



LAWRENCE J. HOGAN, JR.
Governor

DAVID R. BRINKLEY
Secretary

BOYD K. RUTHERFORD
Lieutenant Governor

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

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

SOLICITATION NUMBER – F10B540007

- I. WELCOME AND INTRODUCTION.....*MIKE YEAGER, PROCUREMENT OFFICER*
 - a. INTRODUCTION OF STATE ATTENDEES
 - b. PRE-PROPOSAL CONFERENCE SUMMARY AND SIGN-IN SHEET(S) WILL BE EMAILED
- II. REVIEW OF RFP SECTIONS 1, 2, 4 AND 5.....*MIKE YEAGER*
- III. REVIEW OF SCOPE OF WORK [SECTION 3].....*KELLY VALENTINE*
- IV. REVIEW OF TECHNICAL PROPOSALS (ATTACHMENT Q).....*RENEE HAMMOCK*
- V. REVIEW OF FINANCIAL PROPOSALS [ATTACHMENT F]*ANNE TIMMONS*
- VI. REVIEW OF ATTACHMENTS A; B; C AND J.....*MIKE YEAGER*
- VII. REVIEW OF MBE FORMS AND VSBE FORMS [ATTACHMENTS D & M].....*THOMAS MCLAMORE*
- 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 WRITTEN QUESTIONS BUT OUR RESPONSES MAY BE SUBJECT TO CLARIFICATION LATER. **MOREOVER, NO ANSWER PROVIDED TODAY TO A QUESTION MAY IN AND OF ITSELF CHANGE ANY REQUIREMENT OF THE SOLICITATION.** 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.

~Effective Resource Management~