



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-BID CONFERENCE SUMMARY & ATTENDANCE LIST

Project Title: SPECIMEN COLLECTIONS

Project No.: 050B3400004

October 11, 2012

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at our Maryland Department of Transportation's Headquarter facility located in Hanover, Maryland, on October 10, 2012. An attendance list with the names of those who attended is included.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Mike Yeager, convened the conference, recognized the Department of Budget and Management (DBM) personnel present, and requested that all vendors sign in. The Procurement Officer advised that the Pre-Bid Conference would not be transcribed but that a written summary would be provided, and reminded bidders that any substantive question(s) should be submitted to the Procurement Officer in writing (or e-mail if preferred). The Procurement Officer then reviewed the following sections of the IFB: Section 1 (reviewed points related to type, terms and conditions of the solicitation as well as basis for award); Section 2 (reviewed the minimum qualifications); Section 4 (reviewed bid submission guidance and requirements); Attachment A (pointed out that contract takes precedence over all other materials that might be included by reference), Attachment B (emphasized all blanks are to be filled in); Attachment C (explained contract affidavit is reaffirmation of bid/proposal affidavit and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland); Attachment D (Bid Price Form and Instructions and that a newly revised Attachment D has been issued via Amendment #1); Attachment G (Specimen Collection Schedule); Attachment H (Living Wage Requirements for Service Contracts); Attachment J (SAMSHA Urine Specimen Collection Handbook/Drug Testing Guidelines) and Attachment K (List of Collection Sites).

The Director of Employee Medical Services, Margaret Embardino, summarized the IFB, Section 3 (Scope of Work).

The floor was then opened to questions and the attendees were reminded that responses given verbally and other general discussions were non-binding and provided to help give a better understanding of the State's requirements. Mr. Yeager further reiterated that any question asked and answered at the conference should be asked formally by e-mail if the questioner wanted a coordinated, official response. The meeting was adjourned.

~Effective Resource Management~

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Date Issued: October 11, 2012

By <signed>.
Mike Yeager
Procurement Officer

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Attendee List

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MBE	Name/Company	E-mail	Phone(s)	Physical Address
No	Michael C. Wrobel, Vice President, Forensic Drug & Alcohol Testing, LLC	Michael.Wrobel@FD-AT.com	V: 703-483-8929 F: 703-378-1982	4443 Brookfield Corporate Drive, Suite 115, Chantilly, Virginia, 20151
No	Stefni Duphily, Business Services Director, Forensic Drug & Alcohol Testing, LLC	Stefni.Duphily@FD-AT.com	V: 703-483-8944 F: 703-378-1982	4443 Brookfield Corporate Drive, Suite 115, Chantilly, Virginia, 20151
Yes	Helen White, President & CEO White Glove Drug & Alcohol Testing, Inc.	<u>Helen@whiteglovetesting.com</u>	V: 410-458-8276 F: 410-544-2111	537 Ritchie Highway, Suite 2G, Severna Park, MD, 21146
No	Walter D. Pridgen, President & CEO, USA Mobile Drug Testing of Balto.	<u>Walter.pridgen@usamdt.com</u>	V: 410-530-0201 F: 443-451-8220	1202 Alder Shot Court, Abingdon, MD, 21009
No	Carol DeRosa, Senior VP Clinical Services, Passport Health	<u>carol@passporthealthusa.com</u>	V: 410-727-0556 F: 410-727-0696	921 East Fort Ave, Suite 100, Baltimore, MD, 21230
No	Pamela Reich, Sales/Marketing Coordinator, Passport Health	Pamela.reich@passporthealthusa.com	V: 410-727-0556 F: 410-727-0696	921 East Fort Ave, Suite 100, Baltimore, MD, 21230