



# Department of Public Safety and Correctional Services

## Office of the Secretary

300 E. JOPPA ROAD • SUITE 1000 • TOWSON, MARYLAND 21286-3020  
(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • [www.dpscs.maryland.gov](http://www.dpscs.maryland.gov)

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

BOYD K. RUTHERFORD  
LT. GOVERNOR

STEPHEN T. MOYER  
SECRETARY

WILLIAM G. STEWART  
DEPUTY SECRETARY  
ADMINISTRATION

J. MICHAEL ZEIGLER  
DEPUTY SECRETARY  
OPERATIONS

RHEA L. HARRIS  
ASSISTANT SECRETARY  
PROGRAMS AND SERVICES

DAVID N. BEZANSON  
ASSISTANT SECRETARY  
CAPITAL PROGRAMS

## PRE-PROPOSAL CONFERENCE AGENDA JULY 25, 2017

### PROJECT TITLE: DPCS PHARMACY SERVICES RFP SOLICITATION NO. DPCS Q0016025

- |       |  |                                   |
|-------|--|-----------------------------------|
| I.    | WELCOME AND INTRODUCTION   | Rachel Cruse, Procurement Officer |
| a.    | PLEASE SILENCE YOUR CELL PHONES  |                                   |
| b.    | IF YOU HAVE A QUESTION, RAISE YOUR HAND AND PROVIDE YOUR NAME AND YOUR QUESTION WHEN CALLED ON |                                   |
| c.    | PRE-PROPOSAL CONFERENCE SUMMARY AND SIGN IN SHEET(S) WILL BE EMAILED                           |                                   |
| II.   | INTRODUCTION OF MBE SUBCONTRACTORS   | Rachel Cruse                      |
| III.  | REVIEW OF RFP SECTION 1  | Rachel Cruse                      |
| IV.   | REVIEW OF MINIMUM QUALIFICATIONS [SECTION 2]   | Rachel Cruse                      |
| V.    | REVIEW OF SCOPE OF WORK [SECTION 3]  | Dr. Baucom                        |
| VI.   | REVIEW OF TECHNICAL PROPOSAL FORMAT [SECTION 4]  | Rachel Cruse                      |
| VII.  | REVIEW OF ATTACHMENTS A, B, C, & F   | Rachel Cruse                      |
| VIII. | QUESTIONS AND ANSWERS PERIOD   | All                               |

**QUESTIONS PERTAINING TO THE CURRENT TOPIC BEING DISCUSSED MAY BE ASKED AT THAT TIME. IT IS NOT NECESSARY TO WAIT UNTIL THE Q&A PERIOD.**

NOTES: MINUTES OF THE PRE-PROPOSAL CONFERENCE WILL BE NOT BE TRANSCRIBED. ALTHOUGH THE STATE WILL PROVIDE A SUMMARY AFTER THE CONFERENCE, ANY SUBSTANTIVE QUESTION SHOULD BE SUBMITTED TO THE PROCUREMENT OFFICER IN WRITING, PREFERABLY VIA EMAIL.

WE WILL ATTEMPT TO ANSWER WRITTEN QUESTIONS BUT OUR RESPONSES MAY BE SUBJECT TO CLARIFICATION LATER. **MOREOVER, NO ANSWER PROVIDED TODAY TO A QUESTION MAY IN AND OF ITSELF CHANGE ANY REQUIREMENT OF THE SOLICITATION.** IF BASED UPON A SUBMITTED QUESTION IT IS DETERMINED THAT ANY PORTION OF THE SOLICITATION SHOULD BE CHANGED, THE ACTUAL CHANGE MAY ONLY BE IMPLEMENTED VIA A FORMAL AMENDMENT TO THE SOLICITATION.