

**PRE-PROPOSAL CONFERENCE**

**REQUEST FOR PROPOSALS  
RESIDENTIAL CHILD CARE PROGRAMS  
SSA/RCC-19-001-S**

**Enoch Pratt Free Library  
Wheeler Auditorium  
400 Cathedral Street  
Baltimore, MD 21201  
December 5, 2019, 10:30 AM**

**AGENDA**

- I. Welcome and Introductions.....Sang Kang, Procurement Officer
- II. Opening Remarks.....David Ayer, Deputy Executive Director of Operations, SSA
- III. Request For Proposals Sections
  - A. Section I – Minimum Qualifications.....Sang Kang
  - B. Section II – Scope of Work.....Ardena Walker, Program Manager, SSA
  - C. Section III – Contractor Requirements.....Ardena Walker, SSA
  - D. Questions - Please state your name and the name of your company before asking questions.
  - E. Section IV – Procurement Instructions
    - 1) Information of Note.....Sang Kang
    - 2) Minority Business Enterprise Goal (Section 4.26).....Sang Kang
    - 3) VSBE (Section 4.27).....Sang Kang
    - 4) Living Wage Requirements (Section 4.28) ..... Nia Graves
    - 5) Hiring Agreement (Section 4.36).....Kenneth Jessup
  - F. Section V - Proposal Format.....Sang Kang
  - G. Section VI – Evaluation and Selection Process.....Sang Kang
  - H. Questions - Please state your name and the name of your company before asking questions
- IV. Closing Comments

Reminder about Proposal Due Date & Time: **Thursday, February 6, 2020 at 2:00 PM**