



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
OCTOBER 16, 2014

PROJECT TITLE:
CCU DEBT COLLECTION SERVICES

SOLICITATION NUMBER – F10B5400006

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on October 16, 2014, at the Department of Budget & Management, 45 Calvert Street, Conference Room 164, Annapolis, MD 21401. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Mr. Jesse Lawyer, CCU Deputy Director; Ms. Montez Foster, CCU Fiscal Service Administrator and Contract Monitor; Mr. Thomas McLamore, MBE Liaison, and Ms. Rachel Hershey, Procurement Officer.

This Summary documents the Pre-Proposal Conference. The Procurement Officer convened the conference around 11 a.m. and recognized the State personnel present as identified above.

Ms. Rachel Hershey then reviewed the following sections of the Request for Proposals:

- Section 1 – General Information (reviewed contract type and duration, procurement officer and contract manager, submission of questions, closing date & time of proposal submission, submission of questions, award basis, and revisions to the RFP);
- Section 2 – Minimum Qualifications of Offerors;
- Section 4 – Proposal Submission Requirements (reviewed content and format of proposal submission);
- Section 5 – Proposal Evaluation and Selection (reviewed evaluation committee, evaluation criteria, evaluation process, and award notification);
- Attachments – identified Contract, Bid/Proposal Affidavit, Financial Proposal Form— Attachment F, Attachment P—Description of Debts, and Attachment Q—Defalcation Bond, Maryland Living Wage Requirements for Service Contracts and Affidavit of Agreement, and Non-Disclosure Agreement.

Mr. Thomas McLamore explained details of the Maryland Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) programs, contract goals for those

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45 Calvert Street, Room 140 • Annapolis, MD 21401-1907
Tel: (410) 260-7681 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay
<http://www.dbm.maryland.gov> • rachel.hershey@maryland.gov

programs, and required forms as set forth in Sections 1.33 and 1.41 and associated attachments of the RFP document.

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

- Section 3 – Scope of Work.

Ms. Rachel Hershey reviewed questions that had been submitted in writing prior to the Pre-proposal Conference before opening the floor to questions. She advised that formal written answers would follow the oral answers. She noted that questions asked at the Pre-Proposal 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 to questions and other general discussions did not change the provisions of the RFP and that only a formal Amendment can change RFP requirements. Responses given at the conference are intended to aid in understanding the State's requirements. The Conference was adjourned around 1:15 p.m.

Date Issued: October 17, 2014

By:

<signed>

Rachel Hershey
Procurement Officer

Attachment 1:

Pre-Proposal Conference Attendance List

Attachment 2:

Pre-Proposal Conference Agenda