



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
JULY 18, 2011 – 10:00 AM**

**PROJECT TITLE:
DPSCS INMATE MEDICAL HEALTH CARE AND UTILIZATION SERVICES**

SOLICITATION NUMBER – DPSCS Q0012013

- I. Welcome and Introduction.....*Andrea R. Lockett, Procurement Officer*
 - a. Introduction of State Attendees
 - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- II. Review RFP Sections 1, 4 and 5..... *Andrea R. Lockett*
- III. Review Attachments A; B; C; M; V and AA..... *Andrea R. Lockett*
- IV. Review RFP Minimum Qualifications, Overview of Scope of Work
[Sections 2 and 3].....*Thomas Sullivan, Dr. Sharon Baucom
and Patricia E. Boehm Dove*
- V. Review Financial Proposal [Attachments F]..... *Thomas Sullivan*
- VI. Review MBE Forms [Attachment D]... .. *Andrea R. Lockett*
- VII. Questions and Answers Period..... *ALL*

**Questions pertaining to the current topic being discussed may be asked at that time.
It is not necessary to wait until the Q&A Period.**

Notes: Minutes of the Pre-Proposal Conference will be not be transcribed. Although the State will provide a summary after the conference, any substantive question should be submitted to the Procurement Officer in writing, preferably via email.

We will attempt to answer every question but our responses may be subject to clarification later. Moreover, **the responses given verbally today by state representatives are not binding upon the State and are for informational purposes.** Should substantive issues be raised which cause the solicitation to be amended, all offerors known to have received a copy of the solicitation will receive the amendment(s).

~Effective Resource Management~

45 Calvert Street, Room 141 • Annapolis, MD 21401-1907

Tel: (410) 260-7374 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov> • alockett@dbm.state.md.us