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
      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.