



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**PRE-PROPOSAL CONFERENCE SUMMARY**  
**JULY 18, 2011 – 10:00 AM**

**PROJECT TITLE:**  
**DPSCS INMATE MEDICAL HEALTH CARE AND UTILIZATION SERVICES**

**SOLICITATION NUMBER – DPSCS Q0012013**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference in the *Richard Trainor Conference Room (1st Floor) of the Maryland Department of Transportation (MDOT) Headquarters located at 7021 Corporate Center Drive, Hanover, Maryland 21076, on July 18, 2011.* An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were: Andrea R. Lockett, Procurement Officer; Joel Leberknight, DBM Chief of Procurement, Panel Members – Thomas Sullivan (DPSCS Contract Manager), Dr. Sharon Baucom (DPSCS Medical Director), Patricia E. Boehm Dove (DPSCS Director of Nursing) and Steve Bass (Chief Financial Officer of the Office of Inmate Health Services DPSCS).

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Andrea R. Lockett, convened the conference, recognized the State and Department (Public Safety) personnel present, and reiterated that all prospective offerors should sign in.

Ms. Andrea R. Lockett then reviewed the RFP:

- Vendor Comments (encouraged vendors to provide comments and/or suggestions whether or not a proposal is submitted to assist DBM in better bid/proposal writing in the future);
- Key Information Summary Sheet (reviewed proposal submission location; reviewed proposal submission closing date & time);
- Section 1 – General Information (reviewed summary statement and # of awards, contract type, contract commencement and duration, procurement officer/contract manager, submission of questions, site visits, closing date & time of proposals submission, revisions to RFP, multiple/alternate proposals, MBE goal, Public Information Act Notice, Department of Assessments and Taxation registration, Living Wage, Prompt Pay to Subcontractors, eMaryland Marketplace registration, Liquidated Damages and CPI Contract Price Adjustment, including a review of the Contract [Attachment A], Bid/Proposal Affidavit [Attachment B], Contract Affidavit [Attachment C], Living Wage Affidavit [Attachment M] Liquidated Damages [Attachment V] and Summary of Reports and Meetings [Attachment AA];

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7374 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov> • [alockett@dbm.state.md.us](mailto:alockett@dbm.state.md.us)

- 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);
- Attachment A – Contract (pointed out that RFP, contract and contractor proposals submission represents State expectations and requirements and that all referenced exhibits are included in the contract by reference; further explained commercial nondiscrimination and prompt payment requirements);
- Attachment B – Bid/Proposal Affidavit (explained that all blanks must be filled in even if not applicable; explained that “domestic” means a company incorporated in Maryland and “foreign” means a company NOT incorporated in Maryland and that resident agent information should match Department of Assessments and Taxation website’s reporting; emphasized that affidavit must be submitted with technical proposal);
- Attachment C – Contract Affidavit (emphasized that affidavit is reaffirmation of bid/proposal affidavit; submission required only if awarded);
- Attachment M – Living Wage Affidavit (emphasized that affidavit must be submitted with technical proposal).
- Attachment V – Liquidated Damages (explained that in connection with RFP § 1.33, this attachment identifies the RFP sections, a description of the category to which liquidated damages applies, minimum threshold % (if applicable), liquidated damages amount and performance standard to be met by the Contractor throughout the entire contract duration);
- Attachment AA – Summary of Reports and Meetings (explained that this represents a summary of the Reports the Contractor is required to provide and Meetings the Contractor is required to attend at the specified timeframe(s) throughout the entire contract duration.
- Attachment CC – Contract Compliance Checklist (explained that the checklist will be utilized by the DPSCS Contract Manager throughout the entire contract duration to monitor Contractor performance of daily, weekly, monthly, quarterly, etc. responsibilities; also explained that attachment has NOT been released to date as it is a tool to be utilized once the contract is awarded and does not apply to the procurement process itself, but will be released as soon as possible).

Dr. Sharon Baucom reviewed the minimum qualifications and a high-level overview of the scope of work in the RFP:

- Section 2 – Offeror Minimum Qualifications (reviewed experience submission requirements);
- Section 3 – Scope of Work;

Mr. Thomas Sullivan reviewed Attachment F – Financial Proposal (emphasized this information must be submitted sealed separately, but simultaneously with the Technical Proposal).

Ms. Andrea R. Lockett 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 **10% MBE subcontracting goal [which excludes the cost of Offsite Secondary Care]** and explained the fact that some MBE form errors are not curable, such as goal ranges, a MBE firm proposing as a prime contractor and submitting themselves as a subcontractor to fulfill the

MBE goal and submission of firms that are not MDOT MBE certified at the time of proposals submission).

Ms. Lockett 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.

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. Ms. Lockett further stated that any question asked and answered at the conference should be asked formally by e-mail if the questioner wanted a coordinated, official response.

Date Issued: July 21, 2011

By: <signed>

Andrea R. Lockett  
Procurement Officer

Attachment 1:

Pre-Proposal Conference Attendance List

**Attachment 1 – Pre-Proposal Conference Attendance List**

<b>Name/Title/Company</b>	<b>E-Mail</b>	<b>Phone(s)</b>	<b>Physical Address</b>	<b>MBE</b>
Ralph Simpson Business Computer Applications	<a href="mailto:rsimpson@bca.us">rsimpson@bca.us</a>	(678) 221.9001 <i>office</i> (678) 642.6914 <i>cell</i>	2002 Summit Boulevard, Suite 880 Atlanta, GA 30319	Yes
Rick Dull Wexford Health Sources Incorporated	<a href="mailto:rdull@wexfordhealth.com">rdull@wexfordhealth.com</a>	(412) 539-1261 <i>office</i> (412) 298-4528 <i>cell</i>	425 Holiday Drive Foster Plaza Two Pittsburgh, PA 15220	No
Mark Hale Wexford Health Sources Incorporated	<a href="mailto:mhale@wexfordhealth.com">mhale@wexfordhealth.com</a>	(412) 937-8590 ext. 287 <i>office</i> (412) 937-1428 <i>fax</i>	425 Holiday Drive Foster Plaza Two Pittsburgh, PA 15220	No
Nicole Falace-Silvis Wexford Health Sources Incorporated	<a href="mailto:nfalace@wexfordhealth.com">nfalace@wexfordhealth.com</a>	(412) 539-0181 <i>office</i> (412) 937-8599 <i>fax</i>	425 Holiday Drive Foster Plaza Two Pittsburgh, PA 15220	No
Rock Welch MHM Services, Inc.	<a href="mailto:rwelch@mhm-services.com">rwelch@mhm-services.com</a>	(703) 245.9048 <i>office</i> (609) 876.7378 <i>cell</i>	1593 Spring Hill Road, Suite 600 Vienna, VA 22182	No
Kathy Ohleger Wexford Health Sources Incorporated	<a href="mailto:kohleger@wexfordhealth.com">kohleger@wexfordhealth.com</a>	(412) 937-5205 <i>office</i> (412) 973-7230 <i>cell</i>	425 Holiday Drive Foster Plaza Two Pittsburgh, PA 15220	No
Patrick Cummiskey Correct Care Solutions	<a href="mailto:Patrick@ccsks.com">Patrick@ccsks.com</a>	(615) 324.5777 <i>office</i> (615) 324.5731 <i>fax</i>	3343 Perimeter Hill Drive, Suite 300 Nashville, TN 37211	No
Terry Jones MHM Services, Inc.	<a href="mailto:tjones@mhm-services.com">tjones@mhm-services.com</a>	(443) 310.8079 <i>office</i>	1593 Spring Hill Road, Suite 600 Vienna, VA 22182	No
Jerry Boyle Correct Care Solutions	<a href="mailto:jboyle@correctcaresolutions.com">jboyle@correctcaresolutions.com</a>	(615) 324.5710 <i>office</i> (615) 324.5731 <i>fax</i>	3343 Perimeter Hill Drive, Suite 300 Nashville, TN 37211	No
Kim Christie Correct Care Solutions	<a href="mailto:kchristie@correctcaresolutions.com">kchristie@correctcaresolutions.com</a>	(610) 909.6798 <i>office</i> (610) 558.9805 <i>fax</i>	166 Trimble Road Thornton, PA 19373	No
Norman Grinnell Procurement Services Consulting, LLC	<a href="mailto:ngrinnell@pro-in-procure.com">ngrinnell@pro-in-procure.com</a>	(410) 870-3486 <i>office</i> (443) 994-4937 <i>cell</i>	Post Office Box 43388 Baltimore, MD 21236	No
Bill Bowser Procurement Services Consulting, LLC	<a href="mailto:bbowser@pro-in-procure.com">bbowser@pro-in-procure.com</a>	(410) 870-3486 <i>office</i> (410) 952-0414 <i>cell</i>	Post Office Box 43388 Baltimore, MD 21236	No
Olu Akerele Crownhills Enterprises, Inc.	<a href="mailto:olu@CrownhillsEnterprises.com">olu@CrownhillsEnterprises.com</a>	(410) 961-6892 <i>office</i> (443) 525-3628 <i>cell</i>	5422 Ebenezer Road P.O Box 204 White Marsh, MD 21162	Yes
Santana Nottage Prison Operation Systems, Inc.	<a href="mailto:Santana_nottage@yahoo.com">Santana_nottage@yahoo.com</a>	(866) 347-8088 <i>office</i> (443) 794-3919 <i>cell</i>	Post Office Box 1095 Owings Mills, MD 21117	Yes

Alansan Sesay Prison Operation Systems, Inc.	<a href="mailto:Asesay2@hotmail.com">Asesay2@hotmail.com</a>	(443) 812.2879 <i>office</i>	Post Office Box 1095 Owings Mills, MD 21117	Yes
John Nattans Correct Rx Pharmacy Services	<a href="mailto:jnattans@correctrxpharmacy.com">jnattans@correctrxpharmacy.com</a>	(410) 636-9500 <i>office</i> (410) 991-8464 <i>cell</i>	803-A Barkwood Court Linthicum, MD 21090	Yes
Jill Molofsky Correct Rx Pharmacy Services	<a href="mailto:jmolofsky@correctrxpharmacy.com">jmolofsky@correctrxpharmacy.com</a>	(410) 636-9500 <i>office</i> (410) 409-7706 <i>cell</i>	803-A Barkwood Court Linthicum, MD 21090	Yes
JM Courtney Corizon	<a href="mailto:JM.Courtney@corizonhealth.com">JM.Courtney@corizonhealth.com</a>	(314) 919.9126 <i>office</i> (314) 919.8908 <i>fax</i>	12647 Olive Boulevard St. Louis, MO 63141	No
Michael Viers Corizon	<a href="mailto:Michael.Viers@corizonhealth.com">Michael.Viers@corizonhealth.com</a>	(314) 919.9110 <i>office</i> (314) 799.9970 <i>cell</i>	12647 Olive Boulevard St. Louis, MO 63141	No
Joy Lloyd Correctional Medical Services	<a href="mailto:jloyd@cmsstl.com">jloyd@cmsstl.com</a>	(410) 872.8590 ext. 1100 <i>office</i> (314) 707.2800 <i>cell</i>	6990 Columbia Gateway Drive, Suite 350 Columbia, MD 21046	No
Patrice Dennis Staffing Etc.	<a href="mailto:pdennis@staffingetc.net">pdennis@staffingetc.net</a>	(301) 403.8838 <i>office</i> (301) 403.8859 <i>fax</i>	6525 Belcrest Road, Suite 465 Hyattsville, MD 20782	Yes
Felix Ogala Consolidated Services, Inc.	<a href="mailto:felixogala@aol.com">felixogala@aol.com</a>	(443) 866.0867 <i>office</i> (410) 569.9499 <i>fax</i>	3330 Garrison Circle Abingdon, MD 21009	Yes
Edwina Trader First Insurance Management	<a href="mailto:etrader@1stinsurancemanagement.com">etrader@1stinsurancemanagement.com</a>	(410) 848.9480 <i>office</i> (443) 939.8961 <i>cell</i>	P O Box 113 Sykesville, MD 21784	Yes
Tawanda Huff First Insurance Management	<a href="mailto:thuff@1stinsurancemanagement.com">thuff@1stinsurancemanagement.com</a>	(410) 848.9480 <i>office</i> (443) 794.2148 <i>cell</i>	P O Box 113 Sykesville, MD 21784	Yes
Janice Trent Hearing Healthcare Services, LLC	<a href="mailto:jrthears@aol.com">jrthears@aol.com</a>	(301) 429.2920 <i>office</i> (301) 429.2921 <i>fax</i>	10111 Martin Luther King, Jr. Highway, Suite 102 Bowie, MD 20720	Yes
Christopher Bell NaphCare	<a href="mailto:Chris.bell@naphcare.com">Chris.bell@naphcare.com</a>	(205) 458.8599 <i>office</i> (205) 244.8039 <i>fax</i>	950 22 <sup>nd</sup> Street North, Suite 825 Birmingham, AL 35203	No
Dr. William W. Mumby Mumby & Simmons Dental Consultants	<a href="mailto:info@Mumby&amp;Simmons.com">info@Mumby&amp;Simmons.com</a>	(410) 664-2503 <i>office</i>	3639 Liberty Heights Avenue, Suite 201 Baltimore, MD 21215	Yes
Jacob Landers NaphCare	<a href="mailto:Jake.landiers@naphcare.com">Jake.landiers@naphcare.com</a>	(205) 458.8585 <i>office</i> (205) 244.8094 <i>fax</i>	950 22 <sup>nd</sup> Street North, Suite 825 Birmingham, AL 35203	No
Carolyn Cook NaphCare	<a href="mailto:Carolyn.Cook@naphcare.com">Carolyn.Cook@naphcare.com</a>	(205) 458.8599 <i>office</i> (205) 244.8039 <i>fax</i>	950 22 <sup>nd</sup> Street North, Suite 825 Birmingham, AL 35203	No

Eric Bailey EMedRx	<a href="mailto:ebailey@emedmedical.com">ebailey@emedmedical.com</a>	(314) 739.6815 <i>office</i> (314) 378.3797 <i>cell</i>	12163 Bridgeton Square Drive Bridgeton, MO 63044	Yes
Hope Porter Staffing Etc.	<a href="mailto:hporter@staffingetc.net">hporter@staffingetc.net</a>	(301) 403.8838 <i>office</i> (301) 403.8859 <i>fax</i>	6525 Belcrest Road, Suite 465 Hyattsville, MD 20782	Yes
David Porter Staffing Etc.	<a href="mailto:dporter@taffingetc.net">dporter@taffingetc.net</a>	(301) 403.8838 <i>office</i> (240) 338.8770 <i>cell</i>	6525 Belcrest Road, Suite 465 Hyattsville, MD 20782	Yes
Sharon McNeill Sym, Inc.	<a href="mailto:Symc655@aol.com">Symc655@aol.com</a> <a href="mailto:Sharon@syminc.net">Sharon@syminc.net</a>	(443) 838-8888 <i>office</i>	516 N. Charles Street, Suite 210 Baltimore, MD 21201	Yes
Betty Scott Quality Plan Administrators, Inc.	<a href="mailto:Qpa2000@aol.com">Qpa2000@aol.com</a>	(202) 722.2744 <i>office</i> (202) 291.5703 <i>fax</i>	7824 Eastern Avenue NW Washington, DC 20012	No
Maritza Rosales Quality Plan Administrators, Inc.		(202) 722.2744 <i>office</i> (202) 291.5703 <i>fax</i>	7824 Eastern Avenue NW Washington, DC 20012	No
Pamela McMichael Trustworthy Staffing Solutions, LLC	<a href="mailto:Pamela@Trustworthystaffing.Com">Pamela@Trustworthystaffing.Com</a>	(410) 484.4156 <i>office</i>	10451 Mill Run Circle, Suite 400 Owings Mills, MD 21117	Yes
John Smith, Jr. Prestige Healthcare Resources Inc.	<a href="mailto:Prestige2care@gmail.com">Prestige2care@gmail.com</a>	(240) 206.6448 <i>office</i> (202) 204.5758 <i>fax</i>	6011 Emerson Street, Suite 209 Bladensburg, MD 20710	Yes
Anura Wickrama AHW Holdings	<a href="mailto:anurawick@verizon.net">anurawick@verizon.net</a>	(301) 460-7272 <i>office</i>	15112 Cosmos Court Rockville, MD 20853	Yes
Dr. Glenda Mosley PrimeStar Industries, Inc.	<a href="mailto:primestarindustriesinc@yahoo.com">primestarindustriesinc@yahoo.com</a> <a href="mailto:glendamosley@aol.com">glendamosley@aol.com</a>	(410) 366.0906 <i>office</i> (410) 366.0908 <i>fax</i>	318 East 25 <sup>th</sup> Street Baltimore, MD 21218	Yes
Dan Cohn Wexford Health Sources Incorporated	<a href="mailto:dcohn@wexfordhealth.com">dcohn@wexfordhealth.com</a>		425 Holiday Drive Foster Plaza Two Pittsburgh, PA 15220	No