



DEPARTMENT OF
BUDGET & MANAGEMENT

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Deputy Secretary

PRE-BID CONFERENCE SUMMARY
JANUARY 30, 2018

PROCESS SERVER IFB
SOLICITATION NUMBER – F10B8400033

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Bid Conference on January 29, 2018, at the Department of Information Technology, 100 Community Place, Side A, Crownsville, MD 21032. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Mr. Jesse Lawyer, Deputy Director, Central Collection Unit; Ms. Jamie Tomaszewski, Chief of Procurement; Ms. Andrea Lockett, Procurement Supervisor; and Patrisha Robinson, Procurement Officer.

This document summarizes the Pre-Bid Conference. The Procurement Officer convened the conference around 10:05 a.m., and recognized the State personnel present as identified above.

Ms. Patrisha Robinson reviewed the following sections of the Invitation for Bids (IFB):

- IFB Key Information Summary Sheet;
- Section 1 – Minimum Qualifications;
- Section 4 – Procurement Instructions;
- Section 5 – Proposal Format; and
- Attachment B- Bid Form and Revised Attachment C- Bid Affidavit

Mr. Jesse Lawyer explained in detail the scope of work in the IFB:

- Section 2 – Scope of Work Requirements

Ms. Jamie Tomaszewski briefly explained the general requirements of the IFB:

- Section 3– Contractor Requirements

The Procurement Officer then solicited questions from the attendees. She advised that questions raised at the Pre-Bid Conference would be answered, formally, in writing. Responses provided at the conference were to aid in understanding the State's requirements.

The Conference was adjourned around 10:45 a.m.

Q&A #1, addressing all questions raised at the Pre-Bid Conference and other questions submitted to the Procurement Officer will be forthcoming.

Date Issued: January 30, 2018

By:
<signed>

Patrisha Robinson
Procurement Officer

Attachment 1:
Pre-Bid Conference Attendance List

Attachment 2:
Pre-Bid Conference Agenda

DEPT. OF BUDGET & MANAGEMENT, CENTRAL COLLECTION UNIT PROCESS SERVER IFB
Pre-Bid Conference Sign-in Sheet— F10B8400033 – January 29, 2018

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