



*MARTIN O'MALLEY*  
Governor

*ANTHONY BROWN*  
Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

*DAVID C. ROMANS*  
Deputy Secretary

**PRE-PROPOSAL CONFERENCE SUMMARY**  
**Project No.**  
**Project Title: Travel Services for the State of Maryland**  
**March 31, 2009**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference in Room 164 at 45 Calvert Street, Annapolis, MD 21401, on March 18, 2009. An attendance list with the names of those attendees signing in is at Attachment 1.

The Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference, recognized the State and Department (DBM) people present and reiterated that all vendors sign in.

Mr. Howard then reviewed the RFP:

- Section 1 – General Information (reviewed main points related to method, type duration, terms and conditions of the solicitation)
- Section 2 – Offeror Minimum Qualifications (emphasized the need to submit supporting documentation)
- Section 4 – Proposal Submission Format (reviewed elements required to meet administrative and content requirements for technical and financial proposals)
- Section 5 – Evaluation Criteria and Selection Procedure
- Attachment A – Contract
- Attachment B – Bid/Proposal Affidavit (emphasized all blanks are to be filled in and that “domestic corporation” means a corporation registered in Maryland)
- Attachment C – Contract Affidavit
- Attachment D – Minority Business Enterprise Participation

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7181 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

- Attachment F – Price Proposal Instructions and Forms (discussed elements of price sheets)
- Attachment J – Living Wage Requirement for Service Contracts
- Attachment K – Living Wage Affidavit of Agreement

The State's Contract Manager, Larry Williams reviewed the work requirements of the RFP:

- Section 3 – Scope of Work (review the background and work requirements )
- Attachment G – State of Maryland Air/Rail Summary by Department
- Attachment H – Annual Air/Rail Summary (Sample)
- Attachment I – Exception Report

The floor was then opened to questions with the caveat that formal written answers to questions would only be given if the questions were submitted in writing via email.

Responses were provided to a majority of the questions and in some cases, questioners were asked to submit the questions in writing to obtain and coordinated and written response. Mr. Howard additionally reminded attendees that any question asked and answered at the conference should be asked formally if the questioner wanted a formal response.

Date Issued: March 31, 2009

Michael Howard

<signed>

Procurement Officer

1 Atch  
Travel Services Pre-Proposal Conference Attendance List

**Attachment 1 – Pre- Proposal Conference Attendance List**

<b>Name/Company</b>	<b>E-Mail</b>	<b>Phone(s)</b>	<b>Physical Address</b>	<b>MBE</b>
Ed Arias, Duluth Travel	<a href="mailto:ed@duluthtravel.com">ed@duluthtravel.com</a>	V: 770.813.9895 F: 770.813.8303	2860 Peachtree Blvd. Duluth, Georgia	No
Roger Hale, Adtrav	<a href="mailto:Roger.hale@adtrav.com">Roger.hale@adtrav.com</a>	V: 205.444.4802 F: 205.444.4827	4555 Southlake Blvd. B, Al 35244	No
Katherine Yates, Kolanut Travel	<a href="mailto:kyates@sdccork.com">kyates@sdccork.com</a>		3317 Kinjac Rd. Baltimore, MD 21244	No
Ken DeMatteo, Globetrotter Travel	<a href="mailto:Kend@globetrottermgmt.com">Kend@globetrottermgmt.com</a>	V:301.570.0800 F: 301.570.5627	18121 Georgia Ave. Olney, MD 20832	No
Carolyn Hall, CWT/Satotravel	<a href="mailto:CHall@cwtsatotravel.com">CHall@cwtsatotravel.com</a>	V:703.682.7274 F: 703.682.7282	4300 Wilson Blvd, #500 Arlington, VA 22203	No
Donna M. Ferrell, Globetrotter Travel	<a href="mailto:donnaF@globetrottermgmt.com">donnaF@globetrottermgmt.com</a>	V:301.570.0800 F: 301.570.5627	18121 Georgia Ave. Olney, MD 20832	No
Phil Petrulli, Holiday Travel International	<a href="mailto:PPetrulli@holidaytv.com">PPetrulli@holidaytv.com</a>	V:724.863.7500	12239 Rt. 30 N. Huntingdon, PA 15042	No
Bernice Cannings, BC Tours & Travel Inc.	<a href="mailto:Bernice@bctours-travel.com">Bernice@bctours-travel.com</a>	V:301.341.7080 F:301.341.7083	1300 Mercantile Lane Largo, MD	No
Liz Morns, Omega World Travel	<a href="mailto:emorris@owt.net">emorris@owt.net</a>	V:703.359.0200 F:703.359.8889	3102 Omega Office Park Fairfax, VA 22031	No
Matt Allen, Omega World Travel	<a href="mailto:proposals@owt.net">proposals@owt.net</a>	V:703.359.0200 F:703.359.8889	3102 Omega Office Park Fairfax, VA 22031	No
Catherine Henderson, Global Travel Management	<a href="mailto:catt@globaltravelmanagement.com">catt@globaltravelmanagement.com</a>	V:443.394.9494 F:410.702.4720	9309 Owings Choice Ct. Owings Mills, MD 21114	No
Sherry Darney, Travel Destinations	<a href="mailto:sdarney@traveldest.com">sdarney@traveldest.com</a>	V:410.559.0199 F:410.363.1816	110 Painters Mill Owings Mills, MD 21117	No
Bill Sanborn, Travel Destinations	<a href="mailto:bsanborn@traveldest.com">bsanborn@traveldest.com</a>	V:419.313.3111 F:410.363.1816	110 Painters Mill #36 Owings Mills, MD 21117	No