



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