

**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

**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](http://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**