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Secretary

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Deputy Secretary

**Pre-Proposal Conference Summary
July 23, 2015**

**Project Title:
Statewide Central Services Cost Allocation Plan**

Solicitation Number – F10B54000036R

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on July 23, 2015, at the Department of Budget and Management (DBM), 45 Calvert Street, Conference Room 164, Annapolis, MD 21401. An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were Rachel Cruse, Procurement Officer, Gabe Gnall, Chief of Procurement, Andrea R. Lockett, Procurement Supervisor, Rachel Hershey, Procurement Analyst, and Panel Members:

Joan Peacock – Manager of the Audit Compliance Unit
Kurt Stolzenbach – Assistant Director of the Office of Budget Analysis
Dick Ihrie - Compliance Auditor

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference and recognized the State personnel present as identified above.

Rachel Cruse then reviewed the following sections of the RFP:

- Vendor Comments (encouraged vendors to provide questions or comments in writing following the conference);
- Key Information Summary Sheet;
- Section 1 – General Information (reviewed summary statement, contract type, contract commencement and duration, procurement officer, contract monitor, eMaryland Marketplace registration, submission of questions, closing date & time of proposal submission, Public Information Act Notice, award basis, revisions to RFP, Bid/Proposal Affidavit [Attachment B], Contract Affidavit [Attachment C], Electronic Procurements Authorized, Living Wage Requirements);
- Section 2 – Minimum Qualifications (Section 2.1.1);

Kurt Stolzenbach explained the scope of work in the RFP:

- Section 3 – Scope of Work

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Rachel Cruse then provided an overview of Sections 4 and 5 and the Attachments to the RFP:

- Section 4 – Proposal Submission Requirements (reviewed content of proposal submission)
- Section 5 – Evaluation Committee, Evaluation Criteria, and Selection Procedure (reviewed evaluation committee, evaluation criteria for both the technical and financial proposals and the selection procedures);
- Attachments – Discussed the attachments to be provided (explained the schedule for providing various attachments and the structure of Attachment F – Financial Proposal Form).

Rachel Cruse opened the floor to questions. She advised that formal written answers would follow the oral answers provided that attendees submit the questions asked at the Pre-Proposal Conference in writing.

Attendees were reminded that responses given verbally and other general discussions including questions and answers provided in writing do not change the provisions of the RFP. The Conference was adjourned around 2:45 PM.

Date Issued: July 27, 2015

By: <signed>
Rachel Cruse
Procurement Officer

Attachment 1:
Pre-Proposal Conference Attendance List
Attachment 2:
Pre-Proposal Conference Agenda

Attachment 1 – Pre-Proposal Conference Attendance List

Name/Title/Company	E-Mail	Phone(s)	Physical Address	MBE
Nelson Clugston	NelsonClugston@maximus.com	804-823-8131	808 Moorefield Park Dr. Suite 205 Richmond, VA 23236	No
Richard D. Jamieson	CPPLUS@aol.com	301-639-2384	11761 Angleberger Rd Thurmont, MD 21788	No
Beyenech Fisseha	B.Fisseha@zobelglobalconsulting.com	301-356-2018	13312 Dove St Silver Spring, MD 20904	Yes
Richard McLaughlin	richardmclaughlin@sequoia-cg.com	850-251-3228	Tallahassee, Florida	
Elise d' Auteuil	edauteui@mgtamer.com	214-662-7699	9038 Vinewood Drive Dallas, TX 75228	