

**Request for Proposals (RFP)  
Consulting Services Procurement  
PROJECT NO. 050R2800066**



**Department of Budget and Management**

**Office of Information Technology**

**Issue Date: September 12, 2001**

**NOTICE**

Prospective Offerors who have received this document from the Department of Budget and Management's web site or eMarylandMarketplace.com, or who have received this document from a source other than the Procurement Officer, and who wish to assure receipt of any changes or additional materials related to this RFP, should immediately contact the Procurement Officer and provide their name and mailing address so that amendments to the RFP or other communications can be sent to them.

**Minority Business Enterprises are Encouraged to Respond to this Solicitation**

**STATE OF MARYLAND  
NOTICE TO VENDORS/CONTRACTORS**

In order to help us improve the quality of State proposal solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your proposal. If you have chosen not to bid on this contract, please fax this completed form to: 410-974-3274 (Attention: Susan Woomer)

Title: **CONSULTING SERVICES PROCUREMENT**

Project No. **050R2800066**

1. If you have responded with a "no bid", please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the Contract is not something we normally provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, etc. (Please Explain in Remarks Section)
- The scope of work is beyond our current capacity.
- Doing business with Government is simply too complicated. (Please Explain in Remarks Section)
- We cannot be competitive. (Explain in Remarks Section)
- Time allotted for bid/proposal is insufficient.
- Start-up time is insufficient.
- Bonding/Insurance requirements are prohibitive.(Explain in Remarks Section)
- Bid/Proposal requirements (other than specifications) are unreasonable or too risky. (Explain in Remarks Section)
- MBE requirements ( Explain in REMARKS section.).
- Prior experience with State of Maryland contracts was unprofitable or otherwise unsatisfactory. (Explain in Remarks Section)
- Payment schedule too slow.
- Other: \_\_\_\_\_

2. If you have submitted a bid or proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Use reverse or attach additional pages as needed.)

REMARKS: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Date \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

**KEY INFORMATION SUMMARY SHEET**

**STATE OF MARYLAND**

**Request for Proposals**

**CONSULTING SERVICES PROCUREMENT (CSP)**

**PROJECT NUMBER 050R2800066**

**RFP Issue Date:** September 12, 2001

**RFP Issuing Office:** Department of Budget and Management  
Office of Information Technology (OIT)

**Procurement Officer:** Susan Woomer  
Office Phone: (410) 260-7191  
Fax: (410) 974-3274  
e-mail: swoomer@dbm.state.md.us

**Proposals are to be sent to:** Susan Woomer  
Procurement Officer  
Department of Budget and  
Management  
First Floor, Room 114  
45 Calvert Street  
Annapolis, Maryland 21401

**Pre-Proposal Conference:** October 5, 2001, 2:00 PM  
Legislative Services Building  
Joint Hearing Room  
90 State Circle  
Annapolis, MD 21401

**Closing Date and Time:** October 26, 2001 at 2:00 PM

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