



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
APRIL 23, 2013

PROJECT TITLE:
DPSCS INMATE DENTAL SERVICES

SOLICITATION NUMBER – DPSCS Q0013030

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference at the Department of Budget & Management 45 Calvert Street, Annapolis, MD 21401. An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were: Ms. Patti Tracey, Procurement Officer; Mr. Joel Leberknight, DBM Chief of Procurement, Mr. Thomas Sullivan (DPSCS Chief Executive Officer for the Office Inmate Health Services and Contract Manager), Dr. Sharon Baucom (DPSCS Chief Medical Officer), Mr. Steve Bass (DPSCS Chief Financial/Administrative Officer for the Office of Inmate Health Services) and Ms. Sherreon Washington (DPSCS Administrative Services Supervisor).

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, convened the conference around 10:10am, recognized the State personnel present as identified above.

Ms. Patti Tracey then reviewed the RFP:

- Section 1 – General Information (reviewed summary statement, contract commencement and duration, procurement officer/contract manager, submission of questions, site visits, closing date & time of proposals submission, MBE goal, Liquidated Damages and CPI Contract Price Adjustment);
- Section 2 – Minimum Qualifications of Offerors including guarantee of Parent Company;
- Section 4 – Proposals Submission Requirements (reviewed content of proposals submission);
- Section 5 – Evaluation Criteria and Selection Procedure (reviewed technical evaluation criteria, financial criteria, selection process sequence and selection procedures);

Mr. Thomas Sullivan, Dr. Sharon Baucom, Mr. Steve Bass and Ms. Sherreon Washington presented a high-level overview of the scope of work in the RFP:

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45 Calvert Street • Annapolis, MD 21401-1907

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<http://www.dbm.maryland.gov> • ptracey@dbm.state.md.us

- Section 3 – Scope of Work;

Ms. Patti Tracey reviewed Attachment F – Financial Proposal and instructions on how to complete the Financial Form.

Ms. Patti Tracey reviewed the Minority Business Enterprise Forms:

- Attachment D – Minority Business Enterprise Participation (explained that the MBE forms had been revised and that only submission of Attachment D-1 (Certified MBE Utilization and Fair Solicitation Affidavit) completed in its entirety, to include the MBE Participation Schedule (which is now part of the affidavit) is required; also reviewed the **20% MBE subcontracting goal** and explained the fact that some MBE form errors are not curable, such as submission of firms that are not MDOT MBE certified at the time of proposals submission).

Dr. Sharon Baucom gave an overview of the integrated Health Care modules that include the Medical, Mental Health, Pharmacy and Dental contracts. She emphasized that Offerors should familiarize themselves with the other Health Care contracts of the Department (Public Safety).

Ms. Tracey then opened the floor to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail. There were approximately 12 questions asked at the conference and subsequently vendors were asked to follow up those questions in writing via e-mail for an official, coordinated response.

The attendees were reminded responses given verbally and other general discussions were non-binding and provided to help give a better understanding of the State's requirements. The Conference was adjourned around 12:00pm

Date Issued: April 24, 2013

By: <signed>

Patti Tracey
Procurement Officer

Attachment 1:

Pre-Proposal Conference Attendance List

Attachment 2:

Pre-Proposal Agenda

DPSCS Inmate Dental Services
Pre-Proposal Conference Sign-in Sheet— Q0013030 – April 23, 2013

Leslie A. Hayling, Jr., D.D.S.
 President / CEO
 Director of Dental Services

609-599-2800
 Fax 609-599-4128
 192 West State Street
 Trenton, New Jersey 08608

www.cdapc.com
 Cell 609-575-9114
 Toll Free 877-599-2820
 LHaylingJr@cdapc.com

Patrick Murphy
 President



Mid America Health, Inc.
 1499 Windhorst Way, Suite 100
 Greenwood, IN 46143

Toll free: 888-309-8239
 Fax: 317-972-7969
 Patrick@mahweb.com

www.mahweb.com

Certified MD MBE Yes No

Name Kenneth Simmons

Company Murphy & Simmons Dental

Address 3639 Liberty Hill Ave

City State Zip Bethesda, Md 21218

Voice 410-952-8322 Fax 410-664-2500

E-mail info@murphyandsimmons.com

Certified MD MBE Yes No

Name

StaffingEtc. 8(a) • MDOT
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HOPE M. PORTER, RN, BSN, JD
 DIRECTOR, HEALTH SERVICES

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 Primary NAICS Codes: 561320 561311 541611 621610 621399

Certified MD MBE Yes No

Name Gary Goldberg

Company MARYLAND Procurement Group LLC

Address 12622 Dover Rd

City State Zip Reston town MD 21136

Voice 410 340 1026 Fax

E-mail gig@comcast.net

Certified MD MBE Yes No

Name

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DAVID PORTER
 VICE PRESIDENT OF BUSINESS DEVELOPMENT

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 TEL: (301) 403-8838, CELL: (240) 338-8770, FAX: (301) 403-8859
 Email: dporter@staffingetc.net
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 Primary NAICS Codes: 561320 561311 541611 621610 621399

Certified MD MBE Yes No

Name

Company **STEVE GARCIA CORRECTIONAL CUSTOMER LIAISON**

Address **901 Lambertson Place NE, Suite W, Albuquerque, NM 87107**
505.323.1300 Cell: 505.933.2811
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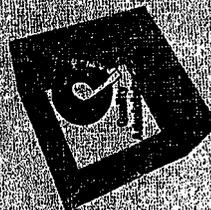
City

Voice  **ACC Health**

E-mail

Certified MD MBE Yes No

Name



Dental Plans - Optical Plans
 Health Care Administration
 Beth Scott
 Office Manager

7824 Eastern Ave., NW, Suite 100
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 Office: 202-772-2744
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 Website: questtypianachin.com

DPSCS Inmate Dental Services
Pre-Proposal Conference Sign-in Sheet— Q0013030 – April 23, 2013

Name _____



**Dental Plans - Optical Plans
Health Care Administration**
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 Website: qualityplansdms.com

Certified MD MBE Yes No

Name _____



**Dental Plans - Optical Plans
Health Care Administration**
Maritca Rosales
*Director of DC Healthcare Alliance
and Health Services for Children with
Special Needs Dental Programs*
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 Washington, DC 20012
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 Fax: 202-291-5703
 Email: mrosales@gpaipa.com
 Website: qualityplansdms.com

Certified MD MBE Yes No

Name _____

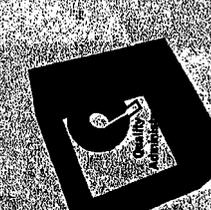


**Procurement Services
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William M. Bowser
President
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 Baltimore, MD 21236-3388
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 CELL: 410-952-0414
 E-mail: bbowser@pro-in-procure.com

Certified MD MBE Yes No

Name _____



**Dental Plans - Optical Plans
Health Care Administration**
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6101 16th St. NW, Suite 418
Washington, DC 20011
Office: 202-722-2744
Fax: 202-291-5703*

Certified MD MBE Yes No

Name _____

Company _____

Address _____

City State Zip _____

Voice _____ Fax _____

E-mail _____

Certified MD MBE Yes No

Name _____



Monica D. Trish, MBA
Human Resources Coordinator

Hope Health Systems, Inc.
"Providing Help and Hope to Families since 1999"

Department of Juvenile Services Office: Main Office:
 Mental Health Department, 1st Floor 6707 Whilstone Road, Suite 106
 300 North Gay Street Woodlawn, Maryland 21207
 Baltimore, Maryland 21202 Office: 410-265-8737
 Office: 443-263-8860 Fax: 410-265-1258
 www.hopehealthsystems.com E-mail: mtrish@hopehealthsystems.com

Outpatient Mental Health Center & Psychiatric Rehabilitation Program

Certified MD MBE YES No

Name _____

Company _____

Address _____

City State Zip _____

Voice _____ Fax _____

E-mail _____

Certified MD MBE Yes No

Name _____

Company _____

Address _____

City State Zip _____

Voice _____ Fax _____

E-mail _____

Certified MD MBE Yes No



DEPARTMENT OF
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PRE-PROPOSAL CONFERENCE AGENDA
APRIL 23, 2013 – 10:00 AM

PROJECT TITLE:
DPSCS INMATE DENTAL SERVICES

SOLICITATION NUMBER – Q0013030

- I. Welcome and Introduction.....*Patti Tracey, Procurement Officer*
 - a. Introduction of State Attendees
 - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- II. Review RFP Sections 1 and 2..... *Patti Tracey*
- III. Review RFP Sections 3 (Scope of Work).....*Dr. Sharon Baucom, Tom Sullivan and Steve Bass*
- IV. Review RFP Section 4*Patti Tracey*
- V. Review RFP Section 5*Patti Tracey*
- VI. Review Attachment D – MBE Instructions and Forms.....*Patti Tracey*
- VII. Review Attachment F – Financial Price Proposal Forms & Various Attachments.....*Patti Tracey and Joel Leberknight*
- VIII. Questions and Answers Period*ALL*

Questions pertaining to the current topic being discussed may be asked at that time. It is not necessary to wait until the Q&A Period.

Notes: Minutes of the Pre-Proposal Conference will be not be transcribed. Although the State will provide a summary after the conference, any substantive question should be submitted to the Procurement Officer in writing, preferably via email.

We will attempt to answer every question but our responses may be subject to clarification later. Moreover, **the responses given verbally today by state representatives are not binding upon the State and are for informational purposes.** Should substantive issues be raised which cause the solicitation to be amended, all offerors known to have received a copy of the solicitation will receive the amendment(s).

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