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Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY

January 19, 2016, 10:00 am

Project No. 050B6400002

Project Title: State Medical Director and Occupational Medical Services for Maryland State Agencies

Ladies/Gentlemen:

The Department of Budget & Management conducted a Pre-Proposal Conference for the State Medical Director and Occupational Medical Services for Maryland State Agencies RFP in the Harry Hughes Suite #1 of MDOT Headquarters, 7201 Corporate Center Drive, Hanover, Maryland on January 19th, 2016. An attendance list with the names of attendees and Q & A #1 has been distributed along with this Summary.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Chris Hautala, convened the conference at 10:10 am, recognized the State 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.

Mr. Hautala reviewed the following sections of 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;
- 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); and
- Attachment F-1, Financial Proposal Form.

Dr. Edwin Becraft, reviewed the elements of Section 3, the Scope of Work, background and general requirements of this contract.

Mr. Tom McLamore, DBM's MBE Liaison, reviewed the MBE and VSBE requirements of the RFP:

- Section 1.33 – Minority Business Enterprises (reviewed the MBE participation goal, commitments and responses, anticipated subcontracting opportunities, and required MBE affidavits);

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- Discussed that this RFP has a 13% MBE goal and that DBM will monitor MBE compliance once the contract is awarded;
- Attachment D-1 (reviewed the procedure for submitting the MBE Utilization and Fair Solicitation Affidavit, emphasizing the importance of correctly completing each section of the form.); and
- Section 1.41 – Veteran Owned Small Business Enterprise Goal, set at 1%.

Mr. Hautala opened the floor to questions with the caveat that formal answers to questions would be provided if the questions were submitted in writing, preferably by e-mail. Questions were raised regarding issues related to the Scope(s) of Work, proposal format, and RFP attachments.

During the conference, the following points were emphasized:

- This contract is extended to non-State local governments and non-profit organizations. The State will publicize the award to local governments.
- Offerors not meeting the Minimum Qualifications would have their proposal rejected.
- Follow-up questions and comments by prospective vendors are encouraged.

The attendees were reminded that responses given verbally and other general discussions were provided to help give a better understanding of the State's requirements. Mr. Hautala further reiterated that any question asked and answered at the conference should be submitted formally, to him, by e-mail if the questioner wanted a coordinated, official response. The conference was concluded at 12:30 pm.

Date Issued: January 21st, 2016

By: <signed>

Chris Hautala
Procurement Officer