

**PEER REVIEW PRE-BID CONFERENCE  
OPEN MEETING MINUTES  
201 W. Preston Street, Baltimore MD 21201  
February 27, 2020**

The Maryland Board of Physicians, met Thursday February 27, 2020 at 1:00PM, with The Office of Procurement and Support Services to hold a Pre-Bid Conference.

**STAFF PRESENT:** Calvin Johnson; Procurement Consultant, Shandra' Brown: Administrative Officer, Leslie Taylor; Fiscal Services Director, Brooks Whigham; Compliance Analyst

**GUEST:** Bryan Dorsey, Frank Fox, Alex Forbs, May Leonard

**CALL TO ORDER**

Calvin Johnson, Procurement Consultant called the meeting to order at 1:01PM.

**ANNOUNCEMENTS**

1. Please be sure to provide your contact information on the sign in sheet.
2. If you have any questions/comments about the procurement process, please contact the Office of Procurement at [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov), or by phone at 410-676-1330.
3. It is preferable to sign all contracts in Blue Ink to ensure documents are scanned and filed as clear as possible.
4. Bids are due no later than 2:00pm on Tuesday March 31, 2020.
5. Pre-Bid Conference questions will be posted to eMMA, by Friday, March 6, 2020.

**AGENDA**

- I. Calvin Johnson- Points of Emphasis**.....*Please see "Attachment A."*
- II. Brooks Whigham- Scope of Work**.....*Please see "Attachment B."*
- III. Questions/Answers**.....*Please see "Attachment C."*
- IV. Request for Proposal-Maryland Board of Physicians**.....*Please see "Attachment D."*
- V. Sign in Sheet**.....*Please see "Attachment E."*

**ADJOURNMENT**

The meeting was adjourned by Calvin Johnson at 1:42PM.

Submitted by,

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Brooks Whigham  
Compliance Analyst, Investigations