



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
February 11, 2016

PROJECT TITLE:
**MAINTENANCE, REPAIR AND ACCIDENT MANAGEMENT PROGRAM FOR
STATE-OWNED VEHICLES**

SOLICITATION NO. 050B6400003

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on February 11, 2016, at the MDOT Headquarters, 7201 Corporate Center Drive. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Mr. Larry Williams, Fleet Administer and Contract Monitor; Ms. Andrea Lockett, Procurement Supervisor; Mr. William Bohlayer, Procurement Officer.

This Summary documents the Pre-Proposal Conference. The Procurement Officer convened the conference around 10 a.m. and recognized the State personnel present as identified above.

Mr. William Bohlayer then reviewed the following sections of the Request for Proposals:

- Section 1 – General Information (reviewed contract type and duration, procurement officer and contract manager, submission of questions, closing date & time of proposal submission, submission of questions, award basis, and revisions to the RFP);
- Section 2 – Minimum Qualifications of Offerors;
- Section 4 – Proposal Submission Requirements (reviewed content and format of proposal submission);
- Section 5 – Proposal Evaluation and Selection (reviewed evaluation committee, evaluation criteria, evaluation process, and award notification);
- Attachments – Identified Contract, Bid/Proposal Affidavit, Financial Proposal Form— Attachment F, Maryland Living Wage Requirements for Service Contracts and Affidavit of Agreement and Supplemental Attachments.

~Effective Resource Management~

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Mr. Larry Williams reviewed the following section of the Request for Proposals:

- Section 3 – Scope of Work

Issued and authorized by

<signed>
William Bohlayer
Procurement Officer