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Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
JANUARY 15, 2019

PROJECT TITLE:
STATE OF MARYLAND DENTAL PLAN ADMINISTRATION AND INSURANCE SERVICES

SOLICITATION NUMBER – F10B9400020

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on January 15, 2019, at 100 Community Place, First Floor Conference Room A, Crownsville, MD 21032. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Anne Timmons, Director of Employee Benefits Division; Antionette Coward, Contract Manager, Employee Benefits Division; Jamie Tomaszewski, Chief of Procurement; Lola Tianiyu, Procurement Analyst; Gregory Dennis, Procurement Analyst; and Pam Malech, Procurement Officer. Also attending were representatives from the State's consultant on this solicitation, The Segal Group.

This Summary documents the Pre-Proposal Conference. The Procurement Officer convened the conference around 2:00 p.m. and recognized the State personnel present as identified above.

Pam Malech reviewed the following sections of the Request for Proposals:

- RFP Key Information Summary Sheet (emphasizing due dates and where proposals to be sent);
- Section 1 – Minimum Qualifications of Offerors (there are no minimum qualifications);
- Section 3 – Contractor Requirements: General (emphasizing Sections 3.3, Invoicing; 3.4, Liquidated Damages; and 3.9, SOC 2 Type 2 Audit Report);
- Section 4 – Procurement Instructions (emphasizing Sections 4.5, Proposal Due (Closing) Date and Time; 4.9, Award Basis; 4.10, Oral Presentations; 4.17, Acceptance of Terms and Conditions; 4.31, Non-Disclosure Agreement; and 4.32, HIPAA – Business Associate Agreement);
- Section 5 – Proposal Format (emphasizing Sections 5.2, Proposal Delivery and Packaging; 5.3, Volume I – Technical Proposal; and 5.4, Volume II – Financial Proposal);
- Section 6 – Evaluation and Selection Process (emphasizing Sections 6.2, Technical Proposal Evaluation Criteria; 6.3, Financial Proposal Evaluation Criteria; and 6.5, Selection Procedures); and
- Attachments – Identified all attachments, including FA1 Attachment T, Technical Proposal; FA2 Attachment T, Technical Proposal; FA1 Attachment B, Financial Proposal; and FA2 Attachment B, Financial Proposal.

Anne Timmons explained the scope of work in the RFP:

- Section 2 – Scope of Work.

Jamie Tomaszewski reviewed the Minority Enterprise Business (MBE) and Veteran Small Business Enterprise (VSBE) participation goals and Attachments D and E, emphasizing the attachment forms must be submitted accurately and completely with the proposals. She also discussed the Department of Human Services (DHS) Hiring Agreement program, a tool for job recruiting during the contract.

Ms. Malech opened the floor up for questions. She advised that formal written answers would follow the oral answers. The attendees were reminded that responses to questions and other general discussions did not change the provisions of the RFP and that only a formal Amendment can change RFP requirements. Responses given at the conference are intended to aid in understanding the State's requirements. The Conference was adjourned around 2:45 p.m.

Q&A #1, addressing all questions raised at the Pre-Proposal Conference and other questions submitted to the Procurement Officer will be forthcoming.

Date Issued: January 17, 2019

By:
<signed>

Pam Malech
Procurement Officer

Attachment 1:
Pre-Proposal Conference Attendance List
Attachment 2:
Pre-Proposal Conference Agenda