



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
OCTOBER 16, 2014 – 11:00 AM**

**PROJECT TITLE:
CCU DEBT COLLECTION SERVICES**

SOLICITATION NUMBER – F10B5400006

- I. Welcome and Introduction.....*Rachel Hershey, 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.....*Rachel Hershey*
- III. Review of MBE and VSBE Program.....*Thomas McLamore, DBM MBE Liaison*
- IV. Review of RFP Section 3 (Scope of Work).....*Jesse Lawyer, CCU Deputy Director*
- V. Review of RFP Sections 4 & 5.....*Rachel Hershey*
- VI. Review of Attachment F – Financial Proposal Form & Other Attachments.....*Rachel Hershey*
- 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, Room 137 • 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