

**MARYLAND STATE TREASURER'S OFFICE
Louis L. Goldstein Treasury Building
80 Calvert Street
Annapolis, Maryland 21401**

RFP FOR ARMORED COURIER SERVICES, RFP #ACS-10052020

PRE-PROPOSAL CONFERENCE SUMMARY

October 28, 2020

State of Maryland Representatives:

Anne Jewell, Procurement Officer, State Treasurer's Office
Nancy Clark, Director of Treasury Management, State Treasurer's Office
Charles Knapp, Deputy Director of Banking Services, State Treasurer's Office
Jessica Papaleonti, Director of Budget and Finance, State Treasurer's Office
Dana St. Clair, Chief Financial Officer, Department of Natural Resources

On October 15, 2020 the Maryland State Treasurer's Office ("STO") held a virtual pre-proposal conference to discuss the above referenced solicitation for statewide armored courier services. The meeting opened with introductions by the Maryland State Treasurer's Office representatives, Department of Natural Resources and by representatives from the following firms: Brinks, Garda and Loomis.

After introductions, Anne Jewell reviewed important dates and requirements relating to proposal submissions, either electronically to the Procurement Officer or by mail (see Section 1.9 of the RFP). Proposals are to be received by the Procurement Officer no later than 1:00 PM local time on November 9, 2020. Anne discussed the two-volume submission requirements. If Offerors are submitting their proposals electronically, the price proposal is to be password protected. Following evaluation of the technical proposals by the Evaluation Committee, Anne will email each Offeror for the password for the price proposal.

Anne went on to advise that Section IV of the RFP explains the format for preparing the technical proposal and outlines the requested information to be included. Offerors are to include in the technical proposal a completed and signed Bid/Proposal Affidavit (Appendix B) and the Living Wage Affidavit (Appendix D). If an Offeror intends to incorporate operating documents/agreements associated to the services into the contract, submit copies as an exhibit to the technical proposal. If an Offeror has exceptions to any of the documents included as part of the RFP, those exceptions must be clearly identified and submitted with the technical proposal on a separate sheet that follows the transmittal letter.

Nancy Clark provided a brief overview of the armored courier services covering pick-up and delivery of bank deposits, (cash, coin and checks), currency exchange services, and

remote cash safes throughout the State and to deliver deposits to Wells Fargo Bank location and/or vault locations. Keeping in mind cost effectiveness, STO is seeking solutions on how to process small deposits via mail, or similar solutions. Ms. Clark further stated one or more contracts may be awarded.

The meeting was opened for questions/comments however no questions were presented. It was stated that the companies are very familiar with the services, will review the RFP and submit a proposal. Offerors were reminded that a question period is open until October 23rd and responses to will be posted separately.