



**DEPARTMENT OF
BUDGET & MANAGEMENT**

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

**PRE-BID CONFERENCE SUMMARY PROJECT No. 050B7800011
Microsoft Select and Enterprise Products and Services Large Account Re-Seller
January 25, 2007**

Ladies/Gentleman:

The State of Maryland conducted a Pre-Bid Conference at the Department of Budget and Management's facilities located in Annapolis, MD, on January 23, 2007. An attendance list with the names of those attendees is included.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Kimmeria Hall, convened the conference, recognized the State and Department (DBM) personnel present, and reiterated that all vendors sign in. The Procurement Officer advised that she was the sole point of contact for the solicitation and that a brief summary of the conference would be sent to all who are known to have received a copy of the solicitation.

The Deputy Chief of Procurement, Bill Bowser, reviewed the RFP:

Section 1-reviewed points related to type, terms and conditions of the solicitation, bid opening, and EmarylandMarketplace fee.

Section 3-reviewed bid submission requirements and importance of following the directions in this section explicitly.

The following Attachments were reviewed:

Attachment A- Suggested that vendor's give this attachment to their attorney's for review ahead of time as to avoid any issues arising too close to bid due date.

Attachment B-Emphasized all blanks are to be filled in and that "domestic corporation" means a corporation registered in Maryland and a "foreign corporation" means a corporation not registered in Maryland.

Attachment C-Explained the contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the proposal.

Attachment D (D1-D3)-explained Price Bid Forms

The Contract Manager, Mike Balderson, and Bruce Eikenberg from the Office of Information Technology summarized the IFB, Section 2 Scope of Work.

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7181 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

Then, the floor was opened to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail. Questions were asked in regards to the Price Sheet and return policy. An addendum to the original solicitation will be distributed shortly.

Date issued January 24, 2007

Kimmeria Hall

Procurement Officer

Atch
LAR Pre-Bid Attendance List