



WES MOORE  
Governor

HELENE GRADY  
Secretary

ARUNA MILLER  
Lieutenant Governor

MARC L. NICOLE  
Deputy Secretary

**PRE-BID CONFERENCE AGENDA**  
**August 2, 2023 – 2:00 PM**

**PROJECT TITLE:**  
**PROCESS SERVER IFB**

**SOLICITATION NUMBER – BPM038449**

- I. Welcome and Introduction.....*Donshane Turner, Procurement Officer*
  - a. Introduction of State Attendees
  - b. Pre-Bid Conference Summary and Sign-In sheet(s) will be placed on eMMA.
- II. Overview of Key Information Summary Sheet and Minimum Qualifications  
.....*Donshane Turner*
- III. Review of IFB Section 2 and 3.....*Jesse Lawyer, Central Collection Unit*
- IV. Review of IFB Section 4 and 5.....*Donshane Turner*
- V. Review of Attachment B – Bid Form & other Attachments.....*Donshane Turner*
- 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 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.