements); 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); Attachment F (Bid Price Form and Instructions); Attachment J (Living Wage Requirements for Service Contracts and Affidavit).

The Deputy Director of Central Collections Unit, Ilene Carroll, summarized the IFB, Section 2 (Scope of Work).

The floor was opened to questions 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. Issues discussed in relation to the existing contract included what the winning bid price was and whether there are any performance bench marks regarding the percentage for perfected service. The Procurement Officer also mentioned that a modification to the State's requirements currently articulated in the IFB will be issued soon. Following the question and answer period, the meeting was adjourned.

~Effective Resource Management~

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Date Issued: March 23, 2010

By <signed>.  
Mike Yeager  
Procurement Officer

Atch  
Attendee List

## Attendee List

MBE	Name/Company	E-mail	Phone(s)	Physical Address
No	Paul Koch Freestate Investigations, LLC	<a href="mailto:PJ@Freestateinvestigations.com">PJ@Freestateinvestigations.com</a>	V: 301-576-8227 C: F:	4423 Lehign Rd. #195 College Park, MD 20740
Yes	George Wyler Vice President Absolute Process & Litigation Services, Inc.	<a href="mailto:absoluteprocess@comcast.net">absoluteprocess@comcast.net</a>	V: 888-416-0133 C: 410-299+1703 F: 410-415-0124	P.O. Box 65310 Baltimore, MD 21209
No	Anthony Hatcher Chesapeake Services	<a href="mailto:Chesapeake.services@verizon.net">Chesapeake.services@verizon.net</a>	V: 410-643-3731 C: F: 410-643-4814	202 Anchor Lane Chester, MD 21619
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Yes	Tara Nelson CEO S1G Security Services	<a href="http://SecurityOneGroup.com">SecurityOneGroup.com</a> <a href="mailto:Nelson9770@aol.com">Nelson9770@aol.com</a>	V: 866-685-1888 C: 410-685-1888 F: 410-558-6399	300 W. Lombard St. Suite 840 Baltimore, MD 21202
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Yes	Samira Jones President Legal 1 Investigations, Inc.	<a href="http://Legal1investigations.com">Legal1investigations.com</a> <a href="mailto:s.jones@legal1investigations.com">s.jones@legal1investigations.com</a>	V: 410-287-7820 C: F: 410-287-7859	111 S. Main St. Suite 206 North East, MD 21901
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