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Deputy Secretary

**PRE-BID CONFERENCE SUMMARY**  
**Project Title: SPECIMEN COLLECTION**  
**Project No.: F10B8200005**  
**October 19, 2007**

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Department of Budget and Management's facilities located in Annapolis, Maryland, on October 18, 2007. An attendance list with the names of those who attended is included.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Mike Yeager, convened the conference, recognized the Department of Budget and Management (DBM) personnel present, and requested that all vendors sign in. The Procurement Officer advised that the Pre-Bid Conference would not be transcribed but that a written summary would be provided, and reminded bidders that any substantive question(s) should be submitted to the Procurement Officer in writing (or e-mail if preferred). The Procurement Officer then reviewed the following sections of the IFB: Section 1 (reviewed points related to type, terms and conditions of the solicitation as well as basis for award); Section 3 (reviewed bid submission guidance and requirements); Attachment A (pointed out that contract takes precedence over all other materials that might be included by reference), Attachment B (emphasized all blanks are to be filled in and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland); Attachment C (explained contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the bid); Attachment D (Bid Price Form and Instructions); Attachment H (Specimen Collection Schedule); Attachment I (Living Wage Requirements for Service Contracts); Attachment K (SAMSHA Urine Specimen Collection Handbook/Drug Testing Guidelines); Attachment L (List of Collection Sites) and Attachment M (Living Wage Affidavit).

The Director of Employee Medical Services, Margaret Embardino, summarized the IFB, Section 2 (Scope of Work).

Questions submitted prior to the Pre-Bid were read and short preliminary answers given. The floor was opened to questions with the caveat that formal written answers to questions would only be given for those questions submitted in writing, stating a preference for e-mail transmission. Issues discussed included how much the State is currently paying for regular and emergency collections, what lab is the State currently using and its location, projected value of the contract, percentage of

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split testing versus single specimen testing, and several questions that focused on modifications to the State's requirements currently articulated in the IFB.

Following the question and answer period, the meeting was convened.

Date Issued: October 19, 2007

By <signed>.  
Mike Yeager  
Procurement Officer

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Attendee List

## Attendee List

<b>MBE</b>	<b>Name/Company</b>	<b>E-mail</b>	<b>Phone(s)</b>	<b>Physical Address</b>
Yes	Dr, Jon M. Carson, M.D. We Care Physicals, LLC	<a href="mailto:wecarephysicals@comcast.net">wecarephysicals@comcast.net</a>	V: 202-526-5972 F: 202-526-5675	1201 Franklin St., NE Suite 106 Washington, DC 20017
Yes	Karen Svea Grahne, Capitol MRA	<a href="mailto:Wb3lky@comcast.net">Wb3lky@comcast.net</a>	F: 410-295-6961	177 Defense Hwy. Suite 100 Annapolis, MD 21404
Yes	Bill Kincaid, Training Specialist ADTS Alcohol & Drug Testing Services, LLC	<a href="mailto:Bill.kincaid@adtllc.com">Bill.kincaid@adtllc.com</a>	V: 877-238-7552 C: 309-536-0337 F: 702-739-7555	Not available.
No	Steve K. Neild, Vice President Prudential Associates Risk Management & Security Consulting	<a href="mailto:SKN@prudentrisk.com">SKN@prudentrisk.com</a>	V: 301-279-6700 C: 240-793-8083 F: 301-251-0670	11 N. Washington St. Suite 350 Rockville, MD 20850
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