

STATE OF MARYLAND

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PRE-PROPOSAL CONFERENCE SUMMARY

DECEMBER 2, 2016

PROJECT TITLE:

MARYLAND CHARITY CAMPAIGN-OPERATING AGENCY

SOLICITATION NUMBER – DEXR7400001

Ladies/Gentlemen:

This Summary documents the Pre-Proposal Conference.

Procurement Officer Fred Smalls convened the conference at 10:10 a.m. As no attendees were present who did not attend the first pre-proposal conference on November 17, 2016, attendees were referred to the minutes of that conference, which have been posted on eMM and on the Secretary of State website: sos.maryland.gov.

The Procurement Officer reminded attendees of the revised Proposal Due Date of December 22 as contained in Amendment 1 to the RFP issued November 22, 2016.

Attendees were then invited to ask any questions regarding the RFP. Two questions were asked, the answers to which will be posted in Q&A attachment #3.

The Procurement Officer then concluded the conference at 10:20 a.m."

By:

A handwritten signature in cursive script that reads "Loraine Parks".

Loraine Parks

MCC Administrator

Attachment 1: Pre- Proposal Conference Attendance List

Attachment 2: Pre-Proposal Conference Agenda

Attachment 3: Questions and Answers