SUMMARY OF PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS
Legal Services for the Calvert County Department of Social Services
CALDS/SSA/12-006-S

August 22, 2011; 10:00 AM

I. Welcome and Introductions – Rebecca Gray, Procurement Officer

II. Opening Remarks – Amye Scrivener, Interim Director / Project Manager

III. Review of Request for Proposal Sections
   A. Section I - Objective of Request for Proposals – Rebecca Gray
      1.1 – Summary Statement
      1.2 – Issuing Office
      1.5 – Questions and Responses
      1.6 – Closing Date
   
   B. Section II - General Information
      2.14 – Bid Proposal Affidavit
      2.15 – Corporate Registration
      2.17 – Contract Affidavit
      2.24 – Payment Terms / Billing
      2.27 – eMaryland Marketplace
      2.29 – Minority Business Enterprises
      2.30 – Prompt Payment Policy
      2.36 – Living Wage Requirements
      2.37 – Hiring Agreement

   C. Section IV - Requirements for Proposal Preparation – Rebecca Gray

   D. Section V - Evaluation Procedures – Rebecca Gray
      1) Criteria for Technical Evaluation
      2) Financial Evaluation

   E. Section III – Specifications – Amye Scrivener

IV. Questions

V. Closing Comments (Reminder of Due Date and Time—9/9/11; 4:00 PM)

Conference concluded at 10:47 AM.