MARYLAND

DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE AGENDA
MARCH 6, 2014 – 11:00 AM

PROJECT TITLE:
ELRD EMPLOYEE ASSISTANCE PROGRAM

SOLICITATION NUMBER – F10B4400008

I. Welcome and Introduction……………………………..… *Rachel Hershey, 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 and 2………………………………………… ……….*Rachel Hershey*

III. Review RFP Sections 3 (Scope of Work)…………..……..…….*Joseph Horvath, Contract Monitor, Employee and Labor Relations Division*

IV. Review RFP Section 4 ………………………………………….…………...............*Rachel Hershey*

V. Review RFP Section 5 …………………………………………….………………...*Rachel Hershey*

VI. Review Attachment F – Financial Price Proposal Forms & Various Attachments….*Rachel Hershey, Joseph Horvath, and others.*

VII. Questions and Answers Period ……………………………………….………………..*All*

**QUESTIONS PERTAINING TO A TOPIC UNDER DISCUSSION 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 <u>not</u> be transcribed although the State will provide a summary of the conference. Any substantive questions posed at the conference should also be submitted to the Procurement Officer in writing, preferably via email at rachel.hershey@maryland.gov.

Answers to questions raised at the Pre-Proposal Conference may be subject to subsequent written clarification. Attendees should note that no verbal responses given at the Pre-Proposal Conference can alter or amend the RFP**.** Should substantive issues be raised which cause the solicitation to be amended, a formal amendment will be issued to amend the RFP. All Offerors known to have received a copy of the solicitation will receive the amendment(s).