



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA  
JANUARY 19, 2016 – 10:00 AM**

**PROJECT TITLE:**

**State Medical Director and Occupational Medical Services for Maryland State Agencies**

**SOLICITATION NUMBER – 050B6400002**

- I. Welcome and Introduction.....*Chris Hautala, Procurement Officer*
  - a. Introduction of State Attendees
  - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- II. Review of RFP Sections 1 and 2.....*Chris Hautala*
- III. Review of MBE and VSBE Program.....*Thomas McLamore, DBM MBE Liaison*
- IV. Review of RFP Section 3 (Scope of Work)..... *Dr. Edwin Becraft*
- V. Review of RFP Sections 4 & 5.....*Chris Hautala*
- VI. Review of Attachment F – Financial Proposal Form & Other Attachments.....*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.

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

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