

**STATE OF MARYLAND**

EXECUTIVE DEPARTMENT

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SECRETARY OF STATE

**PRE-PROPOSAL CONFERENCE SUMMARY**

**NOVEMBER 17, 2016**

**PROJECT TITLE:**

**MARYLAND CHARITY CAMPAIGN-OPERATING AGENCY**

**SOLICITATION NUMBER – DEXR7400001**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on November 17, 2016, at the Office of the Secretary of State, 16 Francis Street, Conference Room 1<sup>st</sup> Floor, Annapolis, MD 21401, An Attendance List is issued with the summary in a separate document. Attending on behalf of the State were: Rachel Hershey, DBM Supervisor of Procurement; Loraine parks, MCC Administrator; Lanisha Hall, Procurement Officer for the Office of the Secretary of State; Josaphine Yuzuik, Asst. AG Officer for the Office of the Secretary of State; Michael Schlein, Acting Director of Charities and Legal Division.

This Summary documents the Pre-Proposal Conference. The MCC Administrator convened the conference around 10 a.m. and had the State personnel introduce themselves as identified above. The others in attendance introduced themselves as well.

Rachel Hershey then reviewed the following sections of the Request for Proposal:

- RFP Key information summary sheet (reviewed proposal due date and time of closing, procurement officer, contract manager, MBE goal, VSBE goal);
- Section 1 – General Information ( summary statement, abbreviations and definitions, EMaryland Marketplace, Go-Live date, Loaned Executive, contract type, contract duration, Procurement Officer, Contract Manager, questions, Procurement method, Proposal Due (closing) date and time, PIA Act notice, award basis, oral presentation. Revision to the RFP, substitution of personnel) Minority Business Enterprise Goals, Living Wage Requirements, Conflict of Interest

Affidavit and Disclosure, Non-Disclosure Agreement, Veteran- Owned Small Business Enterprise Goal.

- Section 2 – Offeror Minimum Qualifications.
- Section 4 - Proposal Format, Proposals, Technical Proposal, References, List of Current or Prior State Contracts, Financial Capability, Certificate of Insurance, Subcontractors, Legal Action Summary, Economic Benefit Factors, Financial Proposal.
- Section 5 – Evaluation Committee, Evaluation Criteria, and Selection Procedure (Offeror’s Technical Response to RFP Requirements and Work Plan, Experience and Qualifications of Proposed Staff, Offeror Qualifications and Capabilities, including proposed Subcontractors, Economic Benefits to State of Maryland) Selection Procedures, Award Determination, Documents Required (Contract – Attachment A, Contract Affidavit – Attachment C , MBE Attachments D-2 and D-3A/B, MBE Waiver Justification, Attachments D-1B and D-1C, Non-Disclosure Agreement - Attachment J, HIPPA Business Associate Agreement – Attachment K, VSBE – Attachment M-2, DHR Hiring Agreement – Attachment O. Attachments A-O.

Loraine Parks explained in detail the scope of work in the RFP:

- Section 3 – Scope of Work.

Rachel Hershey asked throughout the reviewing if there were any questions. They were advised to put questions in writing and submit them to the Procurement Officer (preferably email) at the Office of the Secretary of State, they then will be posted on the sites for all to read. (EMaryland Marketplace, Secretary of State homepage ). Questions should be submitted at least 5 days prior to the closing date to insure a response. Responses given the day of the conference were intended to aid in the understanding of the State’s requirements. The conference was adjourned around 11:00 a.m.

Date issued: November 22, 2016

By:



Loraine Parks  
MCC Administrator

Attachment 1:

Pre-Proposal Conference Attendance List

Attachment 2:

Pre-Proposal Conference Agenda

Attachment 3:

Questions and Answers