

PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS

Administration Of The Maryland Energy Assistance Program (MEAP) And the Electric Universal Service Program (EUSP)

FIA/OHEP-09-002-S (Re-Bid)

November 6, 2009

AGENDA

- I. Welcome and Introductions – Deborah P. Austin, Procurement Officer
- II. Opening Remarks – Ralph Markus, Director, Office of Home Energy Programs
- III. Review of Request for Proposal Sections
 - A. Section I - Objective of Request for Proposals – Deborah P. Austin
 - B. Section II - General Information
 - 1) Information of Note – Deborah P. Austin, Procurement Officer
 - 2) Minority Business Enterprise Participation Goal – Donna Foster
 - 3) Living Wage – Fran Avallone
 - 4) Questions from Attendees Regarding MBE or Hiring Agreement
 - C. Section III - Specifications – Ralph Markus, Director Office of Home Energy Programs

Questions from Attendees Regarding Specifications
 - D. Section IV - Requirements for Proposal Preparation – Deborah P. Austin
 - E. Section V - Evaluation Procedures – Deborah P. Austin
 - 1) Criteria for Technical Evaluation
 - 2) Financial Evaluation
- IV. Questions
- V. Closing Comments **(Meeting Adjourned at 11:35 a.m.)**

Note: Walls Reporting is transcribing this Pre-Proposal Conference. A transcript of this conference will be available on the website with your questions and answers.