

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



Ellington E. Churchill, Jr.
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

PRE-Proposal CONFERENCE SUMMARY
January 4, 2022, 10:00 am
RFP No. F10B2600023

RFP Title: Statewide Debt Collection Services

Ladies/Gentlemen:

The Department of General Services' (DGS), Office of State Procurement, (OSP) conducted a virtual Pre-Proposal Conference for, RFP No. F10B2600023 *Statewide Debt Collection Services* at 10:00AM. An attendance list with the names of attendees is distributed with this Summary.

This Summary is issued to document the Pre-Proposal Conference. The Procurement Officer, Gregory Dennis, convened the conference on time at 10:00 AM, recognized the State personnel present, and reminded all vendors to make sure to send an email to ensure all vendors are provided with copies of the Pre-Proposal Conference Agenda (enclosed).

State Personnel attending:

Gregory Dennis, Procurement Officer, DGS
Chris Hataula, Procurement Manager, DGS
Montez Foster, DBM
Jesse Lawyer, DBM
Shirron Scott, DBM
Anthony Fugett, DBM
Shirley Jackson, DGS

Staff from the Maryland Department of Budget and Management, Jesse Lawyer presented and led the discussion for **Section 2** of the Request for Proposals (RFP)

- **Section 2** Scope of Work

Mr. Dennis reviewed the following sections of the RFP:

- Key Information Sheet
- **Section 3** - General Requirements (reviewed insurance requirements, security and information technology requirements, liquidated damages, and contract transition);
- **Section 4** – Procurement Instructions (reviewed topics related to proposal closing date, questions, contract type, duration, terms and conditions of the solicitation, and required affidavits);
- **Section 5** Proposal Format



- **Section 6** - Evaluation Criteria and Selection Procedure (explained the evaluation process including Technical and Financial Criteria); and
- **Section 7** Attachments and Appendices

Ms. Shirley Jackson, presented and led the discussion for the MBE/VSBE goals and submissions.

Mr. Dennis opened the floor to questions with the caveat that formal answers to questions are provided if the questions were submitted in writing, preferably by e-mail.

During the conference, the following information was emphasized:

- 1) Structure of Commissions
- 2) The entire section two (2) *Scope of Work* of the RFP.
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Follow-up questions and comments by prospective vendors are encouraged.

The attendees were reminded that responses given verbally and other general discussions were provided to help give a better understanding of the State's requirements. Mr. Dennis further reiterated that any question asked and answered at the conference should be submitted formally, to him, by e-mail if the questioner wanted a coordinated, official response. The conference was concluded at 11:20 am.

Date Issued: 1/10/2022

By:

<signed>

Gregory Dennis,
Procurement Officer

Enclosure: