PRE-PROPOSAL CONFERENCE

Request for Proposals
Maryland State Directory of New Hires
(CSEA/SDNH/14-001-S)

June 4, 2013; 1:00 pm

AGENDA

Attendees: (See List of Attendees)

Conference started at 1:08 p.m.

I. Welcome and Introductions – Katharine Kamieniecki, Procurement Officer

II. Opening Remarks – Joseph DiPrimio, Executive Director, Child Support Enforcement Administration

III. Review of Request for Proposal Sections
   A. Section I Objective of Request for Proposals – Katharine Kamieniecki
   B. Section II General Information
      1) Information of Note – Katharine Kamieniecki
         i. Section 1.1 Summary Statement
         ii. Section 1.2 Procurement Officer
         iii. Section 1.4 Electronic Procurement Authorization
         iv. Section 1.5 Questions and Inquires
         v. Section 1.6 Closing Date
         vi. Section 2.15 Corporate Registration
         vii. Section 2.28 eMaryland Marketplace Registration
   2) Minority Business Enterprise (MBE) Participation Goal – Donna Foster, MBE Liaison
   3) Living Wage Requirement – Rodney Spence, Procurement Officer
   4) Hiring Agreement – Kenneth Holliday, Program Administrator, Family Investment Administration

C. Section III Specifications – Vashti Green, Director, Grants & Contract Services Division, Child Support Enforcement Administration
   1) Background, Scope of Work, State Supplied Services
   2) Contractor Minimum Requirements, Contractor Personnel Minimum Requirements, Contractor Requirements
   3) IT Technical Requirements – Tanya Williams, Acting Deputy Chief Information Officer, Office of Technology for Human Services
   4) Service Levels and Performance, Project Management, Transition-In, Transition-Out, Deliverables & Acceptance Criteria, Contractor’s Project Manager, Post-Award Orientation Conference
   5) Questions from Attendees on Specifications

D. Section IV Requirements for Proposal Preparation – Katharine Kamieniecki
   1) Transmittal Letter
   2) Two Volume Submission

E. Section V Evaluation Procedures – Katharine Kamieniecki
   1) Criteria for Technical Evaluation
2) Financial Evaluation

IV. Questions

V. Closing Comments

a. Transcript of conference, list of attendees, questions, and responses and all amendments will be posted on DHR’s Website and eMaryland Marketplace

b. Reminder that closing date and time for receipt of all bids is Wednesday, June 12, 2013 by 4:00 p.m.

Conference concluded at 2:27 p.m.

Please note: Hunt Reporting Company recorded this conference. A copy of the transcript of this conference will be posted on the DHR website and on eMM. A copy of this transcript can also be obtained at the requestor’s expense from Hunt Recording at 410-766-4868.