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Secretary

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Deputy Secretary

PRE-BID CONFERENCE SUMMARY
August 2, 2023

PROCESS SERVER IFB
SOLICITATION NUMBER – BPM038449

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Bid teleconference on August 2, 2023. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Mr. Jesse Lawyer, Deputy Director, Central Collection Unit; Ms. Lisa Jenkins, Assistant Attorney General; Ms. Lindsey Einschütz, Contract Monitor; and Donshane Turner, Procurement Officer.

This document summarizes the Pre-Bid Conference. The Procurement Officer convened the conference at 2:03 p.m. and recognized the State personnel present as identified above.

Ms. Donshane Turner reviewed the following sections of the Invitation for Bids (IFB):

- IFB Key Information Summary Sheet;
- Section 1 - Minimum Qualifications;
- Section 4 - Procurement Instructions; and
- Attachment B- Bid Form and Minimum Requirements Certification Form (Appendix A.2)

Mr. Jesse Lawyer explained in detail the scope of work and briefly explained the general requirement in the IFB:

- Section 2 - Scope of Work Requirements
- Section 3- Contractor Requirements

Ms. Turner also called attention to IFB Section 5.5 – Delivery and stated the importance of ensuring all Bid packages must be submitted via eMMA and in the final round.

The Procurement Officer then solicited questions from the attendees. She advised that questions raised at the Pre-Bid Conference would be answered, formally, in writing. Responses provided at the conference were to aid in understanding the State's requirements.

The Conference concluded at approximately 2:15 p.m.