



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**PRE-PROPOSAL CONFERENCE SUMMARY**  
**October 16, 2012 10:00 AM**

**Visual Communication Services RFP**

**Solicitation No. 050B3400001**

October 17, 2012

Ladies/Gentleman:

The Department of Budget and Management (DBM) conducted a Pre-Proposal Conference at the Maryland Department of Transportation (MDOT) Headquarters Building in Hanover, MD on October 16, 2012. A sign-in sheet of those in attendance as well as business cards of those attendees that provided them is attached.

The meeting was convened at 10:00 AM by Joy Epstein, Procurement Officer for the Visual Communication Services RFP.

In attendance were State personnel from the Maryland Department of Budget and Management (DBM), the Maryland Division of Rehabilitation Services (DORS), the Department of Health and Mental Hygiene (DHMH), and the Office of the Deaf and Hard of Hearing (ODHH). There was an on-site interpreter present as well.

Joy Epstein reviewed the following Sections of the RFP:

**Section I-** General;

**Section II-** Scope of Work; Emphasis was placed on the importance to respond completely to this section.

**Section III-** Proposal Format; Emphasis was placed on following this format closely for proposal submission.

**Section IV-** Evaluation Criteria; Emphasis was placed on explaining how the rankings are established that the technical ranking is subjective, and that no points/percentages are assigned in the evaluation; and

~Effective Resource Management~

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**Attachments-** The following Attachments were reviewed: Attachments A (Contract), B (Bid/Affidavit), C (Contract Affidavit), D (Financial Proposal Form), and I (Living Wage Affidavit).

Questions during the pre-proposal were in the range of approximately ten (10) questions and any substantial questions that were raised during the conference were requested to be sent in writing for a written follow-up. It was stated that an amendment will be issued shortly to clarify certain sections of the RFP.

The meeting was concluded at 11:45 AM.

Joy Epstein

A handwritten signature in black ink that reads "Joy Epstein". The signature is written in a cursive, flowing style.

Procurement Officer

Attachments: Sign-In Sheet  
Business Cards