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Deputy Secretary

**SUMMARY OF SITE VISIT TO THE
MTA MOBILITY CERTIFICATION OFFICE
February 11, 2016, 10:00 am
Project No. 050B6400002**

**Project Title: State Medical Director and Occupational Medical Services for
Maryland State Agencies**

Ladies/Gentlemen:

The Department of Budget & Management conducted a site visit for the State Medical Director and Occupational Medical Services for Maryland State Agencies RFP at the MTA Mobility Certification Office located at 4201 Patterson Avenue, Baltimore MD, 21215. An attendance list with the names of attendees has been distributed along with this Summary.

This Summary is being issued to document the events of the site visit. The Procurement Officer, Chris Hautala, convened the site visit at 10:00 am, recognized the State personnel present, and reminded all vendors to make sure to sign the attendance list. Michele Gardner of MTA Mobility then addressed the vendors and conducted a brief tour of the MTA Mobility office. Vendors were shown the waiting area, the area where MTA staff conduct their assessments, and the specialized equipment used to perform functional assessments. Ms. Gardner explained the process by which individuals can become certified to use MTA Mobility services. The site visit concluded with a reminder from Mr. Hautala that any question asked during the site visit should be submitted formally, to him, by e-mail if the questioner wanted a coordinated, official response. The site visit was concluded at 10:35 am.

Date Issued: February 19th, 2016

By: <signed>

Chris Hautala
Procurement Officer

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