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Deputy Secretary

**PRE-PROPOSAL CONFERENCE SUMMARY**  
**May 5, 2008, 1:00 PM**  
**Project No. F10B8200015**

**Project Title: Health Plan Administration & Services (PPO, POS, HMO)**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference for the Health Plan Administration and Services (PPO, POS, HMO) RFP in Room 164A/B, 45 Calvert Street, Annapolis, MD 21401, on May 5, 2008. An attendance list with the names of those attendees signing in has been distributed along with this Summary.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Patti Tracey, convened the conference, recognized the State and Department (DBM) personnel present, and reminded all vendors to make sure to sign the attendance list. Vendors were provided with copies of the Pre-Proposal Conference Agenda, a list of Questions Received to Date for the RFP, and notified that confidential RFP data on CD was available for distribution upon completion of a Non-Disclosure Agreement.

Ms. Tracey then reviewed the RFP:

- Section 1 - General Information (reviewed topics related to proposal closing date, questions, contract type, duration, terms and conditions of the solicitation, and required affidavits);
- Section 2 – Offeror Minimum Qualifications (discussed Amendment # 1 and its changes to the Minimum Qualification Requirements);
- Section 4 - Proposal Format (reviewed the proposal submission format for technical and financial proposals);
- Section 5 - Evaluation Criteria and Selection Procedure (explained the evaluation process including Technical and Financial Criteria);
- Attachments (emphasized those Attachments that are required to be completed and submitted with the proposal)

Ms. Anne Timmons reviewed the work requirements of the RFP:

- Section 3 - Scope of Work (reviewed the background, functional areas, and general requirements of the functional areas)

Mr. Tom McLamore reviewed the MBE requirements of the RFP:

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- Section 1.10 – Minority Business Enterprises (reviewed the MBE participation goal, commitments and responses, anticipated subcontracting opportunities, and required MBE affidavits)
- Attachment D-2 (reviewed the procedure for submitting the MBE Participation Schedule, emphasizing the importance of correctly completing each section of the form)

Ms. Tracey opened the floor to questions with the caveat that formal written answers to questions would only be given if the questions were submitted in writing, preferably by e-mail. Questions were raised regarding issues related to the Scope of Work, proposal format, and RFP attachments.

The attendees were reminded that responses given verbally and other general discussions were non-binding and provided to help give a better understanding of the State's requirements. Ms. Tracey further reiterated that any question asked and answered at the conference should be asked formally by e-mail if the questioner wanted a coordinated, official response.

Vendors interested in obtaining a detailed transcription of the minutes of the Pre-Proposal Conference may contact Louise at Hunt Reporting Company: 410-766-4868, 800-950-3376, or [contacts@courtreport.com](mailto:contacts@courtreport.com). The charge for transcript copies will be \$0.50 per page, plus postage.

Date Issued: May 16, 2008

By: <signed>

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Patti Tracey  
Procurement Officer