



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
December 12, 2013, 2:00 PM
Project No. F10B3400022

Project Title: Health Plan Administration and Services (PPO, EPO, IHM)

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference for the Health Plan Administration and Services (PPO, EPO, IHM) RFP in Room 164A/B, 45 Calvert Street, Annapolis, MD 21401, on December 12, 2013, at 2:00 PM. 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, Gabriel Gnall, convened the conference, recognized the State and Department of Budget and Management (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, and notified that confidential RFP data was available for distribution via secure file transfer upon completion and submission of a Non-Disclosure Agreement.

Mr. Gnall 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, required affidavits, etc.);
- Section 2 – Minimum Qualifications (noted that there were no specific Offeror minimum qualifications required as of the date of proposal submission for this procurement);
- Section 4 - Proposal Format (reviewed the proposal submission format for technical and financial proposals);
- Section 5 - Evaluation Committee, 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 and general requirements of the RFP).

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

- RFP Section 1.33 and Attachments "D" – Minority Business Enterprises (reviewed the MBE participation goals, commitments and responses, and required MBE affidavits);

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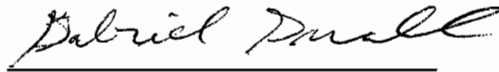
- RFP Section 1.41 and Attachments “M” – Veteran-Owned Small Business Enterprises (reviewed the VSBE participation goals, commitments and responses, and required MBE affidavits).

Mr. Gnall 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. Mr. Gnall stated that numerous questions had already been submitted in writing, and that a formal “Question and Answer” document was being prepared by the State to respond to the questions submitted. Questions were raised during the conference regarding SLEOLA benefits, when formal responses to questions could be provided, and whether vendor questions could be prioritized.

The attendees were reminded that any question asked and answered at the conference should be asked formally by e-mail so that a coordinated, official response could be prepared. After no further questions were asked, the conference was adjourned.

Date Issued: December 18, 2013

By:



Gabriel Gnall
Procurement Officer



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PRE- PROPOSAL CONFERENCE AGENDA
December 12, 2013, 2:00 PM

Project Title: Health Plan Administration and Services (PPO, EPO, IHM)
Project Number: F10B3400022

1. Convene Pre-Proposal Conference – Procurement Officer, Gabe Gnall
2. Recognize State and Department Personnel Present
3. Sign-In Sheet
4. Please Hold all Q&A until end of conference
5. Procurement Review – Gabe Gnall
6. Brief Review - Scope of Work – Anne Timmons
7. MBE and VSBE Review – Tom McLamore
8. Questions and Answer Period

Notes: The State will publish a summary of the conference on eMarylandMarketplace and DBM's website. Any substantive questions asked during the conference should be submitted to the Procurement Officer in writing (preferably via email).


Responses to questions asked during the conference may be subject to later clarification. Moreover, the responses given verbally by state representatives are not binding upon the State and are for informational purposes. Should substantive issues be raised which require the solicitation to be amended before the proposal due date, formal amendment(s) will be issued to all vendors via eMarylandMarketplace, DBM's website, and direct email. Any amendments issued after the proposal due date will only be issued to Offerors who have submitted a timely proposal.

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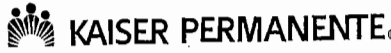
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Health Plan Administration and Services - F10B3400022 - Pre-Proposal Conference Sign-in - Dec. 12, 2013

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