



*MARTIN O'MALLEY*  
Governor

*ANTHONY BROWN*  
Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

**PRE-PROPOSAL CONFERENCE SUMMARY PROJECT No. 050B7800023**  
**Hardware and Associated Equipment and Services**  
**April 02, 2007**

Ladies/Gentleman:

The State of Maryland conducted a Pre-Proposal Conference at the State Workforce & Technology Center, Baltimore, MD, on March 28, 2007. An attendance list with the names of those attendees signing in 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, Archie Black, Ellis Kitchen, Stacia Cropper, Greg McKibbin, Sue Woomeer, Robert Krysiak, and Mike Balderson. Further the Procurement Officer advised vendors present to send the Procurement Officer an e-mail to be added/deleted from the vendor list for all information pertaining this RFP.

The Procurement Officer, Joy Epstein, reviewed the RFP as follows:  
Described the Master Contract and subsequent PORFP definitions and process

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.

The following Attachments were reviewed:

Attachment A- pointed out that the contract takes precedence over all other materials that might be included by reference such as the RFP and contractor proposals,  
Attachment B-emphasized all blanks are to be filled in and that "domestic corporation" means a corporation incorporated in Maryland and that a "foreign corporation" means a corporation not incorporated in Maryland,  
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-Price Proposal Forms

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Attachment G- explained MBE forms to include the requirement for Attachment G-1A to be submitted with the proposal  
Attachment H-explained the conflict of interest affidavit/disclosure  
Attachment I- explained the Mercury Affidavit

Archie Black, the MBE liaison, reviewed the MBE forms, their order of importance, and timing of submission.

The State's Chief of Information Technology, Ellis Kitchen, summarized the RFP, Section 2 Scope of Work, described the various Functional Areas of the RFP and emphasized the importance of the Hardware RFP to the State of Maryland.

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.

Date issued April 02, 2007

Joy Epstein

Procurement Officer

Attachment  
Pre-Proposal Attendance List