



**DEPARTMENT OF
BUDGET & MANAGEMENT**

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**Summary of the Pre-Bid Conference for
Project No.: 050R5800203
Novell Software Reseller
On May 4, 2005, 10:00 AM**

At approximately 10:05 am William M. Bowser, Procurement Officer for Novell Software Reseller IFB, convened the Pre-Bid Conference.

Mr. Bowser introduced Mike Balderson, Contract Manager for the resulting contract, and another DBM employee Jacque Boock. Mr. Bowser requested that all that had not done so to sign-in on the Pre-bid Attendee List. Mr. Bowser stated that the attendee list will be distributed via e-mail along with the summary of this conference. Attached to this summary is the Attendee list for this procurement. Mr. Bowser then requested that all questions be held until the Q&A session. Mr. Bowser began the review IFB and Attachments. Mr. Bowser noted several areas of the general terms and conditions and suggested that attendees make sure that they review the State's requirements with all appropriate company personnel including attorneys. Mr. Bowser strongly emphasized that this is a bid and vendors must comply with all requirements within the four corners of the invitation for bids document. Vendors failing to comply will be found non-responsive and their bid rejected. After Mr. Bowser completed the review of these sections, the Questions and Answers followed the review questions from the conference were recorded and will be included within Question and Responses #1

Note: the answers to questions do not change or alter the requirements of the IFB. .

At the conclusion of the conference, Mr. Bowser again stated that a summary of the pre-bid conference would be e-mailed to all who are known to the Procurement Officer.

There being no further questions, Mr. Bowser reminded all present that the due date an time for the solicitation is May 16, 2005 (**Note: Addendum #1 changed the date until 5/20/05**) no later than 2:00 P.M. (local time) and the adjourned the conference at about 11:15 am.

< Signed >
William M. Bowser
Procurement Officer

~Effective Resource Management~

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