PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS
OAG Case Management Tracking System
OS/OAG/13-001-S

October 23, 2012

CONFERENCE SUMMARY

I. Welcome and Introductions – James Redditt, Procurement Officer
   • State Representatives
   • Vendor Community

II. Opening Remarks – Janice Jewson, State Project Manager OAG

III. Review of Request for Proposal Sections

A. Section I - Objective of Request for Proposals – James Redditt
   • 1.1—Summary Statement
   • 1.2—Issuing Office
   • 1.5—Questions and Inquiries
   • 1.6—Closing Date

B. Section II - General Information
   • 2.4—Acceptance of Proposal and Terms and Conditions
   • 2.13—Bid/Proposal Affidavit
   • 2.14—Corporate Registration
   • 2.16—Contract Affidavit
   • 2.23—Payment Terms/Billing
   • 2.26—eMaryland Marketplace Registration
   • 2.28—Minority Business Enterprises
   • 2.36—Non-Disclosure Agreement

C. Section III – Specifications – Tanya Williams, Office of Technology for Human Services

D. Section IV - Requirements for Proposal Preparation – James Redditt
   • Two Volume Submission
   • Transmittal Letter
   • Table of Contents
• Proposed Service
• References
• Economic Benefits to the State of Maryland
• Forms

E. Section V - Evaluation Procedures – James Redditt

• Criteria for Technical Evaluation
• Financial Evaluation

IV. Questions from Vendor Community

V. Closing Comments