



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
MARCH 26, 2018 – 10:00 AM**

**PROJECT TITLE:
EMARYLAND MARKETPLACE EPROCUREMENT SOLUTION
SOLICITATION NUMBER – DGSR8400113**

- I. Sign In (10 a.m.-10:15 a.m.)All
- II. Welcome and Introductions.....*Rachel Hershey, Procurement Officer*
- III. Review of RFP Section 1 and Appendix 5.....*Procurement Officer*
- IV. Review of RFP Section 1 (Scope of Work).....*Robert Gleason, Senior Procurement Executive, Department of General Services*
- V. Review of RFP Sections 2 & 3.....*Procurement Officer*
- VI. Review of Attachment B – Financial Proposal Form and Various RFP Attachments*Procurement Officer*
- VII. Question and Answer PeriodAll

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.