

**SUMMARY OF
PRE-PROPOSAL CONFERENCE
REQUEST FOR PROPOSALS
THE MARYLAND KINSHIP CARE RESOURCE CENTER
SSA/KC-12-001-S
December 13, 2011**

Attendees: (See List of Attendees)

- I. Welcome – Keosha Hall, Procurement Officer
- II. Opening Remarks – Karen Powell, Contract Manager
- III. Introductions – State Representatives and Vendors
- IV. General Information (Sections 1 and 2) – Keosha Hall
 - A. Objective of Request for Proposals – Summary Statement
 - B. Issuing Office
 - C. Questions and Inquires
 - D. Closing Date
 - E. Corporate Registration
 - F. eMaryland Marketplace Registration
 - G. Payment Terms & Billing
 - H. MBE Requirements – Donna Foster, MBE Administrator
 - I. Living Wage Requirements – Katharine Kamieniecki, Procurement Officer Trainee
 - J. Hiring Agreement – Larry Ingram, Program Manager, Hiring Agreement Programs
- V. Section III Specifications (Section 3) – Karen Powell, Contract Manager
 - A. Background
 - B. Objectives
 - C. Scope of Project
 - D. Requirements
 - E. Deliverables
- VI. Section IV Requirements for Proposal Preparation (Section 4) – Keosha Hall
 - A. Two-Volume Submission Process
 - B. Transmittal Letter
 - C. Forms to Be Submitted
- VII. Section V Evaluation Procedures (Section 5) – Keosha Hall
 - A. Evaluation Committee
 - B. Technical Evaluation
 - C. Clarifications and Oral Presentation
 - D. Financial Evaluation
 - E. Final Evaluation and Recommendation for Award
- VIII. Questions from Vendors
- IX. Closing Remarks – Keosha Hall
 - A. Transcript of conference, list of attendees, questions and responses and all amendments will be posted on eMaryland Marketplace and DHR website.
 - B. Reminder that closing date and time for receipt of all proposals is Tuesday, January 3, 2012 by 4:00 p.m.

Conference concluded at 2:40 p.m.