



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRE-PROPOSAL CONFERENCE AGENDA
APRIL 24, 2017 – 11:00 AM**

**PROJECT TITLE:
CONSULTING AND ACTUARIAL SERVICES FOR THE MARYLAND STATE EMPLOYEE AND
RETIREE HEALTH AND WELFARE BENEFITS PROGRAM**

SOLICITATION NUMBER – F10B7400031

- I. WELCOME AND INTRODUCTION.....*TIFFANY MURRIEL, PROCUREMENT OFFICER*
 - a. INTRODUCTION OF STATE ATTENDEES
 - b. PRE-PROPOSAL CONFERENCE SUMMARY AND SIGN-IN SHEET(S) WILL BE EMAILED
- II. REVIEW OF RFP SECTIONS 1, 4 AND 5.....*TIFFANY MURRIEL*
- III. REVIEW OF CURRENT BENEFITS PROGRAM [SECTION 2]..... *ANNE TIMMONS & RENEE HAMMOCK*
- IV. REVIEW OF SCOPE OF WORK [SECTION 3].....*ANNE TIMMONS & W. STEVEN HAMLETT*
- V. REVIEW OF ATTACHMENTS A; B; C; P; AND Q*TIFFANY MURRIEL*
- VI. REVIEW OF FINANCIAL PROPOSAL [ATTACHMENT F]*TIFFANY MURRIEL*
- VII. REVIEW OF MBE & VSBE FORMS [ATTACHMENTS D AND 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 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 WRITTEN 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.