



DEPARTMENT OF BUDGET & MANAGEMENT

MARTIN O'MALLEY Governor ANTHONY BROWN Lieutenant Governor

T. ELOISE FOSTER Secretary DAVID C. ROMANS Deputy Secretary

PRE-PROPOSAL CONFERENCE AGENDA MAY 27, 2014 – 1:00 PM

PROJECT TITLE: TRAVEL SERVICES

SOLICITATION NUMBER – 050B4400003

- I. Welcome and Introduction... Patti Tracey, Procurement Officer
a. Introduction of State Attendees
b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
II. Review RFP Sections 1 and 2... Patti Tracey
III. Review RFP Sections 3 (Scope of Work)... Larry Williams
IV. Review RFP Section 4 ... Patti Tracey
V. Review RFP Section 5 ... Patti Tracey
VI. Review Attachment D – MBE Instructions and Forms... Patti Tracey
VII. Review Attachment F – Financial Price Proposal Forms & Various Attachments... Patti Tracey
VIII. Questions and Answers Period ... ALL

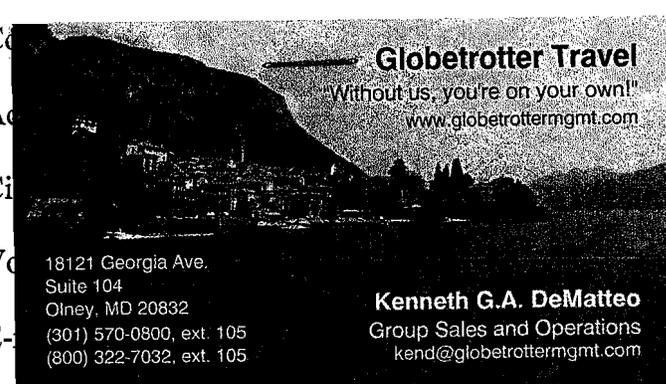
QUESTIONS PERTAINING TO THE CURRENT TOPIC BEING DISCUSSED MAY BE ASKED AT THAT TIME. IT IS NOT NECESSARY TO WAIT UNTIL THE Q&A PERIOD.

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 every question but our responses may be subject to clarification later. Moreover, the responses given verbally today by state representatives are not binding upon the State and are for informational purposes. Should substantive issues be raised which cause the solicitation to be amended, all offerors known to have received a copy of the solicitation will receive the amendment(s).

Travel Services 2014
Pre-Proposal Conference Sign-in Sheet— 050B440003 – May 27, 2014

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<p>Certified MD MBE Yes No</p>	<p>Certified MD MBE Yes No</p>

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<p>Certified MD MBE Yes No</p>	<p>Certified MD MBE Yes No</p>

<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p>	<p>Name</p> <p>C ADTRAV  service nonstop™</p> <p>A Stephen Seh Business Development Executive</p> <p>C (205) 745-3801 W (443) 812-4870 M stephen.seh@adtrav.com</p> <p>V  GSA Contract Holder</p> <p>E  RadiusTravel MEMBER 925 25th St. NW Washington, DC 20037 www.adtrav.com</p>
<p>Certified MD MBE Yes No</p>	<p>Certified MD MBE Yes No</p>

<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p>	<p>Name</p> <p>Company</p> <p>Address</p> <p>City State Zip</p> <p>Voice Fax</p> <p>E-mail</p>
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