



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA  
AUGUST 21, 2019 – 1:30 PM**

**PROJECT TITLE:  
Travel Services for the State of Maryland**

- I. Welcome and Introduction  
*Chris Hautala, Procurement Officer*
- II. Review of Key Information and Minimum Qualifications  
*Lola Tiamiyu, Procurement Officer*
- III. Review of Scope of Work and General Contract Requirements  
*Joe Consoli, State Travel Manager and Contract Monitor*
- IV. Review of MBE and VSBE Program  
*Thomas McLemore, MBE Liaison*
- V. Review of Financial Proposal Form Attachment B-1  
*Chris Hautala*
- VI. Review of Procurement Instructions, Proposal Format, and Evaluation Process  
*Chris Hautala*
- VII. Question and Answer Period

**Questions pertaining to the current topic of discussion may be raised at that time. It is not necessary to wait until the Q&A Period.**

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 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.