



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
MARCH 15, 2017 – 1:00 PM**

**PROJECT TITLE:
CUSTOMER SERVICE TRAINING**

SOLICITATION NUMBER – 050B7400008

- I. Welcome and Introduction.....*Pam Malech, Procurement Officer*
 - a. Introduction of State Attendees
 - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- II. Review of RFP Section 1.....*Pam Malech*
- III. Review of RFP Section 2 (Scope of Work).....*Gregory Derwart, Department of Commerce*
- IV. Review of RFP Section 2.3.1.....*Jamie Tomaszewski, Chief of Procurement*
- V. Review of RFP Sections 3 and 4.....*Pam Malech*
- VI. Review of MBE and VSBE Program.....*Thomas McLamore, DBM MBE Liaison*
- VII. Review of RFP Sections 5 and 6.....*Pam Malech*
- VIII. Review of Attachment B – Financial Proposal Form & Other Attachments.....*Pam Malech*
- IX. 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 be 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.