

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



Ellington E. Churchill, Jr.
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

**PRE-PROPOSAL CONFERENCE AGENDA
JANUARY 6, 2022 – 10:00 AM**

**PROJECT TITLE:
STATE MEDICAL DIRECTOR AND OCCUPATIONAL SERVICES**

SOLICITATION NUMBER – 001b2600273

- I. Sign In (10 a.m.-10:10 a.m.)*All*
- II. Welcome and Introduction.....*Lola Tiamiyu, Procurement Officer*
- III. Review of RFP Section 1*Procurement Officer*
- IV. Review of RFP Section 2 (Scope of Work)..... *Sherreon Washington, Director of Contract Administration, Unit of DBM Employee Benefits Division*
- V. Review of RFP Sections 3, 4, 5 & 6.....*Procurement Officer*
- VI. *Review of MBE Form*.....*Thomas McLamare, DBM MBE Liaison*
- VII. Review of Financial Proposal Form & various RFP Attachments*Procurement Officer*
- VIII. Question and Answer Period*All*

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

