



DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

PRE-PROPOSAL CONFERENCE AGENDA
AUGUST 28, 2013 – 10:00 AM

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PROJECT TITLE:
DENTAL PLAN ADMINISTRATION AND INSURANCE SERVICES

SOLICITATION NUMBER – F10B3400005

- I. WELCOME AND INTRODUCTION.....ANDREA R. LOCKETT, PROCUREMENT OFFICER
 - a. INTRODUCTION OF STATE ATTENDEES
 - b. PRE-PROPOSAL CONFERENCE SUMMARY AND SIGN-IN SHEET(S) WILL BE EMAILED
- II. REVIEW RFP SECTIONS 1, 2, 4 AND 5..... ANDREA R. LOCKETT
- III. REVIEW OVERVIEW OF SCOPE OF WORK [SECTION 3]..... JENNIFER SCHMIDT, KELLY VALENTINE
- IV. REVIEW OVERVIEW OF SCOPE OF WORK TECHNICAL PROPOSALS (ATTACHMENT T)
..... SUSAN KAPPEL [CONSULTANT]
- V. REVIEW ATTACHMENTS A; B; C AND J..... ANDREA R. LOCKETT
- VI. REVIEW FINANCIAL PROPOSALS [ATTACHMENT F] ROBERT LOGUE [CONSULTANT]
- VII. REVIEW 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~

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