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ANTHONY BROWN
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T. ELOISE FOSTER
Secretary

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Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY PROJECT No. 050B8800008
Local Telecommunications Services
September 27, 2007

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference at the Department of Budget and Management at 45 Calvert Street, Annapolis, MD on September 27, 2007 between 10:00 am and 12:00 am. An attendance list is located at Attachment 1.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference, recognized the State and Department (DBM) people present, and reiterated that all vendors sign in. The following State representatives present were Joel Leberknight, William Bowser, Thomas McLamore, Sandy Smith, William Kelly, Gisela Blades, Gabe Gnall, and Joe Gatto.

The Procurement Officer, Joy Epstein, reviewed the following sections of the RFP:

Section 1-reviewed points related to type, terms and conditions of the solicitation,
Section 3-reviewed proposal format and requirements, and
Section 4-explained the evaluation process and how the State will select the most advantageous proposals.

Attachment A- pointed out that the contract should be reviewed by their legal staff as these are mandatory requirements and the contract is to be submitted only after final award.

Attachment B- pointed out that the bid affidavit be submitted with the proposal and the offerors should take care to document the correct resident agent.

Attachment C-explained the contract affidavit is a reaffirmation of the bid/proposal affidavit and is not to be submitted with the proposal,

Attachment D- emphasized that the MBE D-1 and D-2 forms must be submitted with the proposals, otherwise the proposals will not be considered.

Attachment F- explained the Price sheets are to be filled in completely and are to be used for evaluative purposes. In addition, the offeror's complete range of priced voice services are required in their financial response.

Attachment G-explained the new living wage requirements and the requirement for submitting the affidavit with their proposal.

~Effective Resource Management~

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Thomas McLamore, the MBE liaison, reviewed the MBE forms, their importance, and timing of submission. He emphasized that failure to submit D-1 and D-2 is a cause for rejection of the Offeror's proposal.

The State's Voice Systems Director, Sandy Smith, summarized the RFP, Section 2, Scope of Work, described the various technical requirements of the RFP and emphasized the importance of availability of all services by one contractor, responsiveness, and 24 hour staffed operations center.

Then, the floor was opened to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail. The verbal questions were answered. A Question and Response document will be provided under separate cover.

Any additional questions must be submitted to the procurement officer as soon as possible. Proposal are due on October 12, 2007 no later that 2:00 P.M. local time.

Date issued September 28.

Joy Epstein

Procurement Officer

Attachment
Pre-Proposal Attendance List