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Pre-Proposal Conference

**Department of Information Technology (DoIT)
Enterprise Content Management System RFP # 060B6400035**

**Maryland Motor Vehicle Administration (MVA)
Document Imaging Workflow System (DIWS) 2 TORFP # V-HQ-16025-IT**

**MDOT Headquarters
7201 Corporate Center Drive
Hanover, MD 21076**

August 16, 2016 – 10:00 AM

- I. Welcome and Introduction.....Joy Abrams, Procurement Officer
 - a. Attendees affiliated with State of Maryland- See “PowerPoint Presentation”
- II. Purpose and Project Description.....Joy Abrams, Procurement Officer
 - a. See “Procurement Officer Speaking Points”
- III. MBE/VSEB Goal.....Warren Squirewell, MBE Compliance Analyst
 - a. See “VHQ16025IT MBE & VSBE Overview”
- IV. How to Submit a Proposal.....Joy Abrams, Procurement Officer
 - a. See “Procurement Officer Speaking Points”
- V. How your Proposal will be Evaluated.....Joy Abrams, Procurement Officer
 - a. See “Procurement Officer Speaking Points”
- VI. RFP Structural Overview.....Richard Durkee, DoIT Chief of Applications
 - a. See “PowerPoint Presentation”
- VII. Key Topics for Task Order 1.....Bruce Chaillou, MVA Project Manager
 - a. See “PowerPoint Presentation”
- VIII. Next Steps.....Joy Abrams, Procurement Officer
 - a. See “Procurement Officer Speaking Points”
- VIII. Closing Remarks.....Joy Abrams, Procurement Officer

Larry Hogan - Governor Boyd K. Rutherford - Lt. Governor
Pete K. Rahn - Secretary Christine Nizer - Administrator