



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
JANUARY 15, 2019 – 2:00 PM**

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

SOLICITATION NUMBER – F10B9400020

- I. Welcome and Introduction.....*Pam Malech, Procurement Officer*
 - a. Introduction of State Attendees
 - b. Pre-Proposal Conference summary and sign-in sheet(s) will be emailed
- II. Review of Key Information Summary Sheet and Section 1.....*Pam Malech*
- III. Review of RFP Section 2 (Scope of Work)...*Anne Timmons, Director of Employee Benefits*
- IV. Review of RFP Section 3.....*Pam Malech*
- V. Review of MBE and VSBE Programs.....*Jamie Tomaszewski, Chief of Procurement*
- VI. Review of DHS Hiring Agreement Requirements.....*Jamie Tomaszewski*
- VII. Review of Sections 4 through 7*Pam Malech*
- VIII. Question and Answer Period

Questions pertaining to the current topic of discussion may be raised 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 written summary after the conference. Any substantive questions should be submitted to the Procurement Officer in writing, preferably via email. Questions submitted in writing will receive a written response that will be issued to all vendors.

Answers provided to questions raised at the Pre-Proposal Conference may be subject to clarification. No answers or other statements given at the Pre-Proposal Conference can alter or amend the RFP; only a formal amendment can change the substance of the RFP. In the event that substantive issues arise necessitating an amendment to the RFP, all offerors known to have received a copy of the solicitation will receive the amendment.