



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY

Project No. 050B140025

Project Title: Maintenance and Repair Services for State – owned Vehicles

October 15, 2010

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference in Room 164 at 45 Calvert Street, Annapolis, MD 21401 on October 15, 2010. The meeting began at 10:05 am. An attendance list with the names of those attendees signing in is Attachment 1. All vendors in attendance signed in. State of Maryland attendees who did not sign in are Mary Naramore, Mark Pemberton, Sharon Barry, and Debbie Nagel.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference, recognized the State and Department (DBM) people present and reiterated that all vendors sign in.

Mr. Michael Howard then reviewed the RFP:

- Section 1—General Information (Emphasized that proposals must be submitted by November 5, 2010 at 2:00 pm; no exceptions).
- Section 4—Proposal Submission Format (reviewed elements required to meet administrative and content requirements for technical and financial proposals)
- Section 5—Evaluation Criteria and Selection Procedure (explained evaluation process and how State selects the best proposal)

The State's Contract Manager, Mr. Larry Williams, reviewed the work requirements of the RFP,:

- Section 3—Scope of Work (reviewed the background, contractor requirements)

DBM's Chief of Procurement, Joel Leberknight reviewed the subject of supplemental revenue, discussed its meaning and how it would be treated for the purposes of the contract that would result from the solicitation. Mr. Leberknight emphasized this contract includes language extending use to other governments and mentioned that NYC has been using the current contract for 2 years for a fleet of 4000 vehicles. Mr. Leberknight concluded by stating that an amendment will be published with new language providing additional clarity on what Offerors need to provide in their technical submissions. (see Amendment #1 being distributed along with this summary).

~Effective Resource Management~

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The floor was then opened to questions with the caveat that formal written answers to questions would only be given if the questions were submitted in writing, preferably by e-mail. Mr. Michael Howard, Mr. Larry Williams and Mr. Joel Leberknight provided responses to a majority of the questions posed and in some cases asked vendors to submit the questions in writing to obtain a coordinated and written response. These questions covered required insurance submissions by Contractor and Offerors, use of State repair shops in fulfilling work requirements and Offeror access to the list of authorized participating vendors. Answers to questions answered in the meeting have also been included in the Questions and Answers document. (See Q&A #1 being distributed along with this summary).

The meeting adjourned at 11:00 am.

Date Issued: October 29, 2010

Michael Howard

<signed>

Procurement Officer

1 Attachment.
Pre-Proposal Attendance List

Pre-Proposal Attendance List

Name/Title/Company	E-Mail	Phone(s)	Physical Address	MBE
Mathew P. Betz Vice President, Government Fleet Services	matt.betz@leaseplan.com	V: 770.618.4670 F: 678.921.4897	1165 Sanctuary Parkway Alpharetta, GA 30009	
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