



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-BID CONFERENCE SUMMARY
OCTOBER 28, 2019**

**PROJECT TITLE:
ACCOUNT VERIFICATION SERVICES
SOLICITATION NUMBER – F10B9400039**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Bid Conference on October 28, 2019, at 300 West Preston Street, Auditorium, Baltimore, Maryland 21291. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Jesse Lawyer, Deputy Director, Central Collections Unit, Department of Budget and Management; Montez Foster, IT Director, Central Collections Unit, Department of Budget and Management; and Pam Malech, Procurement Officer, Office of State Procurement, Department of General Services.

This Summary documents the Pre-Bid Proposal Conference. The Procurement Officer convened the conference around 1:00 p.m. and recognized the State personnel present as identified above.

Pam Malech reviewed the following sections of the Invitation for Bids:

- IFB Key Information Summary Sheet (emphasizing due dates and that bids are to be submitted through eMMA); and
- Section 1 – Minimum Qualifications.

Jesse Lawyer reviewed Section 2 – Contractor Requirements: Scope of Work. He explained that the priority is social security number (SSN) and employer identification number (EIN) matches but all are needed. The Central Collections Unit (CCU) has added a dialer this year so telephone number matches will also be needed. These services are to fill the gap when CCU is unable to find the information it needs.

Pam Malech then reviewed the following sections of the Invitation for Bids:

- Section 3 – Contractor Requirements: General;
- Section 4 – Procurement Instructions;
- Section 5 – Bid Format (emphasizing Section 5.3, Bid Price Form, and that bids are to be submitted electronically through eMMA);
- Section 6 – Bid Evaluation and Award; and
- Section 7 – IFB Attachments and Appendices.

Ms. Malech opened the floor up for questions. She advised that formal written answers would follow the oral answers. The attendees were reminded that responses to questions and other general discussions did not change the provisions of the IFB and that only a formal Amendment

can change IFB requirements. Responses given at the conference are intended to aid in understanding the State's requirements. The Conference was adjourned around 2:00 p.m.

Q&A #1, addressing all questions raised at the Pre-Bid Conference will be forthcoming.

Date Issued: November 6, 2019

By:
<signed>

Pam Malech
Procurement Officer

Attachment 1:
Pre-Bid Conference Attendance List