



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
FEBRUARY 11, 2016 – 10:00 AM**

**PROJECT TITLE:
MAINTENANCE, REPAIR AND ACCIDENT MANAGEMENT PROGRAM FOR
STATE-OWNED VEHICLES**

SOLICITATION NO. 050B6400003

- I. Welcome and Introduction.....William Bohlayer, *Procurement Officer*
 - a. Introduction of State Attendees
 - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- II. Review of RFP Sections 1 and 2.....William Bohlayer
- III. Review of RFP Section 3 (Scope of Work).....Larry Williams, *Fleet Administrator*
- IV. Review of Attachment F – Financial Proposal Form.....William Bohlayer
- V. Review of RFP Sections 4 & 5 and other attachments.....William Bohlayer
- VI. Question and Answer Period

**Questions pertaining to the current topic of discussion may be raised at that time.
It is not necessary to wait until the Q&A Period.**

Notes: Minutes of the Pre-Proposal Conference will not be transcribed, although the State will provide a written summary after the conference. Any substantive questions should be submitted to the Procurement Officer in writing, preferably via email. Questions submitted in writing will receive a written response that will be issued to all vendors.

Answers provided to questions raised at the Pre-Proposal Conference may be subject to clarification. No answers or other statements given at the Pre-Proposal Conference can alter or amend the RFP; only a formal amendment can change the substance of the RFP. In the event that substantive issues arise necessitating an amendment to the RFP, all offerors known to have received a copy of the solicitation will receive the amendment.

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907
Tel: (410) 260-6021 • Fax: (410) 974-3274 • TTY Users: call via Maryland Relay
<http://www.dbm.maryland.gov>