

**STATE OF MARYLAND**

EXECUTIVE DEPARTMENT

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**JOHN C. WOBENSMITH**  
SECRETARY OF STATE

**PRE-PROPOSAL CONFERENCE AGENDA**  
**DECEMBER 2**

**DECEMBER 2, 2016 – 10:00 AM**

**PROJECT TITLE:**  
**MARYLAND CHARITY CAMPAIGN - OPERATING AGENCY**

**SOLICITATION NUMBER – DEXR7400001**

- I. Welcome and Introduction.....Lori Parks, MCC Administrator
  - a) Introduction of State Attendees
  - b) Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- II. Review of RFP Sections 1 and 2.....Fred Smalls, SOS  
Procurement Officer and  
Rachel Hershey, DBM Chief Procurement Officer
- III. Review of MBE and VSBE Program.....Fred Smalls and Rachel Hershey
- IV. Review of RFP Section 3 (Scope of Work).....Lori Parks, MCC Administrator
- V. Review of RFP Sections 4 & 5..... Fred Smalls and Rachel Hershey
- VI. Review of Attachment F – Financial Proposal Form & Other  
Attachments..... Fred Smalls and Rachel Hershey
- VII. Question and Answer Period

Questions pertaining to the current topic of discussion may be raised at that time. It is not necessary to wait until the Q&A Period.

Notes: Minutes of the Pre-Proposal Conference will not be transcribed, although the State will provide a written summary after the conference. Any substantive questions should be submitted to the Procurement Officer in writing, preferably via email. Questions submitted in writing will receive a written response that will be issued to all vendors.

Answers provided to questions raised at the Pre-Proposal Conference may be subject to clarification. No answers or other statements given at the Pre-Proposal Conference can alter or amend the RFP; only a formal amendment can change the substance of the RFP. In the event that substantive issues arise necessitating an amendment to the RFP, all offerors known to have received a copy of the solicitation will receive the amendment.