

## PRE-PROPOSAL CONFERENCE SUMMARY

### Request for Proposals State Disbursement Unit Services (CSEA/SDU/14-001-S)

July 16, 2013; 1:30 p.m.

#### AGENDA

Attendees: (See List of Attendees)

Pre-Proposal Conference began at 1:30 p.m.

- I. Welcome and Introductions – John Haynes, 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 – John Haynes
  - B. Section II – General Information
    - 1) Information of Note – John Haynes
      - a) Section 1.1 Summary Statement
      - b) Section 1.2 Procurement Officer
      - c) Section 1.5 Questions and Inquiries
      - d) Section 1.6 Closing Date
      - e) Section 2.14 Bid/Proposal Affidavit
      - f) Section 2.15 Corporate Registration
      - g) Section 2.28 eMaryland Marketplace Registration
    - 2) Minority Business Enterprise (MBE) Participation Goal – Donna Foster, MBE Liaison
    - 3) Living Wage Requirements – Rodney Spence, Procurement Officer
    - 4) Hiring Agreement – Aldophe Andou, Family Investment Administration
  - C. Section III – Specifications – Cynthia Shockey, Child Support Enforcement Administration; and Tanya Williams, Office of Technology for Human Services
    - 1) Background, State Supplied Services, Customer Service
    - 2) Payment Processing Functions, Child Support Electronic System
    - 3) Payment Process Software Requirements, Back-up Requirements
    - 4) Evaluation and Testing, Security – State IT Security and Policy Standards
    - 5) Questions from Attendees on Specifications

D. Section IV – Requirements for Proposal Preparation – John Haynes

- 1) Two Volume Submission
- 2) Transmittal Letter
- 3) Forms

E. Section V – Evaluation Procedures – John Haynes

- 1) Evaluation Committee
- 2) Criteria for Technical Evaluation
- 3) Financial Evaluation
- 4) Final Evaluation and Recommendation for Award

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 Request for Proposals is Wednesday, July 31, 2013 by 4:00 p.m.