



**DEPARTMENT OF
BUDGET & MANAGEMENT**

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**PRE-PROPOSAL CONFERENCE SUMMARY for
RFP # 050B7800015
Statewide Language Interpretation Services**

November 16, 2006

Ladies/Gentlemen:

This Summary is being issued to document the Pre-Proposal Conference for Statewide Language Interpretation Services. The Conference was held at 7201 Corporate Center Drive, Harry Hughes, Suites 2 & 3 (Ground Floor), Hanover, MD, 21076 on October 26, 2006. A list with the names of all attendees is included as Attachment 1.

Due to the late arrival of a number of attendees the conference did not commence until after 10:20 a.m. Andrea R. Lockett, the Procurement Officer, Pam Stewart, the Contract Administrator for the current Contract and Joel Leberknight, Chief of Procurement convened the conference, recognized the State attendees, and reiterated that all vendors sign-in. The Procurement Officer acknowledged that a pre-proposal conference summary and all questions and answers will be distributed to all attendees and all potential offerors known to have received the RFP.

The Procurement Officer also acknowledged that an addendum to the RFP would be forthcoming amending the due date from Monday, November 27, 2006 to Tuesday, November 28, 2006, however the closing time would remain 2:00 p.m. The Procurement Officer accepted a verbal request from the vendor community to further extend the due date to Wednesday, November 29, 2006, however the closing time would remain 2:00 p.m.; requested granted pending release of addendum. Lastly, the Procurement Officer advised that questions would be entertained throughout the duration of the conference, provided the question(s) asked relate to the current topic being discussed to ensure a thorough understanding of the topic/section.

Joel Leberknight then reviewed the RFP highlighting important areas of possible confusion, or areas which differ from the current contract; Section 1 reviewed: each Service Category and the number of anticipated contract awards; new contract definitions; forthcoming amendment to proposals due (closing) date; MBE goal for each Service Category, indicating that no goal was established for the Secondary Contractor of Service Category II – Onsite Interpretation Services; stipulated that the identity and address of an interpreter are not disclosable information under a Public Information Act request; and acknowledged that the forthcoming addendum will address that the Non-Disclosure Agreement shall be

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submitted within five (5) working days of notification of proposed award; Section 2 reviewed: the core languages required in the performance of each Service Category; service category billing requirements; and reporting requirements; Section 3 reviewed: proposal format, submission guidance and requirements; reiterated that the Non-Disclosure Agreement shall not be submitted with the technical proposal as currently directed in the RFP; and Section 4 reviewed: the evaluation process and how the State will select the most advantageous proposal for each service category.

Joel Leberknight then reviewed Attachments A (emphasizing the terms and conditions of the contract); B (emphasizing that all blanks of the bid/proposal affidavit are to be filled in and it shall be submitted with the technical proposal; also affirmed that “domestic corporation” means a corporation registered in Maryland and that a “foreign corporation” means a corporation not registered in Maryland); C (which explained that the Contract Affidavit is a reaffirmation of Bid/Proposal Affidavit and shall not be submitted with the technical proposal, but within five (5) working days of notification of proposed award); D (Certified MBE Utilization and Fair Solicitation Affidavit and MBE Participant Schedule which shall be submitted with the technical proposal); E (which explained the Financial Proposal form and Instructions); F (which reiterated that the Non-Disclosure Agreement shall not be submitted with the technical proposal as currently directed in the RFP); J (which emphasized that references for prior performance of core languages shall be submitted with the technical proposal); K (which emphasized that references for prior performance of additional languages and dialects being proposed shall be submitted with the technical proposal); L (which provides a historical summary of performance in each service category under the current contract for informational purposes); M (which explained that all onsite interpreters shall be required to have a completed On-Site Interpreter Assignment Sheet signed by an On-Site State Representative and the form shall be submitted with the appropriate invoice) and N (which explained the specifications for contractor administrator and agency receipt of Point-To-Your-Language Cards).

Then, the floor was opened for all general questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing. Vendors were asked to e-mail any questions to the Procurement Officer. The verbal questions were answered. Questions received at the conference or submitted in writing through email have been added to the document entitled Questions & Answers #1 which will be released the week of November 20th. There were numerous questions, some of which prompted changes to the RFP, as included in Addendum #1.

Based upon suggestions from attendees, the Procurement Officer agreed to amend, revise and/or remove requirements in the RFP as follows: various definitions for clarification purposes (Section 1.2); extension of the Proposal Due (Closing) Date (Section 1.4); submission timeframe of the Non-Disclosure Agreement (Section 1.33); requirement of “a minimum of 10” Additional Languages and Dialects (Sections 2.2.4; 2.3.5; 2.4.4); requirement for Service Category III billing (Section 2.5.3); summary details required for reports submitted to the Contract Administrator (Sections 2.6.2.1; 2.6.3.1); pricing requirement for non-Core Languages (Section 3.5); and award determination (Section 4.5.3) as contained in Addendum #1.

Attendees were advised that a list of attendees would be included as an attachment to the Pre-Proposal Conference Summary and the meeting was adjourned at 1:00 p.m.

Date Issued: November 16, 2006

Andrea R. Lockett

<signed>
Procurement Officer

Attachments
Pre-Proposal Attendance List (Attachment #1)
Addendum #1