



# Department of Public Safety and Correctional Services

## Office of the Secretary

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## PRE-BID CONFERENCE SUMMARY

**Project Title: SEXUAL OFFENDER TREATMENT SERVICES**  
**Project No.: Q0017061**  
**December 9, 2016**

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Maryland Department of Budget and Management (DBM) facilities located in Annapolis, Maryland, on December 8, 2016. An attendance list with the names of those who attended is included.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Mike Yeager, convened the conference, recognized State personnel present, and requested that all vendors sign in. The Procurement Officer advised that the Pre-Bid conference would not be transcribed but that a written summary would be provided. The Procurement Officer then reviewed the following sections of the IFB: Section 1 (pointed out contract type, terms and conditions of the solicitation, insurance requirements as well as basis for award); Section 2 (reviewed minimum qualifications and required proof); Section 4 (reviewed bid submission guidance and requirements); Attachment A (pointed out that the contract takes precedence over all other material that might be included by reference); Attachment B (emphasized all blanks are to be filled in); Attachment C (explained contract affidavit is reaffirmation of bid/proposal affidavit and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland); Attachment F (reviewed the Bid Price Form and Instructions as well as pointing out Bidders can submit Bids for more than one jurisdiction as long as they meet the stated facility requirements which have been relaxed); and Attachment G (Living Wage Affidavit and Requirements for Service Contracts).

The Administrator of the COMET Containment Team, Bruce Gerber, provided a high level overview of the IFB, Section 3 (Scope of Work).

Mr. Yeager then opened the floor to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail.

The attendees were reminded that **no answer provided today to a question may in and of itself change any requirement of the solicitation**. They are being provided to help give a better understanding of the State's requirements. If, based upon a submitted question it is determined that any portion of the solicitation should be

changed, the actual change may only be implemented via a formal amendment to the solicitation. Mr. Yeager further stated that any question asked and answered at the conference should be asked formally in writing by e-mail if the questioner wanted a coordinated, official response.

**By < signed >**  
**Mike Yeager**  
**Procurement Officer**

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**Attendee List**

## Attendee List

MBE	Name/Company	E-mail	Phone(s)	Physical Address
Yes	Laura Nichols Account Rep. National Institute	<a href="mailto:Fredsberlinmd@comcast.net">Fredsberlinmd@comcast.net</a>	V: (410) 539-1661	104 E. Biddle Street Baltimore, MD 21202
<i>No</i>	Momodu M. Sheku Therapist Psychological Trauma Solutions	<a href="mailto:Msheku@msn.com">Msheku@msn.com</a>	V: 240 764-5879 F: 240 764-5881	3601 Hamilton Street Suite No. 204 Hyattsville, MD 20782