Attendees: (See List of Attendees)

I. Welcome – Keosha Hall, Procurement Officer

II. Opening Remarks – Karen Powell, Contract Manager

III. Introductions – State Representatives and Vendors

IV. General Information (Sections 1 and 2) – Keosha Hall
   A. Objective of Request for Proposals – Summary Statement
   B. Issuing Office
   C. Questions and Inquires
   D. Closing Date
   E. Corporate Registration
   F. eMaryland Marketplace Registration
   G. Payment Terms & Billing
   H. MBE Requirements – Donna Foster, MBE Administrator
   I. Living Wage Requirements – Katharine Kamieniecki, Procurement Officer Trainee
   J. Hiring Agreement – Larry Ingram, Program Manager, Hiring Agreement Programs

V. Section III Specifications (Section 3) – Karen Powell, Contract Manager
   A. Background
   B. Objectives
   C. Scope of Project
   D. Requirements
   E. Deliverables

VI. Section IV Requirements for Proposal Preparation (Section 4) – Keosha Hall
   A. Two-Volume Submission Process
   B. Transmittal Letter
   C. Forms to Be Submitted

VII. Section V Evaluation Procedures (Section 5) – Keosha Hall
   A. Evaluation Committee
   B. Technical Evaluation
   C. Clarifications and Oral Presentation
   D. Financial Evaluation
   E. Final Evaluation and Recommendation for Award

VIII. Questions from Vendors

IX. Closing Remarks – Keosha Hall
   A. Transcript of conference, list of attendees, questions and responses and all amendments will be posted on eMaryland Marketplace and DHR website.
   B. Reminder that closing date and time for receipt of all proposals is Tuesday, January 3, 2012 by 4:00 p.m.

Conference concluded at 2:40 p.m.