



SUMMARY OF PRE-PROPOSAL CONFERENCE

Amye Scrivener
Interim Director

200 Duke Street
Prince Frederick, Maryland
20678

Phone: (443) 550-6900
Fax (410) 286-7429



REQUEST FOR PROPOSALS
Legal Services for the Calvert County Department of Social Services
CALDS/SSA/12-006-S

August 22, 2011; 10:00 AM

- I. Welcome and Introductions – Rebecca Gray, Procurement Officer
- II. Opening Remarks – Amye Scrivener, Interim Director / Project Manager
- III. Review of Request for Proposal Sections
 - A. Section I - Objective of Request for Proposals – Rebecca Gray
 - 1.1 – Summary Statement
 - 1.2 – Issuing Office
 - 1.5 – Questions and Responses
 - 1.6 – Closing Date
 - B. Section II - General Information
 - 2.14 – Bid Proposal Affidavit
 - 2.15 – Corporate Registration
 - 2.17 – Contract Affidavit
 - 2.24 – Payment Terms / Billing
 - 2.27 – eMaryland Marketplace
 - 2.29 – Minority Business Enterprises
 - 2.30 – Prompt Payment Policy
 - 2.36 – Living Wage Requirements
 - 2.37 – Hiring Agreement
 - C. Section IV - Requirements for Proposal Preparation – Rebecca Gray
 - D. Section V - Evaluation Procedures – Rebecca Gray
 - 1) Criteria for Technical Evaluation
 - 2) Financial Evaluation
 - E. Section III – Specifications – Amye Scrivener
- IV. Questions
- V. Closing Comments (Reminder of Due Date and Time—9/9/11; 4:00 PM)

Conference concluded at 10:47 AM.