



**PRE-PROPOSAL CONFERENCE
SUMMARY
TOLL FREE SERVICES
PROJECT NO. 060B9800046
FEBRUARY 25, 2009**

State Representatives:

Susan Howells, Director IT Procurement
Sandy Smith, Contract Manager

Attendees: See attached list.

Ms. Howells, Procurement Officer for the Department of Information Technology convened the meeting. She introduced the State representatives present, asked the audience to make introductions and then reviewed the contents of the RFP:

- Sections 1 – General Information
- Section 2 – Minimum Qualifications
- Section 3 – Scope of Work
- Section 4 – Proposal Format
- Section 5 – Evaluation Process
- Attachments, including a detailed explanation for providing pricing.

Emphasis was placed on required submissions:

- Having proposals delivered to the Department of Information Technology on time, by **March 9, 2009 2:00PM Local Time**
- Special attention was given to Section 4.4.5. The Executive Summary “Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If no exceptions to terms and conditions are made, the summary shall indicate this.”



S T A T E O F M A R Y L A N D

DEPARTMENT OF INFORMATION TECHNOLOGY

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

ELLIOT SCHLANGER
Secretary

The floor was then opened for questions. Ms. Howells requested that any questions be submitted in writing and sent by E-mail to the procurement officer, for consideration by the State. The meeting adjourned at 3:10 PM.

Notice: Nothing stated at the pre-proposal conference may change the Request for Proposals unless a change is made by the procurement officer by written amendment. This summary does not constitute a written amendment.