



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
MARCH 9, 2015 – 10:00 AM

PROJECT TITLE:
**THIRD PARTY ADMINISTRATOR SERVICES FOR FLEXIBLE
SPENDING ACCOUNTS—HEALTHCARE AND DEPENDENT CARE**

SOLICITATION NUMBER – F10B5400007

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference in the *Harry Hughes Conference Room #3 of the Maryland Department of Transportation (MDOT) Headquarters located at 7201 Corporate Center Drive, Hanover, Maryland 21076, on March 9, 2015*. An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were Mike Yeager, the Procurement Officer, and Panel Members:

Anne Timmons ~ Director, DBM Employee Benefits Division
Kelley Valentine ~ Manager/Direct Pay, DBM Employee Benefits Division
Renee Hammock ~ Manager/Customer Service, DBM Employee Benefits Division
Thomas McLamore ~ DBM MBE Liaison
Noel Cruse ~ Segal Company [Consultant]

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Mike Yeager, convened the conference, recognized the State and Consultant (Segal Company) personnel present, and reiterated that all prospective offerors should sign in.

Mr. Mike Yeager 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 specification 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, contract type, contract commencement and duration, procurement officer/contract manager, eMaryland

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Marketplace (eMM) registration, submission of questions, closing date & time of proposals submission, multiple/alternate proposals, Public Information Act Notice, award basis and # of awards, revisions to RFP, Bid/Proposal Affidavit [Attachment B], Contract Affidavit [Attachment C], Department of Assessments and Taxation registration, Prompt Pay to Subcontractors, Electronic Procurements Authorized, Living Wage requirements, Non-Disclosure Agreement, HIPAA Business Associate Agreement, Location of the Performance of Services Disclosure, review of the Contract [Attachment A], Bid/Proposal Affidavit [Attachment B], Contract Affidavit [Attachment C], and Non-Disclosure Agreements [Attachments J-1 & J-2]);

- Section 2 – Minimum Qualifications and the proof of meeting the requirements;
- Section 4 – Proposals Submission Requirements (reviewed content of proposals submission; emphasized this information must be submitted sealed separately, but simultaneously with the Technical Proposal);
- 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 (including cure and clarification responses) represent 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; emphasized that affidavit must be submitted with technical proposal);
- Attachment C – Contract Affidavit (emphasized that affidavit is reaffirmation of bid/proposal affidavit; 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; submission required only if recommended for award); and
- Attachment J-1 – Non-Disclosure Agreement (explained signed copy must be received by Procurement Officer to obtain access to certain data necessary to complete the proposal response).

Kelly Valentine provided a high-level overview of the scope of work in the RFP:

- Section 3 – Scope of Work

Renee Hammock provided a high-level overview of the Technical Proposal:

- Technical Proposal, Attachment Q

Anne Timmons provided a high-level overview of the Financial Proposal:

- Financial Proposal, Attachment F

Mr. Thomas McLamore reviewed the Minority Business Enterprise and Veteran-Owned Small Business Enterprise Sections and 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 **MBE subcontracting goal** and explained the fact that some MBE form errors are not curable, such as goal ranges, that an MBE firm proposing as a prime contractor may submit themselves as a subcontractor to fulfill a portion of the MBE goal and submission of firms that are not MDOT MBE certified at the time of proposals submission).

- Attachment M - Veteran-Owned Small Business Enterprise Participation (explained that submission of Attachment M-1 (Utilization Affidavit and Subcontractor Participation Schedule) completed in its entirety is required; **also reviewed the VSBE subcontracting goal**; also reiterated that the proposed VSBE must be verified by the Center for Veterans Enterprise of the United States Department of Veterans Affairs and provided the weblink.

Mr. Yeager 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 that **no answer provided today to a question may in and of itself change any requirement of the solicitation**. They are being provided to help give a better understanding of the State's requirements. If, based upon a submitted question it is determined that any portion of the solicitation should be changed, the actual change may only be implemented via a formal amendment to the solicitation. Mr. Yeager further stated that any question asked and answered at the conference should be asked formally in writing by e-mail if the questioner wanted a coordinated, official response.

Date Issued: March 11, 2015

By: <signed>

Mike Yeager
Procurement Officer

Attachment 1:
Pre-Proposal Conference Attendance List

Attachment 1 – Pre-Proposal Conference Attendance List

Name/Title/Company	E-Mail	Phone(s)	Physical Address	MBE
David Leonard National Sales Manager ADP	David.leonard@adp.com	(864) 373-9602 office (864) 704-3314 cell	2607 Woodruff Rd. E539 Simpsonville, SC 29681	No
Jane Burgess Proposal Writer ConnectYourCare	jane.burgess@ConnectYourCare.com	(410) 891-0725 office (410) 937-7327 cell	307 International Circle, Suite 200 Hunt Valley, MD 21030	No
Louis Bullock Sales Manager SQN Systems Corporation	lbullock@sqnsystems.com	(877) 207-8897 office	8630-M Guilford Rd #201, Columbia, MD 21046	YES & VSBE
Barbara Gonzales V.P., Public Sector Sales WageWorks, Inc.	barbara.gonzales@wageworks.com	(850) 425.6200 ext. 2448 office (850) 491.0693 cell	3101 Sessions Road Tallahassee, FL 32303	No