

## PRE-PROPOSAL CONFERENCE

### Request for Proposals Maryland State Directory of New Hires (CSEA/SDNH/14-001-S)

June 4, 2013; 1:00 pm

#### AGENDA

Attendees: (See List of Attendees)

*Conference started at 1:08 p.m.*

- I. Welcome and Introductions – Katharine Kamieniecki, Procurement Officer
- II. Opening Remarks – Joseph DiPrimio, Executive Director, Child Support Enforcement Administration
- III. Review of Request for Proposal Sections
  - A. Section I Objective of Request for Proposals – Katharine Kamieniecki
  - B. Section II General Information
    - 1) Information of Note – Katharine Kamieniecki
      - i. Section 1.1 Summary Statement
      - ii. Section 1.2 Procurement Officer
      - iii. Section 1.4 Electronic Procurement Authorization
      - iv. Section 1.5 Questions and Inquires
      - v. Section 1.6 Closing Date
      - vi. Section 2.15 Corporate Registration
      - vii. Section 2.28 eMaryland Marketplace Registration
    - 2) Minority Business Enterprise (MBE) Participation Goal – Donna Foster, MBE Liaison
    - 3) Living Wage Requirement- Rodney Spence, Procurement Officer
    - 4) Hiring Agreement – Kenneth Holliday, Program Administrator, *Family Investment Administration*
  - C. Section III Specifications – Vashti Green, Director, Grants & Contract Services Division, *Child Support Enforcement Administration*
    - 1) Background, Scope of Work, State Supplied Services
    - 2) Contractor Minimum Requirements, Contractor Personnel Minimum Requirements, Contractor Requirements
    - 3) IT Technical Requirements- Tanya Williams, Acting Deputy Chief Information Officer, *Office of Technology for Human Services*
    - 4) Service Levels and Performance, Project Management, Transition-In, Transition-Out, Deliverables & Acceptance Criteria, Contractor's Project Manager, Post-Award Orientation Conference
    - 5) Questions from Attendees on Specifications
  - D. Section IV Requirements for Proposal Preparation – Katharine Kamieniecki
    - 1) Transmittal Letter
    - 2) Two Volume Submission
  - E. Section V Evaluation Procedures – Katharine Kamieniecki
    - 1) Criteria for Technical Evaluation

2) Financial Evaluation

IV. Questions

V. Closing Comments

- a. Transcript of conference, list of attendees, questions, and responses and all amendments will be posted on DHR's Website and eMaryland Marketplace
- b. Reminder that closing date and time for receipt of all bids is Wednesday, June, 12, 2013 by 4:00 p.m.

*Conference concluded at 2:27 p.m.*

Please note: Hunt Reporting Company recorded this conference. A copy of the transcript of this conference will be posted on the DHR website and on eMM. A copy of this transcript can also be obtained at the requestor's expense from Hunt Recording at 410-766-4868.