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PRE-BID CONFERENCE SUMMARY

Contract Title: ON-LINE JOB POSTINGS AND EMPLOYMENT ADVERTISING
Project No. 050B0400003
April 29, 2010

Ladies and Gentlemen:

The Department of Budget and Management (DBM) conducted a Pre-Bid Conference in Annapolis, Maryland, on April 29, 2010. An attendance list is included.

This summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Jamie Tomaszewski, and Mark Townend, Director, Recruitment and Examination Division, Contract Manager, represented DBM. The Procurement Officer advised that the Pre-Bid Conference was being transcribed and a written summary would be provided. She reminded bidders that any substantive question(s) should be submitted to the Procurement Officer in writing (or email).

The Procurement Officer then reviewed the following sections of the Invitation For Bids (IFB): Section 1 (reviewed the type, terms and conditions of the solicitation and the basis for award); Section 2 (reviewed minimum qualifications); Section 3 (reviewed the Scope of Work); Section 4 (reviewed bid submission guidelines and requirements and instructions for completing the Bid Form); Section 4 (reviewed the technical evaluation and selection procedure); Attachment A (pointed out the Contract to be signed after award, not included with the bid); Attachment B (pointed out the Bid/Proposal Affidavit must be included with the bid); Attachment C (pointed out the Contract Affidavit to be signed after award, not included with the bid); Attachment D (pointed out the Bid Form and that it should not be altered in any way); Attachment F (Living Wage Requirements for Service Contracts) and Attachment G (Living Wage Affidavit).

Mark Townend provided information about the Scope of Work and the history of the State of Maryland's usage of on-line job postings and recruiting for the State. He explained the separate billing for each State Agency and how they have their own recruiting budgets.

The floor was opened up to questions from the attendees. Issues were discussed pertaining to the minimum qualifications and clarified that the 200,000 hits pertained to a national level and could include a network of websites utilized to post the specific job requested. Also, DBM is looking

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for the number of visits to a web site versus page views. The company to verify this information needs to be reputable and known in the industry. It can be anyone your company chooses to utilize to determine the success of your business web site. Questions pertaining to the Job Branding elective were raised and addressed. It is unknown how many agencies would utilize this service, hence being an elective, but the goal is for people to recognize that a position being advertised is a job position with the State of Maryland. We want to be able to distinguish Maryland as a desirable employer. Also, the evaluation of the technical offers and the selection of the two vendors were clarified. The technical offers are to be evaluated according to Section 5 on a pass/fail basis. If your company passes, your bid price is opened and the two lowest priced bidders will be recommended to receive awards. The State agencies' posting preference will be made at its sole discretion depending on price and/or the target market, as stated in Section 1.29. The requirement to list the agency's web site in the posting was addressed.

Following the question and answer period, the meeting was adjourned.

Issued: May 7, 2010

By: Jamie Tomaszewski
Jamie Tomaszewski
Procurement Officer