



*MARTIN O'MALLEY*  
Governor

*ANTHONY BROWN*  
Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

**PRE-BID CONFERENCE SUMMARY  
NOVEMBER 12, 2014**

**PROJECT TITLE:  
DPSCS INMATE SUBSTANCE ABUSE TREATMENT SERVICES**

**SOLICITATION NUMBER – DPSCS Q0015010**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Bid Conference on November 10, 2014, at the Department of Transportation, 7201 Corporate Center Drive, TSO Conference Room, Hanover, MD 21076. An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were: Ms. Patti Tracey, Procurement Officer; Mrs. Sandra Davis-Hart, DPSCS Director of Substance Abuse Treatment Services, and Ms. Delores Rowlette, DPSCS Contract Manager.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer convened the conference around 10 a.m. and recognized the State personnel present as identified above.

Ms. Patti Tracey then reviewed the following sections of the Invitation for Bids:

- Section 1 – General Information (reviewed contract type and duration, procurement officer/contract manager, submission of questions, closing date & time of bid submission, bid opening and recording, award basis, and revisions to the IFB);
- Section 2 – Minimum Qualifications of Bidders;
- Section 4 – Bid Submission Requirements (reviewed content of bids submission);
- Attachments – Contract, Bid/Proposal Affidavit, Bid Form Instructions and Bid Form, MBE Instructions and Forms, Maryland Living Wage Requirements, Conflict of Interest Affidavit, and Non-Disclosure Agreement.

Mrs. Sandra Davis-Hart explained in detail the scope of work in the IFB:

- Section 3 – Scope of Work.

~Effective Resource Management~

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Ms. Patti Tracey opened the floor to questions. She advised that formal written answers would follow the oral answers. Questions asked at the Pre-Bid Conference would be answered in writing only if the question were submitted in writing. Attendees asked several questions at the conference.

The attendees were reminded that responses given verbally and other general discussions did not change the provisions of the IFB and that the responses were provided to help give a better understanding of the State's requirements. The Conference was adjourned around 11:00 a.m.

Date Issued: November 12, 2014

By: <signed>

Patti Tracey  
Procurement Officer

Attachment 1:

Pre-Bid Conference Attendance List

Attachment 2:

Pre-Bid Conference Agenda