

STATE OF MARYLAND

EXECUTIVE DEPARTMENT

LARRY HOGAN

GOVERNOR

BOYD K. RUTHERFORD

LT. GOVERNOR



OFFICE OF THE SECRETARY OF STATE

STATE HOUSE

ANNAPOLIS, MARYLAND 21401

(410) 974-5521

TOLL FREE 888-874-0013

FAX (410) 974-5190

TDD: 800-735-2258

JOHN C. WOBENSMITH
SECRETARY OF STATE

**STATE OF MARYLAND
OFFICE OF THE SECRETARY OF STATE
RFP KEY INFORMATION SUMMARY SHEET**

Request for Proposals: Maryland Charity Campaign Operating Agency

Solicitation Number: DEXR7400001

RFP Issue Date: November 10, 2016

RFP Issuing Office: Office of the Secretary of State

Procurement Officer: Frederick Smalls
Office of the Secretary of State
Administrative Division
16 Francis Street, First Floor
Annapolis, Maryland 21401
Phone: (410) 260-3853 Fax: (410) 974-5190
e-mail: frederick.smalls@maryland.gov

Contract Manager: Loraine Parks, Contract Manager
Office of the Secretary of State
Charities and Legal Services Division
16 Francis Street, Room 138
Annapolis, Maryland 21401
Phone: (410) 260-3857 Fax: (410) 974-5527
e-mail: Loraine.parks@maryland.gov

Proposals are to be sent to: Frederick Smalls
Office of the Secretary of State
Administrative Division
16 Francis Street, First Floor
Annapolis, Maryland 21401
Attention: Frederick Smalls

**Pre-Proposal Conference
Dates and Times:**

**November 17, 2016 at 10:00 a.m. EST
Office of the Secretary of State
16 Francis Street, First Floor Conference Room
Annapolis, Maryland 21401**

and

**December 2, 2016 at 10:00 a.m., EST
Office of the Secretary of State
16 Francis Street, First Floor Conference Room
Annapolis, Maryland 21401**

Proposal Due (Closing) Date and Time: December 15-22, 2016 at 4:30 p.m. EST

MBE Subcontracting Goal: 8%

VSBE Subcontracting Goal: 1%