



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
June 24, 2011 10:00 AM

Group Long Term Care Insurance

Solicitation No. F10B1400014

June 29, 2011

Ladies/Gentleman:

The Department of Budget and Management (DBM) conducted a Pre-Proposal Conference at the State Office Complex, Baltimore, MD, on June 24, 2011. An attendance list is attached and posted in Emaryland Marketplace and the DBM website.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference and introduced the (DBM) staff present.

The Procurement Officer, Joy Epstein, reviewed the RFP and all attachments to the RFP. It was emphasized that there are a total of 6 attachments to the RFP and the importance of completing each attachment. In addition to reviewing the purpose of each attachment, the following RFP sections were reviewed:

Section 1-General information and contract requirements, with an emphasis on the MBE goal and the importance of completing the MBE D-1 form in order to be considered;

Section 4-Proposal Format (reviewed the submission formats for technical and financial proposals and the importance of following the format in responding to each section, including how the offeror intends to provide the services); and

Section 5-Evaluation Criteria and Selection Procedure (explained the evaluation process and how DBM will select the most advantageous offer with technical having equal weight as financial).

Anne Timmons reviewed the scope of work requirements of Section 3 as they pertained to overall services to be performed.

~Effective Resource Management~

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Tom McLamore reviewed the Minority Business Enterprise (MBE) requirements of the RFP:

- Section 1.11 and 1.12-MBE (reviewed the MBE subcontracting participation goal and required MBE affidavits);
- Advised that this procurement has a 2% MBE goal on the premiums paid to active enrollees and University of Maryland enrollees;
- Attachment D-1(Reviewed the procedure for submitting the MBE Utilization and Fair Solicitation Affidavits, emphasizing the importance of correctly completing each section of the form); and
- Discussed proper guidelines for MBE participation goal submission.

Joy Epstein reviewed Attachment H, Financial Proposal Form, and how offerors shall complete the forms. The importance of the model on the financial forms was described and the emphasis on completing each age group for premiums requested was described. Information regarding the auto populating of information from the monthly amounts input and the summary amounts was also described.

Joy Epstein opened the floor to questions with the caveat that formal written answers to question would only be given if the question were submitted in writing. Joy Epstein informed the attendees that a summary of the conference will be provided.

Joy Epstein

Procurement Officer