



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**PRE-BID CONFERENCE AGENDA  
JANUARY 29, 2018 – 10:00 AM**

**PROJECT TITLE:  
PROCESS SERVER IFB**

**SOLICITATION NUMBER – F10B8400033**

- I. Welcome and Introduction.....*Patrisha Robinson, Procurement Officer*
  - a. Introduction of State Attendees
  - b. Pre-Bid Conference Summary and Sign-In sheet(s) will be emailed
- II. Review of Key Information Summary Sheet and Minimum Qualifications  
.....*Patrisha Robinson*
- III. Review of IFB Section 2 (Scope of Work).....*Jesse Lawyer, Central Collection Unit*
- IV. Review of IFB Sections 4 and 5.....*Patrisha Robinson*
- V. Review of Attachment B – Bid Form & other Attachments.....*Patrisha Robinson*
- VI. Question and Answer Period

**Questions pertaining to the current topic of discussion may be raised at any time. It is not necessary to wait until the Q&A Period.**

Notes: Minutes of the Pre-Bid 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-Bid Conference may be subject to clarification. No answers or other statements given at the Pre-Bid Conference can alter or amend the IFB; only a formal amendment can change the substance of the IFB. In the event that substantive issues arise necessitating an amendment to the IFB, all bidders known to have received a copy of the solicitation will receive the amendment.