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Lieutenant Governor

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Secretary

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Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
August 21, 2019, 1:30 pm
Project No. 050B060001

Project Title: TRAVEL SERVICES FOR THE STATE OF MARYLAND

Ladies/Gentlemen:

The Department of Budget & Management conducted a Pre-Proposal Conference for the Travel Services for the State of Maryland RFP at 45 Calvert Street, Annapolis, Maryland on August 21, 2019. An attendance list with the names of attendees has been distributed along with this Summary.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officers, Chris Hautala and Lola Tiamiyu convened the conference at 1:30 pm, recognized the State personnel present, and reminded all vendors to make sure to sign the attendance list. Vendors were provided with copies of the Pre-Proposal Conference Agenda.

Ms. Tiamiyu presented the following sections of the RFP:

- Review of the Key Information Summary Sheet and Minimum Qualifications

Mr. Hautala presented the following sections of the RFP:

- Review of the Financial Proposal Form, Attachment B-1
- Review of the Procurement Instructions, Proposal Format, and Evaluation Process

Mr. Joe Consoli, State Travel Manager, reviewed the scope of work and general contract requirements.

Ms. Jamie Tomaszewski, Chief of Procurement of the Department of Budget and Management, reviewed the MBE and VSBE program requirements and the associated goals for this solicitation.

Mr. Thomas McLamore, MBE Liaison for the Department of Budget and Management, also reviewed MBE and VSBE program requirements.

Mr. Hautala opened the floor to questions with the caveat that formal answers to questions would be provided if the questions were submitted in writing, preferably by e-mail. Questions were raised regarding issues related to the Scope of Work, the Financial Proposal Form, and proposal submission process.

During the conference, the following points were emphasized:

- This RFP is making a single award to the firm that submits the most advantageous offer to the State. Technical and financial criteria receive equal weight in the evaluation process.
- Offerors not meeting the Minimum Qualifications would have their proposal rejected.
- Follow-up questions and comments by prospective vendors are encouraged.

The attendees were reminded that responses given verbally and other general discussions were provided to help give a better understanding of the State's requirements. Mr. Hautala further reiterated that any question asked and answered at the conference should be submitted formally, to him, by e-mail if the questioner wanted a coordinated, official response. The conference was concluded at 2:55 pm.

Date Issued: August 22, 2019

By: <signed>

Chris Hautala
Procurement Officer